

Millbrook Aviation

Safety Reporting Form

Form P-1

Safety Reporting Form

The Millbrook Aviation Pilot Reporting Form may be completed by any crewmember regarding a safety related item in flight or on the ground. The report shall be sent to the Director of Operations and will be sanitized of crewmembers names or flight information prior to discussing the incident with Millbrook Aviation or FAA inspectors.

Flight Information					
Aircraft		Captain		FO	
Trip No.		Co-Captain		ACM	
Leg		Flight Attendant		Ground Personnel	
Maintenance	<input type="checkbox"/> Yes	Maintenance Coordinator		Inspector	
Location of Incidence					
Date		Time		Location	
Altitude		Flight Conditions		ATC	
Maintenance Item					
EFB		iPad Hardware <input type="checkbox"/>		Software <input type="checkbox"/>	
ATA Item		Nomenclature		Deferred	
Description					
Detailed Description of Event:					
Emergency Declared	<input type="checkbox"/> Yes	Medical Emergency	<input type="checkbox"/> Yes		
Aircraft Damage	<input type="checkbox"/> Yes	Severe Turbulence Encounter	<input type="checkbox"/> Yes		
Passenger Injury	<input type="checkbox"/> Yes	Security Incident	<input type="checkbox"/> Yes		

Signature: _____ Print Name: _____ Date: _____

Per the Millbrook Aviation Safety Action Program reports shall be submitted, within 24-hours of reporting the item or incidence. The report must be submitted to the Director of Operations. Reports will be submitted electronically via email. If unable to submit online the person making the report will notify the Director of Operations by the phone number: 845-677-1237. A report due on Saturday or Sunday may be submitted on the following Monday, and a report due on a holiday may be submitted on the next workday.