

ENR 1.14 AIR TRAFFIC INCIDENTS**1. DEFINITION OF AIR TRAFFIC INCIDENTS****1.1 “Air traffic incident” is used to mean a serious occurrence involving air traffic such as:**

- a. aircraft proximity;

Note: Aircraft proximity is a situation in which, in the opinion of a pilot or air traffic services personnel, the distance between aircraft as well as their relative positions and speed have been such that the safety of the aircraft involved may have been compromised. An aircraft proximity is classified as follows:

- i. *Risk of collision.* The risk classification of an aircraft proximity in which serious risk of collision has existed.
 - ii. *Safety not assured.* The risk classification of an aircraft proximity in which the safety of aircraft may have been compromised.
 - iii. *No risk of collision.* The risk classification of an aircraft proximity in which no risk of collision has existed.
 - iv. *Risk not determined.* The risk classification of an aircraft proximity in which insufficient information was available to determine the risk involved, or inconclusive or conflicting evidence precluded such determination.
- b. serious difficulty caused by:
 - 1. faulty procedures or lack of compliance with applicable procedures or
 - 2. failure of ground facilities.

1.2 Air traffic incidents are designated and identified in reports as follows:

TYPE	DESIGNATION
Air traffic incident	Incident
as a) above	Aircraft proximity
as b) 1) above	Procedural
as b) 2) above	Facility

2. USE OF THE “AIR TRAFFIC INCIDENT REPORTING FORM”**2.1.** The “Air Traffic Incident Report Form” is intended for used:

- a. by a pilot for filing a report on an air traffic incident after arrival or to confirm a report made initially by radio during flight;
- b. by an ATS unit for recording an air traffic incident report received by radio, telephone or teleprinter.

3. REPORTING PROCEDURES (INCLUDING IN-FLIGHT PROCEDURES)**3.1.** A pilot should proceed as follows regarding an incident in which he/she is or had been involved:

- a. During flight use the appropriate air/ground frequency for reporting an incident of major significance, particularly if it involves other aircraft, as to permit the facts to be ascertained immediately;
- b. As promptly as possible after landing submit a completed “Air Traffic Incident Report Form”;
 - 1. for confirming a report of an incident made initially as in a) above or for making the initial report on such an incident if it had not been possible to report it by radio;
 - 2. for reporting an incident which did not require immediate notification at the time of occurrence.

3.2. An initial report made by radio should contain the following information:

- a. Aircraft identification of the aircraft filing the report;
- b. Type of incident: e.g. AIRPROX;

- c. Date/time of incident (in UTC) and position;
- d. Heading and route, true air speed (measured in KT or KM/H), level/altimeter setting (use FL, Feet/QNH or QFE as appropriate) level flight, climbing or descending, avoiding action taken (yes or no);
- e. Type and call sign / registration of the other aircraft (if known). If not known, described the aircraft: High, mid, low wing or rotor craft. Number of engines: 1, 2, 3, 4 or more than 4. Marking, colour or other available details. Heading (if known), controlling unit and frequency. Level: level flight, climbing, descending or unknown. Avoiding action taken: Yes, no or unknown;
- f. Closest horizontal and vertical distance;
- g. Description of other aircraft, if relevant.

3.3. The confirmatory report on an incident of major significance initially reported by radio or the initial report on any other incident should be submitted to

Civil Aviation Safety Board

Post: H-1441 Budapest PO Box 88.

or to the ATS Reporting Office of the aerodrome of first landing for submission to the above address. The pilot should complete Sections I and II supplementing the details of the initial reports as necessary.

Note: Where there is no ATS Reporting Office the report may be submitted to another ATS unit.

4. PURPOSE OF REPORTING AND HANDLING OF THE FORM

- 4.1.** The purpose of the form is to provide investigatory authorities with as complete information on an air traffic incident as possible and to enable them to report back with the least possible delay to the pilot or operator concerned the result of the investigation of the incident and, if appropriate the remedial action taken.

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 / OBSTRUCTION ON RUNWAY/RUNWAY INCURSION / 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) Restrictions to visibility (select as many as required)			
() Sun glare	() 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			
() 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	

* Delete as appropriate

n)	Avoiding action taken		
	<input type="checkbox"/> Yes	<input type="checkbox"/> 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		
	<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	
	Marking, 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

* Delete as appropriate

4. Distance a) Closest horizontal distance _____ b) Closest vertical distance _____
5. Flight meteorological 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) 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 _____

* Delete as appropriate

E — SUPPLEMENTARY INFORMATION BY ATS UNIT CONCERNED

1. Receipt of report

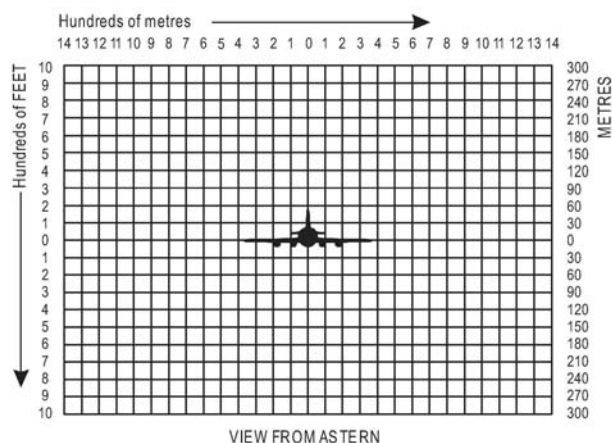
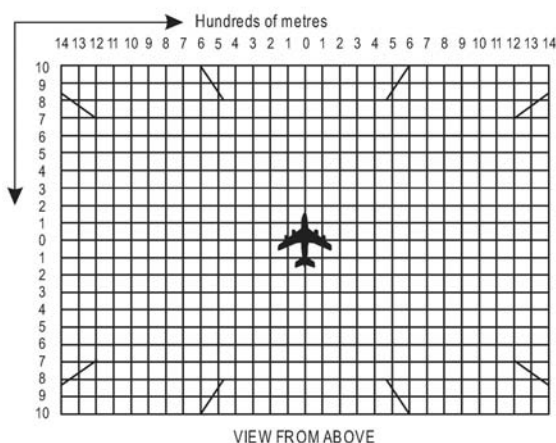
- a) Report received via AFTN / radio / telephone / other (specify)* _____
b) Report received by _____ (name of ATS unit)

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.



* Delete as appropriate

Instructions for the completion of the Air Traffic Incident Report Form

- 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. FL 350/1 013 hPa or 2 500 ft/QNH 1 007 hPa or 1 200 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 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 required.

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