

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 routes		
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)		
() Sun glare	() Windscreen pillar	() Dirty windscreen
() Other cockpit structure	() None	
h) Use of aircraft lightening (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		
() Yes, based on radar	() Yes, based on visual sighting	() Yes, based on other information
() No		
k) Traffic information issued		
() Not carried	() Type	() Traffic advisory issued
() Resolution advisory issued () Traffic advisory or resolution advisory not issued		

* Delete as appropriate

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) If a) above is not known, describe below

☐ 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 in) lights
☐ Other ☐ None ☐ Unknown

g) Traffic avoidance advice issued by ATS

☐ Yes, based on radars ☐ Yes, base on visual sighting ☐ Yes, based on other information
☐ No ☐ Unknown

h) Traffic information issued

☐ Yes, based on radars ☐ Yes, base on visual sighting ☐ Yes, based on other information
☐ No ☐ Unknown

i) Avoiding action taken

☐ Yes ☐ No ☐ Unknown

* Delete as appropriate

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 _____
- e) Aerodrome of first landing _____ destination _____
- f) Type of air traffic service _____ #
- g) RT frequency _____ SSR code _____ #
- h) Reported by radio or other means to _____ (name of ATS unit) at time _____ UTC
- i) 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 _____ a) Signature _____

* Delete as appropriate

† Addition to the ICAO form

E – SUPPLEMENTARY INFORMATION BY ATS UNIT CONCERNED

1. Receipt of report

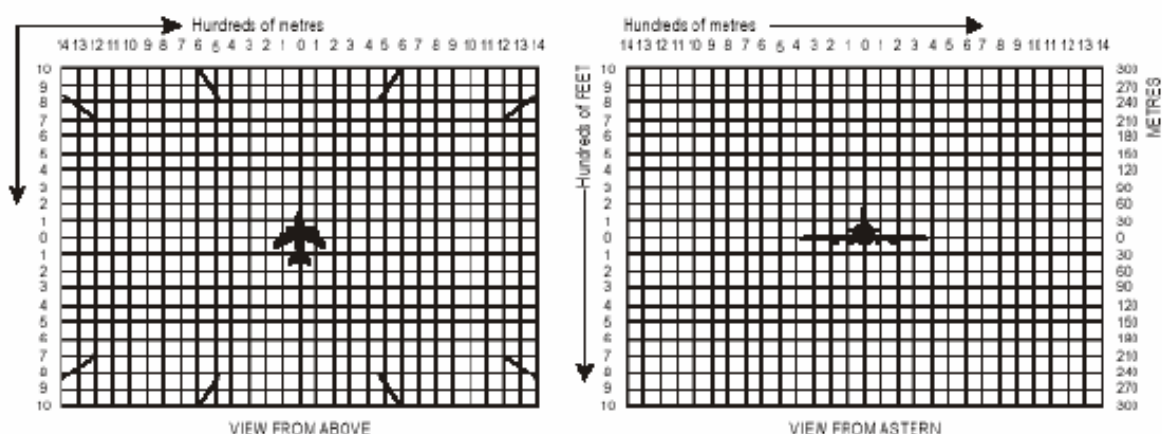
- a) Report received via AFTN / radio / telephone / other (specify) _____
- b) Report received by _____ (name of ATS unit)

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 center of each diagram. Include first sighting and passing distance.



* Delete as appropriate