



GUYANA CIVIL AVIATION AUTHORITY

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**GCAA
ADVISORY CIRCULAR**

**GENERAL
AC NO: GCAA AC/GEN/004**

**SUBJECT: OCCURRENCE AND SAFETY INCIDENT
REPORTING TELEPHONE HOTLINE
(592) 608 4222**

DATE ISSUED: 01-10-2026
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 a dedicated telephone line for communication with the Authority when reporting any occurrence or safety incident.

2. EFFECTIVE DATE

This Advisory Circular becomes effective November 01, 2026.

3. RELEVANT REFERENCES

- a. Regulation 15 of the Civil Aviation (General) Regulations 2024.

4. CONTACT INFORMATION

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5. AUDIENCE

This AC affects all owners and operators of aircraft operated in Guyana and all personnel working in the aviation industry and the general public.

6. CANCELLATION

As of its effective date, this Advisory Circular GCAA AC/GEN/004 cancels GCAA AC/AIR-025 dated October 5th, 2016.

7. CHANGES

To provide guidance with newly promulgated Regulations and Requirements.

8. REPORTING OF OCCURRENCES/TELEPHONE HOTLINE

- a. Regulation 15 of the Civil Aviation (General) Regulations 2024 require that any notifiable occurrence be reported to the Authority. The Authority has established a Mandatory Occurrence Reporting (MOR) system and a Voluntary Reporting System (VRS) to encourage reporting of aircraft incidents/accidents and safety occurrences with the aim to prevent future occurrences.
- b. Consequently, the Authority has promulgated Advisory Circulars: **GCAA AC/GEN/002 "Mandatory Occurrence Reporting System" and GCAA AC/GEN/003 "Voluntary Reporting System "**.
- c. To enhance the effectiveness of the MOR and VRS systems and to provide a reliable means of communication, the GCAA hereby establish, through this AC, a **24-Hour Occurrence and Safety Incident Reporting Telephone Hotline** that is dedicated strictly for the reporting of occurrences and safety incidents (MOR and VRS). **The Hotline Telephone Number is (592) 608 4222.**

Approved by:


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