

KURDISTAN REGIONAL GOVERNMENT



SULAYMANIYAH INTERNATIONAL AIRPORT

MATS

APPENDIX " I "

AIR TRAFFIC INCIDENT REPORT
(First Edition)

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AIR TRAFFIC INCIDENTS

The Air Traffic Incident procedures described below are derived from Appendix 4 to ICAO Doc 4444 Procedures for Air Navigation Services – Air Traffic Management.

1. Definitions for Aircraft Proximity (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 relative positions and speed, has been such that the safety of the aircraft involved may have been compromised. Aircraft proximity is classified as follows:

- a. **Risk of collision.** The risk classification of aircraft proximity in which serious risk of collision has existed.
- b. **Safety not assured.** The risk classification of aircraft proximity in which serious of the aircraft may have been compromised.
- c. **No risk of collision.** The risk classification of aircraft proximity in which no risk of collision has existed.
- d. **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.

2. Definition of Air Traffic Incidents

2.1 '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:
 - i) Faulty procedures;
 - ii) Non-compliance with procedures; or
 - iii) Failure of ground facilities.

3. Designation of Air Traffic Incidents: Air traffic incidents are designated and identified in reports as follows:

<u>Type</u>	<u>Designation</u>
Air traffic incident	Incident
as 2.1 (a) above	AIRPROX (aircraft proximity)
as 2.1 (b i & b ii) above	Procedure
as 2.1 (b iii) above	Facility

4. Use of the Air Traffic Incident Report Form (See pages APP.I-5 & APP.I-6)

4.1 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 template 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.
- c. By an ATS Unit for reporting an air traffic incident,

Note: The form may be used as a template for the text of a message to be transmitted over the AFS network.

5. Reporting Procedures (Including In-Flight Procedures)

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

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. Inform air traffic control immediately of intentions to file a report to facilitate a timely investigation.

As promptly as possible after landing, submit a completed Air Traffic Incident Report Form:

- a. For confirming a report of an incident made initially as in 5.1.1 above, or for making the initial report on such an incident if it had not been possible to report it by radio; or
- b. For reporting an incident which did not require immediate notification at the time of occurrence.

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

- a. Aircraft identification;
- b. Type of incident, e.g. aircraft proximity; and
- c. The incident details of A, F, I, J, K, L, M, N and O.

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:

Director, Flight Safety, ICAA, E-mail: fsd@iraqcaa.com

Director, Air Traffic Services, ICAA, E-mail: atcs@iraqcaa.com

Director General, ICAA, E-mail: dg@iraqcaa.com

6. 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’.

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

7. Air Traffic Incident Report Form

The Air Traffic Incident Report form (ATIRF) is to be used when submitting or receiving a report on an incident involving a civilian aircraft. Shaded boxes contain items to be included in an initial report. The ATIRF number will be assigned by the ICAA Flight Safety agency. Incidents involving military ATC procedures and separation, airfield operations or facilities will be internally reported, investigated and resolved using established Coalition Forces reporting programs. Final report shall be copied to addresses in 5.3.



*Shaded boxes contain items to be included in initial report.
For detailed completion instructions refer to the Iraq AIP.*

Completed form is to be e-mailed to:

Director, Flight Safety, ICAA:

Director, Air Traffic Services, ICAA:

Director General, ICAA:

CFACC Safety:

Email: iraqfltsafety@yahoo.com

E-mail: al_nueimi@yahoo.com

E-mail: ibiap1@yahoo.com

E-mail: CAOC-FSLiaison@auab.centaf.af.mil

Section 1 – GENERAL INFORMATION

ATIRF#

TYPE OF INCIDENT*	A	INCIDENT	PROCEDURE
		AIRPROX	FACILITY
Name of Pilot in Command	B		
Operator at Time of Incident	C		
Identification Marking of Aircraft	D		
Aircraft Type	E		
Radio Call Sign and Radio Frequency at Time of Incident	F	Radio Call Sign: Radio Frequency:	
Aerodrome of Departure	G		
Aerodrome of First Intended Landing/Destination, if Different	H		
Type of Flight Plan	I	IFR / VFR / NONE	
Position (Latitude, Longitude, Fix, Heading, Route, True Airspeed)	J		
Altitude (Flight Level or Height), Altimeter Setting, Attitude	K	Altitude: Altimeter Setting: Level / Climbing / Descending / Turning*	
Flight Weather Conditions at Time of Incident	L	IMC / VMC Above/Below: Cloud / Fog / Haze* Horizontally from / Between Cloud Layers* Flying In: Cloud / Rain / Snow / Sleet / Fog / Haze* Flying into / out of sun* Flight visibility:	
Reported by Radio to:	M	AFIS / TWR / ACC / FIC*	
Date and Time of Incident in UTC		At.....(date/time)	

* Delete or ~~Line Out~~ items that are not applicable.

Section 2 – DETAILED INFORMATION

Description of other aircraft if relevant (type, high/low wing, number of engines, radio call sign registration marking, color, lighting, other available details)	N	
Description of incident. If desired, add comments or suggestions (including your opinion) on the probable cause of the incident. In the case of near-collision, give information on respective flight paths, estimated vertical and horizontal sighting and miss distances between aircraft, and avoiding action taken by either aircraft.	O	
Date Form Completed Time: Place:	Function and Signature of Person Receiving Report X.....	Function and Signature of Person Submitting Report X.....

Section 3 - SUPPLEMENTARY INFORMATION BY ATS UNIT CONCERNED

How was this report received?	P	Radio / Telephone / Teleprinter* at ARO / AFIS / TWR / APP / ACC / FIC*
Details of ATS action: clearance, incident observed on Radar, warning giving result of local inquiry, etc.	Q	
Printed Name of ATS Officer..... Signature.....		Date/time UTC.....

* Delete or ~~Line Out~~ items that are not applicable.