



Flight Safety Notification

Air Navigation Services

Flight Safety Notifications (FSNs) are not mandatory in nature, but provide means such as guidance, methods, procedures and practices acceptable to the Authority for complying with regulations and other requirements in a systematic manner. These are not necessarily the only means of compliance. FSNs 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, FSNs are not regulatory and do not create or change a regulatory requirement. A change of a regulatory requirement may come in the form of a Directive. A Flight Safety Notification is not a Directive.

Mandatory Occurrence Reporting

Reason for Revision

Addition of alternative means of contact.

1. Introduction

- 1.1 The Civil Aviation Regulations require the Air Navigation Services Provider to make mandatory and voluntary reports to the Flight Safety Department. However, no procedures were prescribed to determine when and how these reports are to be made. This Flight Safety Notification (FSN) prescribes the types of occurrences that are denoted as mandatory and indicate the timeline within which these reports are to be made.

2. References

- 2.1 The Civil Aviation Regulations (CARs), as amended: Regulations 19; Regulation 202;
- 2.2 (CARs) Twentieth Schedule, Subpart H, Section 20.116; Twenty-Fourth "A" Schedule, section 24.123 and section 24.153; Twenty-Fourth "B" Schedule, section 24.259; Twenty-Fourth "D" Schedule, section 24.487.
- 2.3 ICAO Annex 13 - Attachment C, section 3.

3. Applicability

- 3.1 This FSN applies to every person who performs a function or service that requires him/her to be authorized by the JCAA as an air traffic controller or a flight information service officer and to all managers of air navigation service providers and of contracted/third party service providers for air navigation services.

4. Effectivity

- 4.1 This FSN is effective immediately and shall remain in force until revised or withdrawn.

5. Definitions

- 5.1 **Accident:** an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all persons have disembarked, in which a person is fatally or seriously injured as a result of:
- (i) being in the aircraft, or
 - (ii) direct contact with any part of the aircraft, including parts which have become detached from the aircraft; or
 - (iii) direct exposure to jet blast, except where such injury is from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or the aircraft sustains damage or structural failure which:
 - (iv) adversely affects the structural strength, performance or flight characteristics of the aircraft; and
 - (v) would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to the engine, its cowlings or accessories; or for damage limited to propellers, wing tips, antennas, tyres, brakes, fairings, small dents or puncture holes in the aircraft skin; or
 - (vi) the aircraft is missing or is completely inaccessible. (*CARs, 2012- Twenty-Fourth Schedule*)
- 5.2 **AIRPROX:** The code word used in an air traffic incident report to designate aircraft proximity.
- 5.3 **Aircraft Proximity:** A situation in which, in the opinion of a pilot or air traffic services personnel, the distance between aircraft as well as their relative positions and speed have been such that the safety of the aircraft involved may have been compromised.
- 5.4 **Aviation occurrence:** any accident or incident associated with the operation of an aircraft.

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- 5.5 **Incident:** any occurrence, other than an accident, associated with the operation of an aircraft and which affects or could affect aviation safety.
- 5.6 **Serious incident:** an incident involving circumstances indicating that an accident nearly occurred.

6. Background

- 6.1 Annex 13 to the Convention on International Civil Aviation - Aircraft Accident and Incident Investigation requires States to establish mandatory occurrence reporting systems to facilitate the collection of information on potential or actual safety deficiencies. The Air Navigation Services Provider (ANSP), being a critical data source, generates a wide range of valuable information from minor technical malfunctions to significant operational errors that can provide valuable insights into their operational environment. The systematic collection and analysis of this data by the regulatory body will be used primarily to detect safety trends and inform strategies to improve aviation safety.

7. Action

- 7.1 Upon the effective date and time of this notification, all technical and management employees of the air navigation service provider shall ensure that the occurrences listed herein of which they are aware, are reported to the Flight Safety Department of the Jamaica Civil Aviation Authority within the time frame stipulated.
- 7.2 The list of reportable occurrences and the reporting timelines are provided in Table 1 of this FSN. This list is not exhaustive and does not preclude the voluntary reporting of any safety related occurrence by any aviation personnel.

8. Method of Reporting

- 8.1 The method of reporting of these occurrences is dependent on the nature of the occurrence. For accidents, serious incidents and inflight emergencies, an immediate notification is required via the Flight Safety Emergency Number 876-881-5222. This must be followed by the submission of a written mandatory occurrence report utilizing the service provider's existing occurrence reporting form. Where no form exists, the service provider may utilize free text ensuring that all information relevant to the occurrence is captured. Additionally, reports may be made via WhatsApp messaging service at 876-881-5222 or by email to the Flight Safety Reporting System at: safety.reports@jcaa.gov.jm.

