



GUYANA CIVIL AVIATION AUTHORITY

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**GCAA
ADVISORY CIRCULAR**

**GENERAL
AC NO: GCAA AC/GEN/002**

**MANDATORY
SUBJECT: OCCURRENCE REPORT**

DATE ISSUED: 01-09-2026
ISSUED BY: Director Aviation
Safety Regulation

Note: Advisory Circulars (ACs) are not mandatory in nature, but provide means such as guidance, methods, procedures, and practices acceptable to the Authority for complying with regulations, standards, rules, directives, and other requirements in a systematic manner. These are not necessarily the only means of compliance. ACs may also contain explanations of regulations, other guidance material, best practices, or information useful to the aviation community. Unless incorporated into a regulation by reference, ACs are not regulatory in nature and do not create or change a regulatory requirement. A change of a regulatory requirement may come in the form of a Directive. An Advisory Circular is not a Directive.

1. PURPOSE

This Advisory Circular (AC) provides information and guidance concerning an acceptable means of compliance with Regulation 15 of the Civil Aviation (General) Regulations 2024 regarding the Authority's Mandatory Occurrence Reporting (MOR) system.

2. EFFECTIVE DATE

This Advisory Circular affects all aviation operations in Guyana and is effective October 01, 2026.

3. RELEVANT REFERENCES

- a. Regulation 15 of the Civil Aviation (General) Regulations 2024.
- b. Regulation 9 of the Civil Aviation (Accident and Serious Incidents) Regulations 2024.
- c. Requirements 2.26.4.1.1 and 9.3 of the Civil Aviation Requirements for Air Traffic Services 2024.
- d. Requirement 5.5.3 of the Civil Aviation Requirements for Airworthiness 2024.
- e. Requirements 9.4, 11.4.7.6 and Attachment C of the Civil Aviation Requirements for Certified Aerodromes 2024. Advisory Circular AC AGA-011.
- f. Requirement 9.6.1.13 (f) of the Civil Aviation Requirements for Air Operator Certification and Administration (No. 2 for 2024) 2024.
- g. Requirement 8.5.1.23 of the Civil Aviation Requirements for Operations 2024.

4. CONTACT INFORMATION

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5. AUDIENCE

This AC affects all aviation operations in Guyana.

6. CANCELLATION

As of its effective date, this AC GCAA AC/GEN/002 cancels Airworthiness AC #: 008 dated November 15, 2016.

7. CHANGES

To provide guidance with newly promulgated Regulations and Requirements.

8. FORMS TO BE USED

GCAA MOR Form No. GCAA/ASRD/2003 (Form can be obtained from the GCAA website).

9. OBJECTIVES OF THE MANDATORY OCCURRENCE REPORTING SYSTEM

9.1 To ensure that the GCAA is advised of all hazardous or potentially hazardous defects and incidents (occurrences).

9.2 To ensure that all information concerning these occurrences is disseminated to operators and other interested parties.

9.3 To enable an assessment to be made of the safety implications of each occurrence.

9.4 To decide whether any corrective action needs to be taken.

Note: The GCAA considers that the exchange of information resulting from the submission of reports under the MOR system can be of great benefit to aircraft safety.

10. WHO SHOULD SUBMIT AN MOR

A person who is the owner, operator or pilot-in-command of an aircraft registered in Guyana or carries on the business of maintaining, repairing or overhauling such an aircraft or any equipment or part of that aircraft, or signs a certificate of release to service in respect of that aircraft or performs a function for which the person requires an air traffic controllers licence or is the holder of an aviation document for an aerodrome shall report to the GCAA, either directly or using the appropriate company procedures.

11. REPORTABLE OCCURRENCES

11.1 A reportable occurrence is defined as: ***“any incident, malfunction or defect in an aircraft or its equipment, or in ground facilities intended for use in connection with the operation of an aircraft, which endangers, or if not corrected could endanger, the aircraft or its occupants or any other person.”***

12. EXAMPLE OF OCCURRENCES THAT ARE CONSIDERED TO BE REPORTABLE

- a. For Aerodromes see Requirements 9.4, 11.4.7.6 and Attachment C of the Civil Aviation Requirements for Certified Aerodromes 2024. Advisory Circular AC AGA-011.
- b. For Air Traffic Services see Requirement 2.26.4.1.1 and 9.3 of the Civil Aviation Requirements for Air Traffic Services 2024.
- c. For Airworthiness see Requirement 5.5.3 of the Civil Aviation Requirements for Airworthiness 2024.
- d. For Dangerous Goods see Requirement 9.6.1.13 (f) of the Civil Aviation Requirements for Air Operator Certification and Administration (No. 2 for 2024) 2024.
- e. For Flight Operations see Requirement 8.5.1.23 of the Civil Aviation Requirements for Operations 2024.

