



GUYANA CIVIL AVIATION AUTHORITY

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**GCAA
ADVISORY CIRCULAR**

**AIR NAVIGATION SERVICES
INSPECTORATE
AC NO: GCAA AC/ANSI/001**

**SUBJECT: AIR TRAFFIC INCIDENT
REPORTING**

DATE INITIATED: JULY 26, 2016
INITIATED BY: DIRECTOR AVIATION
SAFETY REGULATION

1. PURPOSE

The purpose of this Advisory Circular (AC) is to provide guidance on the procedures for reporting of Air Traffic Incidents/Occurrences.

2. GENERAL INFORMATION/CANCELLATION

- a. This Advisory Circular GCAA AC/AGA/002 is an initial issue and the effective date is September 1, 2016.
- b. Pursuant to Regulation 82 of the Guyana Civil Aviation (Air Navigation) Regulations [GCARs], the owner, operator, pilot or other persons are required to make a report to the Authority of any notifiable occurrence.
- c. All notifiable reports shall be made at the earliest possible opportunity and by any means possible, to the Authority.
- d. General notifiable occurrences shall be made to the Authority as specified in the Regulations and Airworthiness Advisory Circular #: 08.
- e. Aircraft accidents and incidents shall be reported through ATS channels. Such reports and any associated information shall be recorded by the unit concerned and forwarded to the Aviation Safety Regulations Directorate (ASRD). The attached ATS Incident Report Form shall be completed and submitted to the ASRD.
- f. This AC applies to aircraft owners and operators, aircraft commander, ANSP, and other Stakeholders.

3. RELATED REFERENCES

- a. Guyana Civil Aviation (Air Navigation) Regulations:
 - 1) Part X - Regulation 82;
 - 2) Schedule 6 - Guyana Aviation Requirements: 8.5.1.21, 8.5.1.22 and 8.5.1.23.
- b. Procedures for Air Navigation Services (PANS [ICAO] Doc. 4444).
- c. ATS Incident Reporting Form #: GCAA 1111 (see Appendix: 1 for form).

4. CONTACT INFORMATION

Director General of Civil Aviation
73 High Street, Kingston, Georgetown, or
Director, Aviation Safety Regulation
Phone: (592) 225 0778, Ext. 229
E-mail: dasr@gcaa-gy.org or
Hotline: #: (592)-608-GCAA [4222]

5. DEFINITION/TERMS

For the purpose of this AC the following terms shall mean:

Aircraft Accident:

An occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

a) a person is fatally or seriously injured as a result of:

- being in the aircraft, or
- direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or
- direct exposure to jet blast,

except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or

b) the aircraft sustains damage or structural failure which:

- adversely affects the structural strength, performance or flight characteristics of the aircraft, and
- would normally require major repair or replacement of the affected component,

except for engine failure or damage, when the damage is limited to a single engine (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes), or for minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the radome); or

c) the aircraft is missing or is completely inaccessible.

An aircraft receives substantial damage or causes serious injury or damage to property.

Reportable Accident:	An occurrence taking place between the time any person boards an aircraft with the intention of flight until such time as all persons have disembarked, in which: a) any person suffers death or serious injury while in or upon the aircraft, or by direct contact with the aircraft, or anything attached thereto; or b) the aircraft receives substantial damage.
Serious Incident:	An occurrence involving circumstances indicating that an accident nearly occurred.
Airprox:	A situation in which, in the opinion of the pilot or a controller, the distance between aircraft as well as their relative positions and speeds have been such that the safety of the aircraft involved was or may have been compromised.
Incident Involving Safety:	An occurrence which has endangered, or if not corrected would have endangered an aircraft, its occupants or any other person.
Incident on Board an Aircraft in Flight:	A pilot in command of an aircraft in flight, in pursuance authority, finds it necessary to restrain a person on board.
Hijacking:	The unlawful seizure, or exercise of control, of an aircraft by use of force or threats.
Unlawful Use of Aircraft:	Movement on the ground and flight of an aircraft by an unauthorised person or for an illegal purpose.
Aircraft Ground Incident:	An aircraft on the ground is in an emergency situation, other than an accident, and requires the attendance of the emergency services.
Unintentional Use of Unpaved Areas:	An aircraft touches down short of the recognised landing area, overruns on landing or otherwise leaves the paved surfaces of the manoeuvring area.
Radio Frequency Interference:	Interruption of reception on ATC RTF frequencies by unwanted signals or atmospherics.
Ground Fault Report:	A report by an aircrew member alleging that a telecommunications facility is not operating correctly.
Operational Errors/Deviation:	An ATS facility fails to coordinate estimates, revisions etc. resulting in loss of separation.
Infringement of Airspace:	An aircraft penetrates the airspace under the control of another ATS unit without coordination.

6. AIR TRAFFIC SERVICES INCIDENT REPORTING SCHEME

This Air Traffic Services Incident Reporting Scheme is introduced with the following objectives:

- 1) To ensure that the ANSP thru its Air Traffic Services section and the Authority are advised of all ATS notifiable incidents;
- 2) To ensure that all information concerning these incidents are disseminated to ATS on the requisite form in a timely manner;
- 3) To enable the Authority and ATS to make an assessment of the safety implications of each incident; and
- 4) To decide the necessary corrective action to be taken; and

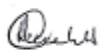
5) To make recommendation(s) to prevent recurrence of similar incidents.

