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 ATS, 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,
    3. failure of ground facilities, or
    4. any other event.

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

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 occurrence:

a. during flight, use the appropriate air/ground frequency for reporting an occurrence, particularly if it involves other aircraft, so as to permit the facts to be ascertained immediately;
b. as promptly as possible after landing, but not later than 72HR after the occurrence, submit a completed Air Traffic Incident Report Form:

    1. for confirming a report of an occurrence made initially as in a) above, or for making the initial report on such an occurrence if it had not been possible to report it by radio;
    2. for reporting an occurrence 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 occurrence; 1. a) and b); 2. a), b), c), d), i); 4. a), b);
d. miscellaneous: 1. e).

3.3 The report on an occurrence initially reported by radio or the initial report on any other occurrence shall be submitted to:
1. Ministry of Economy and Sustainable Development of Georgia
Civil Aviation and Maritime Transport Accident/Incident Investigation Bureau

Tel: +995 595 00 18 47
AFS: UGTBAIIB
Email: georgian-taiib@moesd.gov.ge
Email: dgiunashvili@moesd.gov.ge

and

2. Georgian Civil Aviation Agency

Tel: +995 32 236 40 51
Email: safety@gcaa.ge

or to the ATS Reporting Office of the aerodrome of first landing for submission to Georgian Civil Aviation Agency. 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 another ATS unit.

4 Purpose of reporting and handling of the form

4.1 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".

4.2 The purpose of the form is to provide investigator 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.

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. FL350/ 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.

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*

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)

( ) Sunglare ( ) 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 information ( ) Yes, based on other

( ) No

j) Traffic information issued

( ) Yes, based on radar ( ) Yes, based on visual sighting information ( ) Yes, based on other

( ) 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, color 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 information ( ) Yes, based on other

( ) No ( ) Unknown

h) Traffic information issued

( ) Yes, based on radar ( ) Yes, based on visual sighting information ( ) Yes, based on other

( ) No ( ) Unknown

i) Avoiding action taken

( ) Yes ( ) No ( ) Unknown

*Delete as appropriate

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 the 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 ……

*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.)

_____

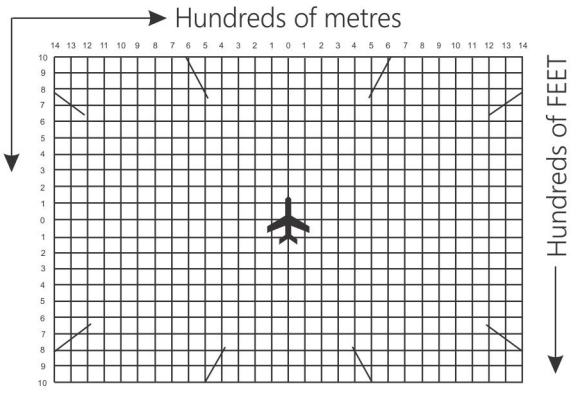
_____

_____

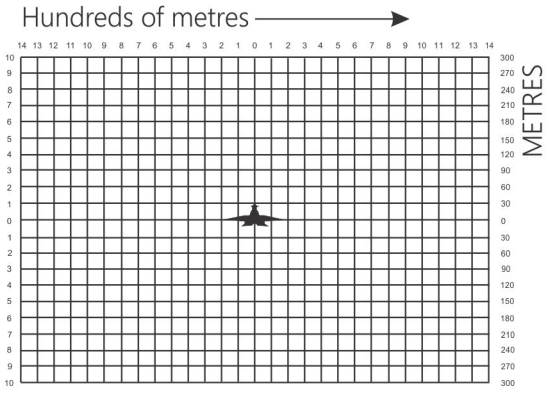
_____

DIAGRAMS OF AIRPROX

Mark passage of other aircraft relative to you, in plan the left and in elevation on the right, assuming YOU are at the centre of each diagram. Include first sighting and passing distance.



VIEW FROM ABOVE



VIEW FROM ASTERN

*Delete as appropriate