**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.

<table>
<thead>
<tr>
<th>AIRCRAFT IDENTIFICATION</th>
<th>TYPE OF INCIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AIRPROX / PROCEDURE / FACILITY*</td>
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</tbody>
</table>

### 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

* delete as appropriate
Yes, based on radar  Yes, based on visual sighting  Yes, based on other information
No

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 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 not known, describe below
High wing  Mid wing  Low wing
Rotorcraft
1 engine  2 engines  3 engines
4 engines  More than 4 engines

Making, colour or other available details


c) Aircraft climbing or descending
Level flight  Clinging  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

* delete as appropriate
( ) Navigation lights ( ) Strobe lights ( ) Cabin lights
( ) Red anti-collision lights ( ) Landing / taxi lights ( ) Logo (tail fin) lights
( ) Other ( ) None ( ) Unknown

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<tr>
<th>g) Traffic avoidance advice issued by ATS</th>
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<td>( ) No ( ) Unknown</td>
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<th>h) Traffic information issued</th>
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<tr>
<th>i) Avoiding action taken</th>
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<td>( ) Yes ( ) No ( ) Unknown</td>
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4. Distance

<table>
<thead>
<tr>
<th>a) Closest horizontal distance</th>
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<table>
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<tr>
<th>b) Closest vertical distance</th>
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<td>___________________________</td>
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5. Flight weather conditions

<table>
<thead>
<tr>
<th>a) IMC / VMC*</th>
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<thead>
<tr>
<th>b) Above / below* clouds / fog / haze or between layers*</th>
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<tr>
<th>c) Distance vertically from cloud m / ft* below m / ft* above</th>
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<tr>
<th>d) In cloud / rain / snow / sleet / fog / haze*</th>
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<tr>
<th>e) Flying into / out of* sun</th>
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<tr>
<th>f) Flight visibility m / km*</th>
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6. Any other information considered important by the pilot-in-command

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

* delete as appropriate

3
MISCELLANEOUS

7. 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 ________________________________

8. Function, address and signature of person submitting report
   a) Function ________________________________
   b) Address ________________________________
   c) Signature ________________________________
   d) Telephone number ________________________________

9. Function and signature of person receiving report
   a) Function ________________________________
   b) Signature ________________________________

* delete as appropriate
SUPPLEMENTARY INFORMATION BY ATS UNIT CONCERNED

10. Receipt of report
   a) Report received via AFTN / radio / telephone / other (specify)* __________________________
   b) Report received by __________________________ (name of ATS unit)

11. 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