12.1 Cargo Incidents:

- a. Incidents arising from the carriage of cargo could be reportable if they endangered the aircraft and or persons.
- b. These include incidents related to:
 - i. the carriage of hazardous or restricted material;
 - ii. incorrectly packed cargo;
 - iii. incorrectly stowed cargo;
 - iv. incorrectly secured cargo; or
 - v. the carriage of livestock.

12.2 Occurrences Causing Delays to Scheduled Services

- a. Delay to a scheduled service of fifteen (15) minutes duration or more on account of a defect/malfunction in an aircraft shall be reported by the operator to the Director General of Civil Aviation within seventy-two (72) hours of receipt of information.
- b. The report shall contain at least the following information:
 - i. Service number, date and place of the delay;
 - ii. Nationality and registration marks and type of aircraft involved;
 - iii. Duration of the delay.
 - iv. Brief reasons for the delay; and

- v. Details of rectification action taken.

13. REPORTING PROCEDURES

- a. All reportable occurrences shall be submitted to the Director General of Civil Aviation (DGCA) in writing using the GCAA MOR Form No. GCAA/ASRD/2003 within seventy-two (72) hours of the occurrence coming to the person making the report.
- b. Any information not known at the time of submission of the report shall be forwarded when it becomes available. However, the GCAA must be notified of all reportable occurrences in the first place, using the fastest possible means, i.e. telephone, or e-mail.
- c. Persons are encouraged to use the GCAA Occurrence and Safety Incident Reporting Telephone Hotline (592) 608 4222 when making reports since this is a 24-hour dedicated service.
- d. The following information is required when reporting a MOR:
 - i. Nationality and registration marks of the aircraft;
 - ii. Aircraft type;
 - iii. Name and address of the owner/operator;
 - iv. Date and place of occurrence; description of the occurrence;
 - v. If investigation into the reportable occurrence has been instituted, the result thereof;
 - vi. Action if any taken to prevent such recurrences;
 - vii. In case of a reportable occurrence taking place during flight:
 - 1. time of occurrence; and
 - 2. the last point of departure and the next point of intended landing of the aircraft;
 - viii. In case of a defect or malfunctioning in any part or equipment of an aircraft, the identification of the part(s), their modification status and the name of the manufacturer.

14. INVESTIGATION REVIEW

- a. The aircraft owners or operators shall develop a system for undertaking detailed and speedy investigation into all reportable occurrences by the qualified technical staff. The main purpose of the investigation is to avoid recurrences, and as such all efforts during the investigation should be made to determine the cause of the occurrence rather than who caused it.
- b. The system shall also include analyses of all results of investigation and periodic timely reviews to assess the adequacy of rectification action taken in respect of each occurrence and to determine if any weakness in the basic design of any aircraft, component or in the

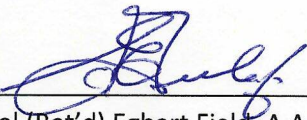
operator. The representatives of the Authority shall have the option to associate themselves with this review and ask for any additional information connected with the occurrences, if considered necessary.

- c. Should the completion of any investigation be likely to take longer than three months, a monthly progress report shall be furnished to the Authority until the finalization of the investigation.

15. PRESERVATION OF RECORDS AND DEFECTIVE COMPONENTS

- a. All records associated with the reportable occurrences/defects and rectification action taken shall be preserved for at least two (2) years or for such periods as the DGCA may require.
- b. The components associated with all major defects shall be preserved for a period of two (2) weeks minimum, from the date of the defect, unless released earlier by the Authority.
- c. The operator of an aircraft shall, if he has reason to believe that a report has been or will be made in pursuance of this requirement, preserve any data from a flight data recorder or a cockpit (flight deck) voice recorder relevant to the reportable occurrence for fourteen (14) days from the date a report of that occurrence is made to the DGCA or for such longer period as the latter may in a particular case direct.

Approved by:



Lt. Col (Ret'd) Egbert Field, A.A
Director General of Civil Aviation
Guyana Civil Aviation Authority