

## 2. Use Of The Air Traffic Incident Report Form

(See model on pages ENR 1.14-4 to 1.14-8)

The Air Traffic Incident Report Form is intended for use:

- a) by a pilot for filing a report on an air traffic incident after arrival or for confirming a report made initially by radio during flight.

*Note.— The form, if available on board, may also be of use in providing a pattern for making the initial report in flight.*

- b) by an ATS unit for recording an air traffic incident report received by radio, telephone or teleprinter.

*Note.— The form may be used as the format for the text of a message to be transmitted over the AFS network.*

## 3. Reporting procedures (including in-flight procedures)

3.1. The following are the procedures to be followed by a pilot who is or has been involved in an incident:

- a) during flight, use the appropriate air/ground frequency for reporting an incident of major significance, particularly if it involves other aircraft, so 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;
- b) type of incident, e.g. aircraft proximity;
- c) the incident; 1. a) and b); 2. a), b), c), d), n); 3. a), b), c), i); 4. a), b);
- d) *miscellaneous: 1. e).*

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 the DGCA or to the ATS Reporting Office of the aerodrome of first landing for submission to the DGCA. The pilot should complete the Air Traffic Incident Report Form, supplementing the details of the initial reports as necessary.

*Note.— Where there is no ATS Reporting Office, the report may be submitted to the nearest ATS unit.*