

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/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) Restriction to visibility (select as many as required)

- () Sun glare () Windscreen Pillar () Dirty Widscreen
() 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 () Yes, based on other
() No sighting information

j) Traffic information issued

- () Yes, based on radar () Yes, based on visual () Yes, based on other
sighting information

k) Airborne collision avoidance system – ACAS ☐ Not carried ☐ Type ☐ Traffic advisory issued ☐ Resolution advisory issued ☐ Traffic advisory or resolution advisory not issued		
l) Radar identification ☐ No radar available ☐ Radar identification ☐ No radar identification		
m) Other aircraft sighted ☐ Yes ☐ No ☐ Wrong aircraft sighted		
n) Avoiding action ☐ 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 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 ☐ Unknown		
_____ * Delete as appropriate		

g) Traffic avoidance advice issued by ATS () Yes, based on radar () No	() Yes based on visual sighting	() Yes, based on other information
h) Traffic information issued () Yes, based on radar	() Yes, based on visual sighting	() Yes, based on other information
i) Avoiding action () Yes	() No	() Unknown

4) Distance

a) Closest horizontal distance _____

b) Closest vertical distance _____

5) Flight Weather Conditions

a) IMC/VMC*

b) Above/below* clouds/fog/haze or between layers

c) Distance vertically from cloud _____ m/ft*below _____ m/ft* above

d) In cloud/rain/snow/sleet/fog/haze

e) Flying into/out of* sun

f) 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 _____

* Delete as appropriate

e)	Aerodrome of first landing _____ destination _____
f)	Reported by or other means to _____ (name of ATS unit) at time _____ UTC
g)	Date/time/place of completion of form _____
2	Function, address and signature of person submitting report
a)	Function _____
b)	Address _____
c)	Signature _____
d)	Telephone Number _____
3	Function and signature of person receiving report
a)	Function _____
b)	Signature _____
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.

