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| **AIR TRAFFIC INCIDENT REPORT FORM**  *For use when submitting and receiving reports on air traffic incidents. In an initial report by radio, shaded items should be included,* | | | | |
| **A - AIRCRAFT IDENTIFICATION** | | **B - TYPE OF INCIDENT** | | |
| AIRPROX / OBSTRUCTION ON RUNWAY / RUNWAY INCURSION/ PROCEDURE/ FACILITY.\* | | |
| **C - THE INCIDENT** | | | | |
| **1. General**  a) Date / time of incident UTC  b) Position | | | | |
| **2. Own aircraft** | | | | |
| a) Heading and route |  | | |  |
| b) True airspeed measured in ( ) kt ( ) km/h | | | | |
| c) Level and altimeter setting | | | | |
| d) Aircraft climbing or descending | | | | |
| ( ) Level flight | ( ) Climbing | | ( ) Descending | |
| e) Aircraft bank angle | | | | |
| ( ) Wings level | ( ) Slight bank | | ( ) Moderate bank | |
| ( ) Steep bank | ( ) Inverted | | ( ) Unknown | |
| f) Aircraft direction of bank | | | | |
| ( ) Left | ( ) Right | | ( ) Unknown | |
| g) Restrictions to visibility (select as many as required) | | | | |
| ( ) Sunglare | ( ) Windscreen pillar | | ( ) Dirty windscreen | |
| ( ) Other cockpit structure ( ) None | | |  | |
| h) Use of aircraft lighting (select as many as required) | | | | |
| ( ) Navigation lights | ( ) Strobe lights | | ( ) Cabin lights | |
| ( ) Red anti-collision lights ( ) Landing / taxi lights ( ) Logo (tail fin) lights | | | | |
| ( ) Other | ( ) None | | |  |
| i) Traffic avoidance advice issued by ATS | | | | |
| ( ) Yes, based on radar | ( ) Yes, based on visual  sighting | | ( ) Yes, based on other  information | |
| ( ) No |  | |  | |
| j) Traffic information issued by ATS | | | | |
| ( ) Yes, based on radar | ( ) Yes, based on visual  sighting | | ( ) Yes, based on other  information | |
| ( ) No |  | |  | |
| j) Airborne collision avoidance system - ACAS | | | | |
| ( ) Not carried | ( ) Type | | ( ) Traffic advisory issued | |
| ( ) Resolution advisory issued ( ) Traffic advisory or resolution advisory not issued | | | | |

\* Delete as appropriate

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| l) Radar identification |  |  | |
| ( ) No radar available | ( ) Radar identification | ( ) No radar identification | |
| m) Other aircraft sighted |  |  | |
| ( ) Yes | ( ) No | ( ) Wrong aircraft sighted | |
| n) Avoiding action taken |  |  | |
| ( ) Yes | ( ) No |  | |
| o) Type of flight plan IFR / VFR / none\* | | | |
| **3**. **Other aircraft** | | | |
| a) Type and call sign / registration (if known) | | | |
| b) If a) above is not known, describe below | | | |
| ( ) High wing | ( ) Mid wing | | ( ) Low wing |
| ( ) Rotorcraft |  | |  |
| ( ) 1 engine | ( ) 2 engines | | ( ) 3 engines |
| ( ) 4 engines | ( ) More than 4 engines | |  |
| Marking, colour or other available details | | | |
| c) Aircraft climbing or descending | | | |
| ( ) Level flight | ( ) Climbing | | ( ) Descending |
| ( ) Unknown |  | |  |
| d) Aircraft bank angle | | | |
| ( ) Wings level | ( ) Slight bank | | ( ) Moderate bank |
| ( ) Steep bank | ( ) Inverted | | ( ) Unknown |
| e) Aircraft direction of bank | | | |
| ( ) Left | ( ) Right | | ( ) Unknown |
| f) Lights displayed | | | |
| ( ) Navigation lights | ( ) Strobe lights | | ( ) Cabin lights |
| ( ) Red anti-collision lights | ( ) Landing / taxi lights | | ( ) Logo (tail fin) lights |
| ( ) Other | ( ) None | |  |
| g) Traffic avoidance advice issued by ATS | | | |
| ( ) Yes, based on radar | ( ) Yes, based on visual  sighting | | ( ) Yes, based on other  information |
| ( ) No | ( ) Unknown | |  |
| h) Traffic information issued | | | |
| ( ) Yes, based on radar | ( ) Yes, based on visual  sighting | | ( ) Yes, based on other  information |
| ( ) No | ( ) Unknown | |  |
| i) Avoiding action taken | | | |
| ( ) Yes, based on radar | ( ) No | | ( ) Unknown |

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| **4. Distance**  a) Closest horizontal distance  b) Closest vertical distance |
| **5. Flight weather conditions**   * + 1. IMC /VMC\*     2. Above / below\* clouds / fog / haze or between layers\*     3. Distance vertically from cloud m / ft\* below m / ft\* above     4. In cloud / rain / snow / sleet / fog / haze\*     5. Flying into / out of\* sun     6. Flight visibility m / km\* |
| **6. Any other information considered important by the pilot-in-command** |
| **D - MISCELLANEOUS**  **1. Information regarding reporting aircraft**  a) Aircraft registration  b) Aircraft type  c) Operator  d) Aerodrome of departure |
| e) Aerodrome of first landing destination |
| f) Reported by radio or other means to (name of ATS unit) at time UTC  g) Date / time / place of completion of form |
| * 1. **2.** **Function, address and signature of person submitting report**      1. Function      2. Address      3. Signature      4. Telephone number |
| * 1. **3. Function and signature of person receiving report**   a) Function b) Signature |

\* Delete as appropriate

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| **E - SUPPLEMENTARY INFORMATION BY ATS UNIT CONCERNED** |
| **1. Receipt of report**  a) Report received via AFTN / radio / telephone / other (specify)\*  b) Report received by (name of ATS unit) |
| **2. Details of ATS action**  Clearance, incident seen (radar/visually, warning given, result of local enquiry, etc.) |
| **DIAGRAMS OF AIRPROX**  Mark passage of other aircraft relative to you, in plan on the left and in elevation on the right,  assuming YOU are at the centre of each diagram. Include first sighting and passing distance. |

\* Delete as appropriate