ENR 1.14 AIR TRAFFIC INCIDENTS

1.14.1 Definition of air traffic incidents

1.14.1.1. "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:

i. Faulty procedures

ii. Non compliance with procedures

iii. Failure of ground facilities

1.14.1.1.1 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 data 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 designated aircraft proximity.

1.14.1.2. 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

1.14.2 Use of the Air Traffic Incident Report Form

(see model on pages ENR 1.14-3 to 1.14-6)

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 email.

NOTE:The form may be used as the format for the text of a message to be transmitted over the AMHS network.

1.14.3 Reporting procedures (including in flight procedures)

1.14.3.1. 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

1.14.3.2. An initial report made by radio 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).

1.14.3.3. 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 the Director General of Civil Aviation Authority or to the ATS Reporting Office of the aerodrome of first landing for submission to the Director General of Civil Aviation 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.

1.14.4 Purpose of reporting and handling of the form

1.14.4.1. 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 investigation and classified as “risk of collision,” “safety not assured,” “no risk of collision” or “risk not determined”.

1.14.4.2. 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.**

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

( ) Sunglare ( ) 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

l) Radar identification

( ) No radar available ( ) No ( ) 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*

( ) Yes ( ) No ( ) Wrong aircraft sighted

n) Avoiding action taken

( ) Yes () No

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

( ) Rotocraft

( ) 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

( ) Unknown ( ) Climbing ( ) Descending

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/before* clouds/fog/haze*

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 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)_____

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.)

_____

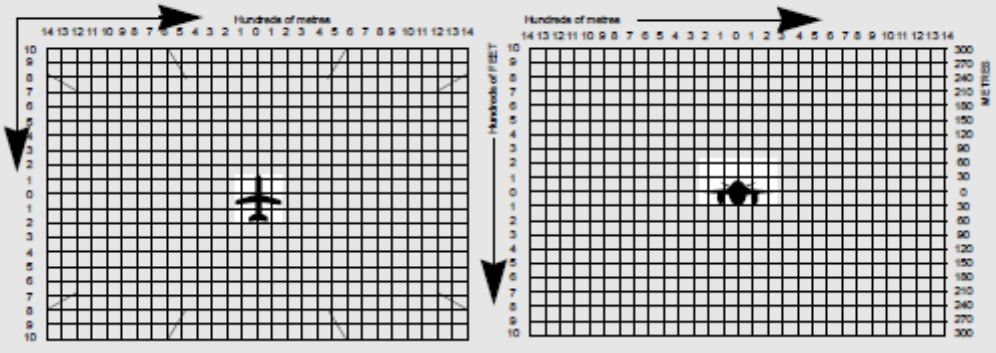
_____

_____

_____

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 center of each diagram. Include first sighting and passing distance.



View form above

View from astern

1.14.4.2.1 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
C2c)	E.g. FL350/1 013 hpa or 2500 ft/QNH 1007hpa or 1200ft/QFE998 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.
D1f)	State name of ATS unit and date/time in UTC.
D1g)	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.

1.14.4.3. 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 Transport and Logistics of the Republic of Zambia

Director General
Zambia Civil Aviation Authority
P.O Box 50137
Lusaka 10101
Zambia
Tel:+260 211 251677/251861
Email: civil.aviation@caa.co.zm

Managing Director
Zambia Airports Corporation Ltd
Kenneth Kaunda International Airport
P.O Box 30175.
Lusaka 10101
Zambia
Tel:+260 211 271044/224777/271372
Email: zacl@zacl.aero