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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 / PROCEDURE / FACILITY*
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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
- 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 Climbing 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
 Navigation lights Strobe lights Cabin lights
 Red anti-collision lights Landing / taxi lights Logo (tail fin) lights
 Other None Unknown
- g) Traffic avoidance advice issued by ATS
 Yes, based on radar Yes, based on visual sighting Yes, based on other information
 No Unknown
- h) Traffic information issued
 Yes, based on radar Yes, based on visual sighting Yes, based on other information
 No Unknown
- I) Avoiding action taken
 Yes No Unknown

4. Distance

- a) Closest horizontal distance _____
- b) Closest vertical distance _____

5. Flight weather 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 _____

E - SUPPLEMENTARY INFORMATION BY ATS UNIT CONCERNED

1. Receipt of report

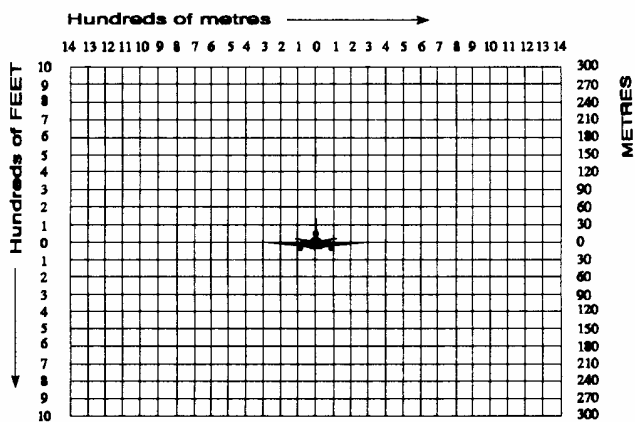
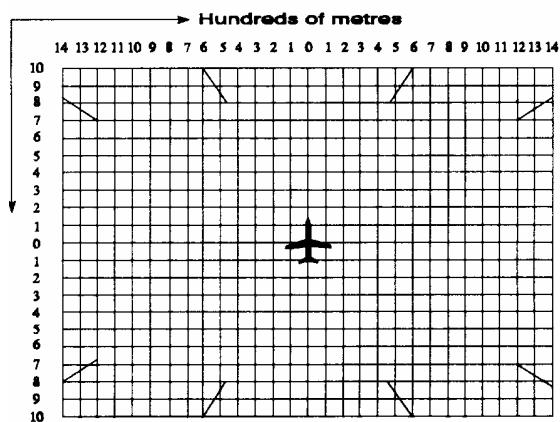
- a) Report received via AFTN / radio / telephone / other (specify)* _____
- b) Report received by _____ (name of ATS unit)

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.

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