

## ENR 1.14 AIR TRAFFIC INCIDENTS

### 1. Definition of air traffic incidents

1.1. "Air traffic incident" is used to mean a serious occurrence related to the provision of air traffic services, such as:

- a) aircraft proximity (AIRPROX),
- b) serious difficulty resulting in a hazard to aircraft caused, for example, by:
  - 1) faulty procedures
  - 2) non-compliance with procedures, or
  - 3) failure of ground facilities.

1.1.1. Definitions for Aircraft proximity and AIRPROX.

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

*Risk of collision.* The risk classification of aircraft proximity in which serious risk of collision has existed.

*Safety not assured.* The risk classification of aircraft proximity in which the safety of the aircraft may have been compromised.

*No risk of collision.* The risk classification of aircraft proximity in which no risk of collision has existed.

*Risk not determined.* The risk classification of aircraft proximity in which insufficient information was available to determine the risk involved, or inconclusive or conflicting evidence precluded such determination.

**AIRPROX.** The code word used in an air traffic incident report to designate aircraft proximity.

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

Type	Designation
Air traffic incident	Incident
as a) above	AIRPROX (Aircraft proximity)
as b) 1) and 2) above	Procedure
as b) 3) above	Facility

### 2. Use of the Air Traffic Incident Report Form (see model on page ENR 1.14-3 to 1.14-7)

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:

Ministry of Roads and Urban Development  
Civil Aviation Organization  
Aircraft Accident Investigation Board  
Mehrabad International Airport  
P.O. Box: 13445-1798  
Tehran  
Islamic Republic of Iran  
TEL: (+98) 21 6607-3526 / 6602-5045  
TEL (24 hours on duty): (+98) 910 815 9207  
E-mail: aig@cao.ir  
Telefax: (+98) 21 6601-8659 / 6603-6552  
Telex: EPDIR - 213889  
AFS: OIIYLYX

The pilot should complete the Air Traffic Incident Report Form, supplementing the details of the initial reports as necessary.

#### **4. Purpose of reporting and handling of the form**

The purpose of the reporting of aircraft proximity incidents and their investigation is to promote the safety of aircraft. The degree of risk involved in an aircraft proximity incident should be determined in the incident investigation and classified as “risk of collision”, “safety not assured”, “no risk of collision” or “risk not determined”.

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.

<b>A- AIRCRAFT IDENTIFICATION</b>	<b>B- TYPE OF INCIDENT</b>  AIRPROX/OBSTRUCTION ON RUNWAY/RUNWAY INCURSION/ PROCEDURE /FACILITY*	
<b>C- THE INCIDENT</b>		
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	

\* Delete as appropriate

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

Marking, 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

\* Delete as appropriate

<p>4. Distance</p> <p>a) Closest horizontal distance _____</p> <p>b) Closest vertical distance _____</p>
<p>5. Flight weather conditions</p> <p>a) IMC / VMC *</p> <p>b) Above / below* clouds / fog / haze or between layers *</p> <p>c) Distance vertically from cloud .....m / ft* below ..... m / ft* above</p> <p>d) In cloud / rain / snow / sleet / fog / haze *</p> <p>e) Flying into / out of* sun</p> <p>f) Flight visibility ..... m / km *</p>
<p>6. Any other information considered important by the pilot-in-command</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>D- MISCELLANEOUS</b></p> <p>1. Information regarding reporting aircraft _____</p> <p>a) Aircraft registration _____</p> <p>b) Aircraft type _____</p> <p>c) Operator _____</p> <p>d) Aerodrome of departure _____</p> <p>e) Aerodrome of first landing _____ destination _____</p> <p>f) Reported by radio or other means to _____ (name of ATS unit) at time _____ UTC</p> <p>g) Date / time / place of completion of form _____</p>
<p>2. Function, address and signature of person submitting report</p> <p>a) Function _____</p> <p>b) Address _____</p> <p>c) Signature _____</p> <p>d) Telephone number _____</p>
<p>3. Function and signature of person receiving report</p> <p>a) Function _____ b) Signature _____</p>

\* 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.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

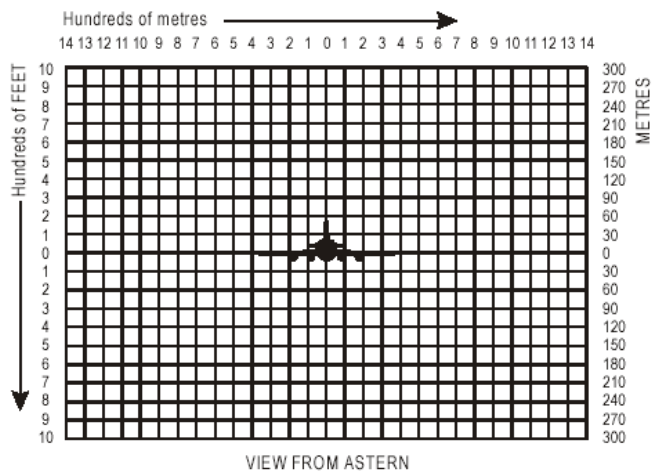
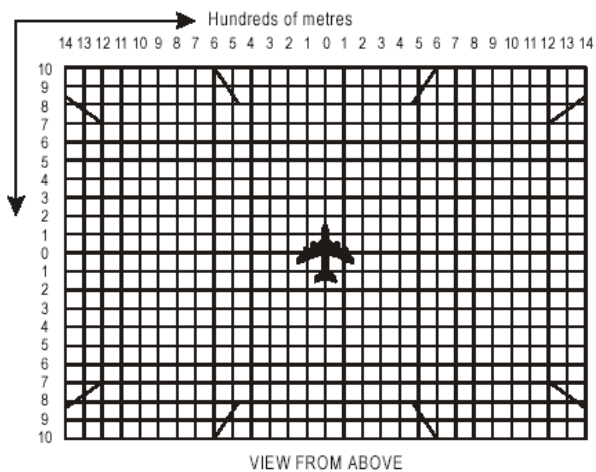
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**

*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 navigational aid or in LAT/LONG.
- C2 Information regarding aircraft filing the report, tick as necessary.
- C2 c) E.g. FL 350 / 1013 hPa or 2500 ft / QNH 1007 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 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.