



AAIA Circular 01/2019

DUTY TO REPORT AIRCRAFT ACCIDENTS AND SERIOUS INCIDENTS

1. The [Hong Kong Civil Aviation \(Investigation of Accidents\) Regulations](#) require that an accident or a serious incident should be notified as soon as practicable:

- (a) To the Chief Inspector¹ of the Air Accident Investigation Authority (AAIA), which is the accident investigation authority of Hong Kong, at

Duty Phone: (852) 9518 5800 (24 hours)

Email: ACCID@tlb.gov.hk

- (b) By the pilot in command of the aircraft involved at the time of the accident or serious incident, or if he be killed or incapacitated, then the operator of the aircraft. In addition, where the accident or serious incident occurs on or adjacent to an aerodrome, the aerodrome authority must also give such notice.
2. An accident is an occurrence associated with the operation of an aircraft which takes place after the time any person boards the aircraft with the intention of flight and no later than the time all persons who boarded with that intention have disembarked, in which –
 - (a) a person is fatally or seriously injured while being in the aircraft or by direct contact with any part of the aircraft (including any part which has become detached from the aircraft) or by direct exposure to jet blast, except when the death or serious injury is from natural causes, is self-inflicted or is inflicted by other persons or when the death or serious injury is suffered by a stowaway hiding outside the areas normally available in flight to the passengers and members of the crew of the aircraft; or
 - (b) the aircraft sustains structural failure or damage, other than:

¹ i.e. the post of Chief Accident and Safety Investigator

- (i) engine failure or damage that is limited to a single engine (including its cowling or accessories);
- (ii) damage that is limited to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens or the aircraft skin (such as small dents or puncture holes);
- (iii) minor damage to main rotor blades, tail rotor blades, landing gear, or resulting from hail or bird strike (including holes in the radome),

which adversely affects its structural strength, performance or flight characteristics and which would normally require major repair or replacement of the affected component; or

- (c) the aircraft is missing or is completely inaccessible.

3. A serious incident is an incident that is associated with the operation of an aircraft involving circumstances indicating that there was a high probability of an accident; and takes place after the time any person boards the aircraft with the intention of flight and no later than the time all persons who boarded with that intention have disembarked. A list of typical examples is available under:

https://www.tlb.gov.hk/aaia/eng/about_us/serious_incidents/index.html

4. If an accident or a serious incident occurs in or over Hong Kong, the Commissioner of Police should also be notified of the accident or serious incident, and of the place where it occurred.
5. To facilitate notification and the provision of relevant information, an Aircraft Accident / Incident Reporting Form (AAIA-01) is available for download via the following link:

[https://www.tlb.gov.hk/aaia/doc/ACCID-INCID%20Form%20\(AAIA-01%200722\).pdf](https://www.tlb.gov.hk/aaia/doc/ACCID-INCID%20Form%20(AAIA-01%200722).pdf)

6. As much of the required information as is immediately available should be sent to the Chief Inspector by the quickest feasible means. Notification needs not be delayed due to the lack of complete information. However, additional information should be supplied as soon as practicable.
7. The Chief Inspector may require the owner, operator, pilot in command or hirer of the aircraft involved in an accident or incident to provide such information as is in their possession or control in such form and within such time as may be specified.

8. Reporting accident or serious incident to the air traffic control unit of Hong Kong (HKATC) should not be considered as fulfilling the reporting duty illustrated in paragraph 1.²
9. If the accident or serious incident has taken place in or over Hong Kong the wreckage of the aircraft may not be removed or interfered with, nor should any unauthorised person be allowed to have access to it without authority, except as may be necessary for the extrication of persons or animals, removal of any mails, valuables and dangerous goods carried by the aircraft, prevention of destruction by fire, water or other cause, or any danger or obstruction to the public or to air navigation, or to other transport. An authorised person means any person authorised by the Chief Inspector either generally or specially to have access to any aircraft involved in an accident or a serious incident, and includes police officers and officers of Customs and Excise Service.
10. For occurrences that are not captured by the above, all persons, including but not limited to the pilots and/or operator of the aircraft, air traffic controller, maintenance services provider and the aerodrome authority, are also encouraged to report the occurrences to the Air Accident Investigation Authority. A Voluntary Incident Reporting Form (AAIA-02) has been designed and is available for download through the following link to facilitate reporting.

[https://www.tlb.gov.hk/aaia/doc/VIR%20Form%20\(AAIA-02%200722\).pdf](https://www.tlb.gov.hk/aaia/doc/VIR%20Form%20(AAIA-02%200722).pdf)

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Check the Air Accident Authority Investigation website for information, reports and updates:

<https://www.tlb.gov.hk/aaia/eng/index.html>

The Air Accident Investigation Authority 24/7 Duty Investigator Hotline:

Tel: (852) 9518 5800

Email: ACCID@tlb.gov.hk Fax: (852) 2910 6049

² Under the established alerting procedure between the AAIA and the HKATC, the latter will notify the AAIA in cases of (i) aircraft accidents, (ii) full emergency, (iii) runway incursions/ excursions reported by pilots to, or observed by, HKATC, and (iv) injuries in-flight reported by pilots to HKATC. While HKATC will attempt to make the notification to AAIA as soon as practicable, they may need time to ascertain factual information and nature of the individual case.