Note: The GCAA considers that the exchange of information resulting from the submission of reports under the "Air Traffic Services Incident Reporting Scheme" can be of great benefit to the safe operation of aircraft and safety in air navigation as a whole.

7. SUBMISSION OF REPORT

- a. All Air Traffic Services Incidents can be submitted through the ANSP ATS section to the ASRD within seventy-two (72) hours of the incident on the attached Form and it must be accompanied with a cover letter.
- b. The ANSP shall notify the Air Navigation Services Inspectorate of the ASRD of the incident.
- c. Aircraft owners, Operators, and Aircraft Commanders can notify the ASRD of the GCAA directly in accordance with (a) above.
- d. The Authority shall conduct an investigation to find probable cause and make recommendations to prevent future incidents of similar nature.
- e. The list below are some examples of ATS incidents, however, the list is not exhaustive:
 - 1) **Accidents:**
 - i. Mid Air collision;
 - ii. Controlled Flight into Terrain (CFIT);
 - iii. Collision on the ground between aircraft;
 - iv. Collision between an airborne aircraft and vehicle/another aircraft on the ground;
 - v. Collision on the ground between aircraft and vehicle, person, or obstruction(s); and
 - vi. Other accidents of special interest would include "losses of control in flight", due to VORTEX or meteorological conditions.
 - 2) **Incidents:**
 - i. Instances of near collision (encompassing specific situations where one aircraft and another aircraft/ground terrain/ vehicle/person or object are to be too close to each other) such as:
 - Separation minima infringement; and
 - Runway incursion where avoiding action was necessary;
 - ii. Controlled flight into terrain only marginally avoided.
- f. A person shall not make any report if he knows or has reason to believe that the report is false in any material particular.

Approved By:



Chaitrani Heeralall
Director General of Civil Aviation (ag.)
Guyana Civil Aviation Authority

APPENDIX: 1

AIR TRAFFIC INCIDENT REPORTING FORM

A - AIRCRAFT IDENTIFICATION	B - TYPE OF INCIDENT
	AIRPROX / PROCEDURE / FACILITY*

C - THE INCIDENT

1.	General	a) Date / time of incident UTC b) Position
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2.	Own aircraft	a) Heading and route b) True airspeed measured in <input type="checkbox"/> kt <input type="checkbox"/> km/h c) Level and altimeter setting / d) Aircraft climbing or descending <input type="checkbox"/> Level flight <input type="checkbox"/> Climbing <input type="checkbox"/> Descending e) Aircraft bank angle <input type="checkbox"/> Wings level <input type="checkbox"/> Slight bank <input type="checkbox"/> Moderate bank <input type="checkbox"/> Steep bank <input type="checkbox"/> Inverted <input type="checkbox"/> Unknown f) Aircraft direction of bank <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> Unknown g) Restrictions to visibility (select as many as required) <input type="checkbox"/> Sun glare <input type="checkbox"/> Windscreen pillar <input type="checkbox"/> Dirty windscreen <input type="checkbox"/> Other cockpit structure <input type="checkbox"/> None h) Use of aircraft lighting (select as many as required) <input type="checkbox"/> Navigation lights <input type="checkbox"/> Strobe lights <input type="checkbox"/> Cabin lights <input type="checkbox"/> Red anti-collision lights <input type="checkbox"/> Landing / taxi lights <input type="checkbox"/> Logo (tail fin) lights <input type="checkbox"/> Other <input type="checkbox"/> None i) Traffic avoidance advice issued by ATS <input type="checkbox"/> Yes, based on radar <input type="checkbox"/> Yes, based on visual sighting <input type="checkbox"/> Yes, based on other information <input type="checkbox"/> No j) Traffic information issued <input type="checkbox"/> Yes, based on radar <input type="checkbox"/> Yes, based on visual sighting <input type="checkbox"/> Yes, based on other information <input type="checkbox"/> No k) Airborne collision avoidance system - ACAS <input type="checkbox"/> Not carried <input type="checkbox"/> Type <input type="checkbox"/> Traffic advisory issued <input type="checkbox"/> Resolution advisory issued <input type="checkbox"/> Traffic advisory or resolution advisory not issued
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l)	Radar identification	<input type="checkbox"/> No radar available	<input type="checkbox"/> Radar identification	<input type="checkbox"/> No radar identification
m)	Other aircraft sighted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Wrong aircraft sighted
n)	Avoiding action taken	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
o)	Type of flight plan	<input type="checkbox"/> IFR	<input type="checkbox"/> VFR	<input type="checkbox"/> none*

