



# In-Form

Use this form to highlight **ANY event, error, hazard, near-miss or concern** which you believe **did or could** affect Safety<sup>1</sup> or efficiency. Examples include (but are not limited to) inaccurate or confusing procedures, lack of correct equipment, local procedures not following those "in the book", "I didn't have .....", "They did ....", "I nearly did ....".

Please give a complete story of the situation. One way to include all the important facts in your report is to make sure you have answered the following questions:

1. What happened (or nearly happened)?
2. Why did it happen?
3. What did you do about it?
4. Are there any recommendations you would make to prevent reoccurrence?

Rank:

Name:

Section:

Date:

Tel No/Email:

## Description of Event, Error, Hazard, Near-miss, Concern or Suggestion:

*Continue overleaf if required*

### When Complete

Forward to your LEMSCo/Local Flight Safety Rep or send directly to the Station  
Flight Safety Officer<sup>2</sup>

<sup>1</sup> There are several ways of reporting Air Safety related issues. Full details can be found at RA1410: Occurrence reporting on the [MAA Website](#)

<sup>2</sup> If you are unsure who these are, then pass to your Supervisor, Line manager or Duty officer

**Royal Air Force Specific Completion Guidance:**

I am happy for my report to be seen by my Line Manager (Send report directly to the Line Manager).

I wish for my report to remain Confidential. (Send report directly to the SFSO).

If you wish to raise any issue to the HQ(Air) Flight Safety Officer, then please raise a Defence Confidential Occurrence Reporting System ([DCORS](#)) Report (Details are available via the [MAA Air Safety Occurrence Reporting](#) web page).

**Description of Event, Error, Hazard, Near-miss, Concern or Suggestion (Continued):****Suggested improvement action required to resolve or mitigate the issue/concern.**

Report Serial No (for use by SFSO only)