

**ENR 1.14 AIR TRAFFIC INCIDENTS****1. DEFINITIONS**

**Incident.** An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.

**Air traffic incident.** Incidents specifically related to the provision of air traffic services involving such occurrences as aircraft proximity (AIRPROX), obstructions on runways, runway incursions, or other serious difficulties resulting in a hazard to aircraft, caused by, among others, faulty procedures, non-compliance with procedures, or failure of ground facilities.

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

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

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

*No risk of collision.* The risk classification of an 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.

**2. USE OF AIR TRAFFIC INCIDENT REPORT FORMS****2.1 Designation and identification of air traffic incidents**

2.1.1 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

**2.2 Air Traffic Incident Report Form**

2.2.1 The Air Traffic Incident Report Form together with the instructions for its completion based on the model in ICAO Doc 4444, Appendix 4 shall be used:

- 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;
- b. by an air traffic services unit for recording an air traffic incident received by radio, telephone or e-mail.

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

**2.3 ATS Occurrence Reporting Form**

2.3.1 The ATS Occurrence Reporting Form shall be used by ATS personnel for filing a report on occurrences specifically related to the provision of air traffic services.

2.3.2 Procedures for the reporting of air traffic incidents and their investigations to promote the safety of aircraft are established at ALBCONTROL Safety Management Manual.

### 3. REPORTING PROCEDURES

#### 3.1 Initial report

3.1.1 The following procedures should 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 an Air Traffic Incident Report Form 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;
  - reporting an incident which did not require immediate notification at the time of occurrence.

3.1.2 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).

#### 3.2 Full report

3.2.1 Initial reports must be confirmed within seven days, by completing the full reporting procedure – pilots and controllers.

3.2.2 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:

Post: Ministry of Infrastructure and Energy  
Civil Aviation Authority  
Sulejman Delvina Street, No.1  
P.O. Box 205  
Tirana  
Albania

Phone: +355 4 2251220

Fax: +355 4 2223969

Email: [info@acaa.gov.al](mailto:info@acaa.gov.al)

or to the ATS Reporting Office of the aerodrome of first landing for submission to the CAA of Albania and the appropriate ATS Authority. 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 Purpose of reporting

4.1.1 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".

4.1.2 When an accident/incident investigative authority conducts an investigation of an aircraft proximity incident, the air traffic services aspects should be included.

**4.2 Handling of the form**

4.2.1 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.

4.2.2 A copy of the Air Traffic Incident Report Form (ICAO Doc 4444, Appendix 4) is included below for reference.

# 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)
- ( ) 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 ATS surveillance system ( ) Yes, based on visual sighting ( ) Yes, based on other information
- ( ) No
- j) Traffic information issued
- ( ) Yes, based on ATS surveillance system ( ) Yes, based on visual sighting ( ) Yes, based on other information
- ( ) No

\* Delete as appropriate.

k)	Airborne collision avoidance system — ACAS		
	<input type="checkbox"/> Not carried	<input type="checkbox"/> Type	<input type="checkbox"/> Traffic advisory issued
	<input type="checkbox"/> Resolution advisory issued	<input type="checkbox"/> Traffic advisory or resolution advisory not issued	
l)	Identification		
	<input type="checkbox"/> No ATS surveillance system available	<input type="checkbox"/> Identification	<input type="checkbox"/> No identification
m)	Other aircraft sighted		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Wrong aircraft sighted
n)	Avoiding action taken		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
o)	Type of flight plan	IFR / VFR / none*	
<b>3. Other aircraft</b>			
a)	Type and call sign / registration (if known) _____		
b)	If a) above not known, describe below		
	<input type="checkbox"/> High wing	<input type="checkbox"/> Mid wing	<input type="checkbox"/> Low wing
	<input type="checkbox"/> Rotorcraft		
	<input type="checkbox"/> 1 engine	<input type="checkbox"/> 2 engines	<input type="checkbox"/> 3 engines
	<input type="checkbox"/> 4 engines	<input type="checkbox"/> More than 4 engines	
	Marking, colour or other available details		
	_____		
	_____		
	_____		
c)	Aircraft climbing or descending		
	<input type="checkbox"/> Level flight	<input type="checkbox"/> Climbing	<input type="checkbox"/> Descending
	<input type="checkbox"/> Unknown		
d)	Aircraft bank angle		
	<input type="checkbox"/> Wings level	<input type="checkbox"/> Slight bank	<input type="checkbox"/> Moderate bank
	<input type="checkbox"/> Steep bank	<input type="checkbox"/> Inverted	<input type="checkbox"/> Unknown
e)	Aircraft direction of bank		
	<input type="checkbox"/> Left	<input type="checkbox"/> Right	<input type="checkbox"/> Unknown
f)	Lights displayed		
	<input type="checkbox"/> Navigation lights	<input type="checkbox"/> Strobe lights	<input type="checkbox"/> Cabin lights
	<input type="checkbox"/> Red anti-collision lights	<input type="checkbox"/> Landing / taxi lights	<input type="checkbox"/> Logo (tail fin) lights
	<input type="checkbox"/> Other	<input type="checkbox"/> None	<input type="checkbox"/> Unknown