3. Other aircraft				
a)	Type and call sign / registration (if known)			
b)	If a) above not known, describe below			
	<input type="checkbox"/> High wing	<input type="checkbox"/> Mid wing	<input type="checkbox"/> Low wing	
	<input type="checkbox"/> Rotorcraft			
	<input type="checkbox"/> 1 engine	<input type="checkbox"/> 2 engines	<input type="checkbox"/> 3 engines	
	<input type="checkbox"/> 4 engines	<input type="checkbox"/> More than 4 engines		
Making, colour or other available details				
c)	Aircraft climbing or descending			
	<input type="checkbox"/> Level flight	<input type="checkbox"/> Climbing	<input type="checkbox"/> Descending	
	<input type="checkbox"/> Unknown			
d)	Aircraft bank angle			
	<input type="checkbox"/> Wings level	<input type="checkbox"/> Slight bank	<input type="checkbox"/> Moderate bank	
	<input type="checkbox"/> Steep bank	<input type="checkbox"/> Inverted	<input type="checkbox"/> Unknown	
e)	Aircraft direction of bank			
	<input type="checkbox"/> Left	<input type="checkbox"/> Right	<input type="checkbox"/> Unknown	
f)	Lights displayed			
	<input type="checkbox"/> Navigation lights	<input type="checkbox"/> Strobe lights	<input type="checkbox"/> Cabin lights	
	<input type="checkbox"/> Red anti-collision lights	<input type="checkbox"/> Landing / taxi lights	<input type="checkbox"/> Logo (tail fin) lights	
	<input type="checkbox"/> Other	<input type="checkbox"/> None	<input type="checkbox"/> Unknown	
g)	Traffic avoidance advice issued by ATS			
	<input type="checkbox"/> Yes, based on radar	<input type="checkbox"/> Yes, based on visual sighting	<input type="checkbox"/> Yes, based on other information	
	<input type="checkbox"/> No	<input type="checkbox"/> Unknown		
h)	Traffic information issued			
	<input type="checkbox"/> Yes, based on radar	<input type="checkbox"/> Yes, based on visual sighting	<input type="checkbox"/> Yes, based on other information	
	<input type="checkbox"/> No	<input type="checkbox"/> Unknown		
i)	Avoiding action taken			
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	

4. Distance
a) Closest horizontal distance
b) Closest vertical distance

5. Flight weather conditions
a) <input type="checkbox"/> IMC / <input type="checkbox"/> VMC*
b) <input type="checkbox"/> Above / <input type="checkbox"/> below* clouds <input type="checkbox"/> fog <input type="checkbox"/> haze or <input type="checkbox"/> between layers*
c) Distance vertically from cloud _____ m / ft* below _____ m / ft* above
d) <input type="checkbox"/> In cloud <input type="checkbox"/> rain <input type="checkbox"/> snow <input type="checkbox"/> sleet <input type="checkbox"/> fog <input type="checkbox"/> haze*
e) Flying <input type="checkbox"/> into <input type="checkbox"/> 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) Reported by radio 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

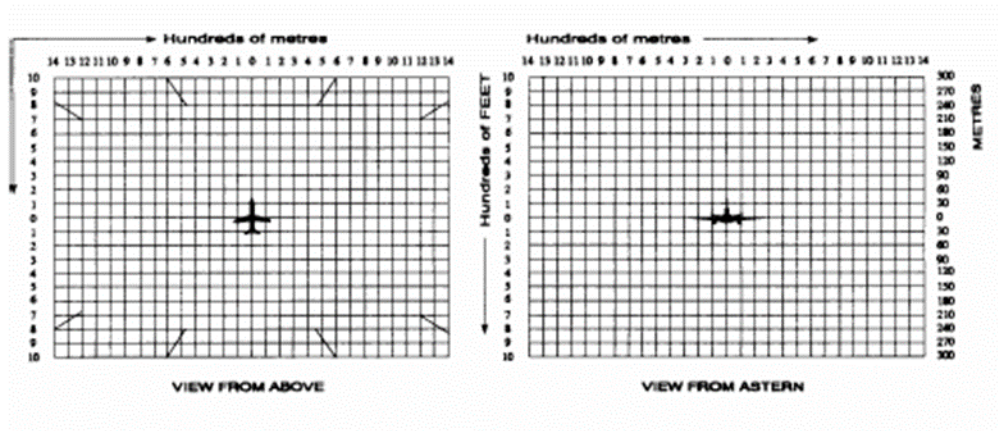
E - SUPPLEMENTARY INFORMATION BY ATS UNIT CONCERNED

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.



Instructions for the completion of the Air Traffic Incident Report Form.

Item

- A. Aircraft identification of the aircraft filing the report.
- B. An AIRPROX report should be filed immediately by radio.
- C1. Date/time UTC and position in bearing and distance from a navigation aid or in LAT/LONG.
- C2. Information regarding aircraft filing the report, tick as necessary.
- C2. c. E.g. FL350/1013 hPa or 2500 ft/QNH1007 hPa or 1200 ft/QFE 998 hPa.
- C3. Information regarding the other aircraft involved.
- C4. Passing distance - state units used.
- C6. Attach additional papers as required. The diagrams may be used to show aircraft's positions.
- D1. f. State the name of ATS unit and date/time in UTC. D1. g. Date and time in UTC.
- E2. Include details of ATS unit such as service provided, radiotelephony frequency, SSR Codes assigned and altimeter setting. Use diagram to show the aircraft's position and attach additional papers as necessary.