8.2 Examples of Reportable Occurrences

8.2.1 Aircraft accidents

8.2.2 Serious Incidents:

- (a) Collisions (not classified as accidents) between an aircraft and any other aircraft, vehicle or other ground object.
- (b) Near collisions requiring an avoidance manoeuvre to avoid a collision or an unsafe situation or when an avoidance action would have been appropriate.
- (c) Controlled flight into terrain (CFIT) only marginally avoided.
- (d) AIRPROX
- (e) TCAS/ACAS Resolution Alerts (RAs)
- (f) Runway overshoot/undershoot
- (g) Direct exposure to jet blast

8.2.3 Incidents:

- (a) Bird strikes
- (b) Aircraft loss of separation
- (c) Potential collision between two aircraft on the ground requiring avoidance action
- (d) Potential collision between aircraft and vehicle, aircraft and pedestrian, vehicle and vehicle, or vehicle and pedestrian which requires avoidance action
- (e) Runway incursions
- (f) The presence of an aircraft, vehicle, or pedestrian on the manoeuvring area (except runway) without ATC clearance
- (g) Aircraft landing or departing without ATC clearance
- (h) Any instance where an aircraft flies in a warning, restricted or prohibited area without ATC authorization
- (i) Any authorization from ATC for aircraft to fly over a warning, prohibited, restricted or danger area
- (j) Any go-around initiated by either ATC or a flight crew involving a turbojet except for practice approaches

- (k) Alleged Infringement of Civil Aviation Legislation (AICAL)
- (l) Apron/taxiway incident reported to ATC where the safety of an aircraft was or may have been affected on the apron or taxiway
- (m) ATC coordination error - an incident where the coordination between ATC units or sectors was faulty and could have impacted the safety of flights
- (n) ATC operational issues -an incident where incorrect ATCO actions or ATC procedures affected or could have affected the safety of flights.
- (o) Equipment failure - an incident where there is failure or irregularity of ATS equipment or a CNS equipment that could adversely affect the safety or efficiency of flight operations or the provision of air traffic control service.
- (p) Flight planning error - an incident where a flight planning error has been reported that may affect the safety of a flight.
- (q) Visual hazards - an incident where a pilot or ATC unit becomes aware of a situation involving a light source, including laser, spotlights or pyrotechnics, where flight safety was or may have been compromised.
- (r) Large height deviations and ATC loop errors
- (s) Unauthorized access to an air navigation facility
- (t) Interference with CNS equipment including GNSS, Navigational aids and Ground-to-air radios.
- (u) Promulgated information incidents associated with errors that are detected within published aeronautical products
- (v) Failure to comply with ATC clearance
- (w) Any other ANS-related deficiency/defect/malfunction that the AIM/ATM/CNS operator is aware of, and which is deemed to have an impact on the safety of air navigation.

8.2.4 In-Flight Emergencies

- (a) Any emergency (except medical emergencies) declared by a pilot
- (b) Medical emergencies requiring priority landing or special handling
- (c) Inflight equipment malfunctioning requiring aircraft to return or other special handling
- (d) Fuel emergencies

- (e) unlawful interference
- (f) Bomb threat
- (g) Radio communication failure
- (h) Missing aircraft

8.2.5 Other:

- (a) Failure or degradation of the meteorological service at the international airports for more than an hour.
- (b) Failure or degradation of the AIM services.
- (c) Failure or degradation of the air traffic services or closure of any air traffic facility that provides 24-hour service.
- (d) Loss or degradation of surveillance systems.
- (e) Implementation of air traffic flow management.
- (f) Aviation occurrence reports that are not captured in this FSN, but which are mandatory in accordance with the Air Navigation Service Provider's Safety Management System.

Table 1: Reporting Timeline

	Occurrence Classification	Reporting Timeline	FOLLOW-UP
1.	Accidents	Immediately	Written notification within 72 hours of occurrence
2.	Serious Incidents	Immediately	Written notification within 72 hours of occurrence
3.	Incidents	Within 72 hours of occurrence	Follow-up report within 30 days
4.	In flight Emergencies	Immediately	N/A
5.	Other	Within 72 hours of occurrence	Within 30 days, if required.

9. Glossary

ACAS	Aircraft Collision Avoidance System
AIM	Aeronautical Information Management
AIRPROX	Air proximity
ANS	Air Navigation Service
ANSP	Air Navigation Service Provider
ATC	Air Traffic Control
ATM	Air Traffic Management
ATS	Air Traffic Services
CFIT	Controlled Flight into Terrain
CNSs	Communication Navigation Surveillance
FSN	Flight Safety Notification
GNSS	Global Navigation Satellite System
TCAS	Traffic Collision Avoidance System

Approved by: _____



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