\* Delete as appropriate.

g)	Traffic avoidance advice issued by ATS	<input type="checkbox"/> Yes, based on ATS surveillance system	<input type="checkbox"/> Yes, based on visual sighting	<input type="checkbox"/> Yes, based on other information
		<input type="checkbox"/> No	<input type="checkbox"/> Unknown	
h)	Traffic information issued	<input type="checkbox"/> Yes, based on ATS surveillance system	<input type="checkbox"/> Yes, based on visual sighting	<input type="checkbox"/> Yes, based on other information
		<input type="checkbox"/> No	<input type="checkbox"/> Unknown	
i)	Avoiding action taken	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
<b>4. Distance</b>				
a)	Closest horizontal distance _____			
b)	Closest vertical distance _____			
<b>5. Flight meteorological conditions</b>				
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*			
<b>6. Any other information considered important by the pilot-in-command</b>				
_____				
_____				
_____				
_____				
_____				
<b>D — MISCELLANEOUS</b>				
<b>1. Information regarding reporting aircraft</b>				
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 date/time _____ UTC			
g)	Date / time / place of completion of form _____			

\* Delete as appropriate.

**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 (ATS surveillance system/visually, warning given, result of local enquiry, etc.)

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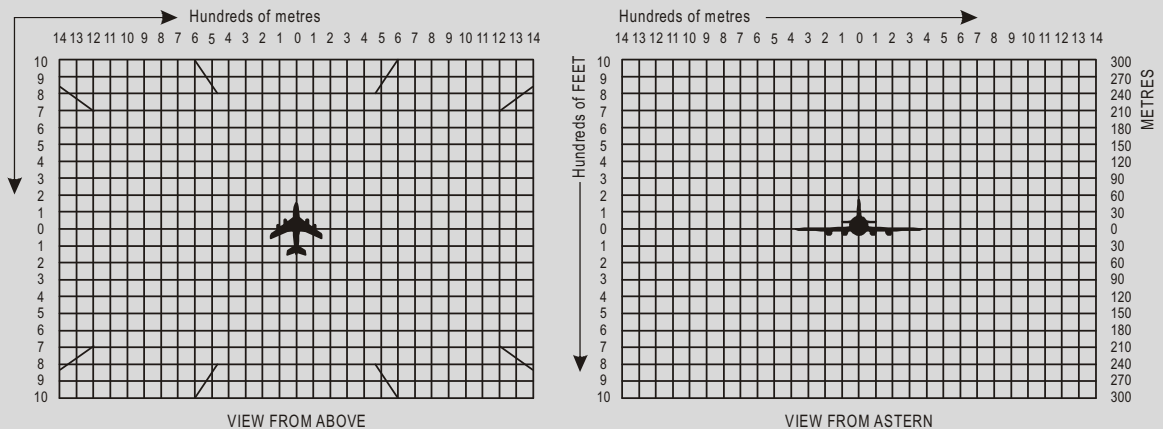
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**DIAGRAMS OF AIRPROX**

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.

4.2.3 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. FL 350/1 013 hPa or 2 500 ft/QNH 1 007 hPa or 1 200 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 the aircraft's positions.
- D1 f) State name of ATS unit and date/time in UTC.
- D1 g) Date and time in UTC and place of completion of form.
- 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.