

## Chapter 09 Case Reports

### 8.1 Introduction

A case report is an abridged relation of the facts of a case drawn up by the investigator for use by the Director, Flight Safety Standard Department (FSSD). It is inserted as the first section of a case file. The case report provides a method of systematically compiling and summarizing all information pertinent to the case so that the Director, Flight Safety Standard Department (FSSD) can quickly become as familiar and conversant with the case as possible without the need to review in detail the complete contents of the file. After reading the case report, the Director, Flight Safety Standard Department (FSSD) should have a sufficient understanding of the case to be able to determine with confidence the appropriateness of the action recommended by the investigator. The case report also serves as a checklist for the investigator to ensure that all necessary investigative steps have been completed and nothing further remains to be done. It should be as accurate and comprehensive as possible.

### 9.2 Content and Preparation of Case Reports

The cover sheet of the case report should contain the identity of the alleged offender by name and licence number, if appropriate, as well as the alleged contraventions and the name of the investigator. This should be followed by a case synopsis, which could be described as a thumbnail sketch of the case, providing the Director, Flight Safety Standard Department (FSSD) with a quick overview of the situation. Next is a sheet fully identifying the alleged offender by name, address and date of birth, and setting out licensing details and details of the aircraft involved. An analysis of legislation follows breaking down the alleged contraventions into their elements, listing the facts to be established and identifying the evidence to be used to prove those facts. A list of evidence which may be entered as exhibits if the case were to progress to the DG CAAN should be followed by the exhibits, e.g. copies of statements, diagrams, photographs and Certificates. The exhibits should be flagged with a letter to ensure quick and easy location. Originals of the items can be placed in the case report. If applicable, the alleged offender's enforcement history is indicated next. The package is rounded off with the inspector's recommendation in which any mitigating or aggravating circumstances may be outlined based on section 11.2 of this manual. While preparing a case report demands much work, a case cannot be expediently concluded without a properly prepared case report. In some instances, many man-hours may have been expended in investigating the offence. A successful and thorough investigation should not be jeopardized by the use of a poorly prepared or inadequate case report.

An example case report follows.

### 9.3 Sample Case Report

File Reference No. \_\_\_\_\_

#### **CASE REPORT**

**(Alleged Offender's Name)**

**(Alleged Offender's License Number)**

*(List the provisions contravened by section number)*

**Investigating Officer:**

*(Investigator's Name)*

*Date*

#### **CASE SYNOPSIS**

*(This summary of the case is intended to provide the Chief, Aviation Safety Department with an overview of the situation)*

### **IDENTIFICATION OF THE ALLEGED OFFENDER**

Name: *(Offender's Name)*

Address: *(Offender's Address)*

D.O.B.: *(Offender's DOB)*

License: *(Offender's License – Type and number)*

### **AIRCRAFT**

Identity: *(Aircraft Type, Model, Registration)*

Owner: *(Aircraft Owner)*

Address: *(Aircraft Owner's Address)*

## Aviation Enforcement Procedure Manual

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### **ANALYSIS OF LEGISLATION**

ALLEGATION: Contravention of ***Nepalese Civil Aviation Regulation*** (*Regulation Number*)

Regulation Text

ELEMENTS	FACTS TO BE ESTABLISHED	EVIDENCE	EXHIBIT
Reg Element	Reg Fact	Evidence	

ANALYSIS:

**JURISPRUDENCE**

**INVESTIGATOR'S RECOMMENDATION**

Investigator's comments

**SUPERVISOR'S COMMENTS**

**CHIEF, AVIATION SAFETY DEPARTMENT'S  
DETERMINATION**

**DGCA DECISION**

**LIST OF EXHIBITS**

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