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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.

AIRCRAFT IDENTIFICATION	TYPE OF INCIDENT
	AIRPROX / PROCEDURE / FACILITY*

## 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

\* delete as appropriate

- 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

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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**

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**MISCELLANEOUS**

**7. 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 \_\_\_\_\_

**8. Function, address and signature of person submitting report**

- a) Function \_\_\_\_\_
- b) Address \_\_\_\_\_
- c) Signature \_\_\_\_\_
- d) Telephone number \_\_\_\_\_

**9. Function and signature of person receiving report**

- a) Function \_\_\_\_\_
- b) Signature \_\_\_\_\_

**SUPPLEMENTARY INFORMATION BY ATS UNIT CONCERNED**

**10. Receipt of report**

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

**11. Details of ATS action**

Clearance, incident seen (radar/visually, warning given, result of local enquiry, etc)

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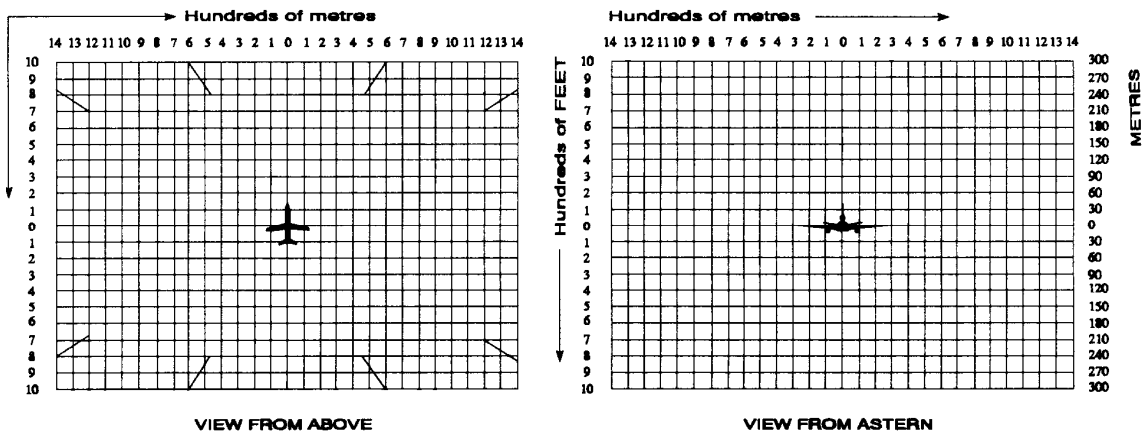
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**DIAGRAMS OF AIRPROX**

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