

AIR TRAFFIC INCIDENT REPORTING FORM For use when submitting and receiving report on an ATS incident.		
SECTION 1 – GENERAL INFORMATION		
Type of incident	A	AIRPROX/PROCEDURE/FACILITY/OD/OE/ RWY INCURSION*
Aircraft Type	B	
Radio callsign/ in communication with frequency at time of incident	C	
Aerodrome of departure	D	
Aerodrome of first landing, and destination, if different	E	
Type of flight rules	F	IFR/VFR*
Position at time of incident/ heading or route/true airspeed	G	
FL, altitude or height/ altimeter setting	H	Level flight/climbing/descending*
Description of other aircraft (Callsign)	I	(other information)
Type		
Date and time of incident (UTC)	J	
How was the report received	K	Radio/telephone/teletype/fax/observed/other*
Details of TS Action/Clearance given/warning etc.	L	

\* delete as appropriate

<b>SECTION 2 – DETAILED INFORMATION</b>	
<b>DESCRIPTION OF INCIDENT</b> <b>If desired add comment or suggestion including in your opinion the probable cause of the incident. In the case of AIRPROX, give information on respective flight paths, estimated vertical distances between aircraft and avoiding action taken by either aircraft</b>	
<b>WEATHER INFORMATION AT TIME OF INCIDENT</b>	
<b>SIGNATURE OF ATS OFFICER</b>	<b>(DATE/TIME – UTC)</b>