



## CIVIL AVIATION AUTHORITY OF MALAYSIA

### AIR TRAFFIC INCIDENT REPORTING 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. Aircraft 1

- a) Type and callsign \_\_\_\_\_ b) Registration (if known) \_\_\_\_\_
- c) Heading and route \_\_\_\_\_ d) Heading and route \_\_\_\_\_ kts
- e) Level and altimeter setting \_\_\_\_\_
- f) Aircraft climbing or descending
- Level Flight                       Climbing                       Descending
- g) Aircraft bank angle
- Wings Level                       Slight bank                       Moderate bank
- Steep bank                       Inverted                       Unknown
- h) Aircraft direction of bank
- Left                       Right                       Unknown
- i) Restrictions to visibility (select as many as required)
- Sun glare                       Windscreen pillar                       Dirty windscreen
- Other cockpit                       None
- j) 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
- k) Traffic avoidance advice issued by ATS
- Yes, based on radar                       Yes, based on visual sighting                       Yes, based on other information
- No
- l) Traffic information issued
- Yes, based on radar                       Yes, based on visual sighting                       Yes, based on other information
- No
- m) 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                                               No radar identification
- o) Type of flight plan                                      IFR / VFR / none \*

**3. Aircraft 2**

a) Type and callsign \_\_\_\_\_ b) Registration (if known) \_\_\_\_\_

c) 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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- d) Aircraft climbing or descending  
 Level flight                                       Climbing                                       Descending  
 Unknown
- e) Aircraft bank angle  
 Wings Level                                       Slight bank                                       Moderate bank  
 Steep bank                                       Inverted                                       Unknown
- f) Aircraft direction of bank  
 Left                                               Right                                               Unknown
- g) Lights displayed  
 Navigation lights                                       Strobe lights                                       Cabin lights  
 Red anti-collision lights                                       Landing / taxi lights                                       Logo (tail fin) lights  
 Other                                               None                                               Unknown
- h) Traffic avoidance advice issued by ATS  
 Yes, based on radar                                       Yes, based on visual sighting                                       Yes, based on other information  
 No                                               Unknown
- i) Traffic information issued  
 Yes, based on radar                                       Yes, based on visual sighting                                       Yes, based on other information  
 No                                               Unknown
- j) 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) Flying 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) Destination Aerodrome \_\_\_\_\_
- f) Reported by radio or other means to \_\_\_\_\_ (name of ATS unit) at time \_\_\_\_\_ UTC
- g) Date / time / place of completion of form \_\_\_\_\_

**2. Contact details of person submitting report**

- a) Designation \_\_\_\_\_
- b) E-mail address \_\_\_\_\_
- c) Contact number \_\_\_\_\_
- d) Signature \_\_\_\_\_

\* Delete as appropriate

**E - SUPPLEMENTARY INFORMATION BY ATS UNIT CONCERNED**

**1. Receipt of report**

- a) Report received via e-mail / 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.)

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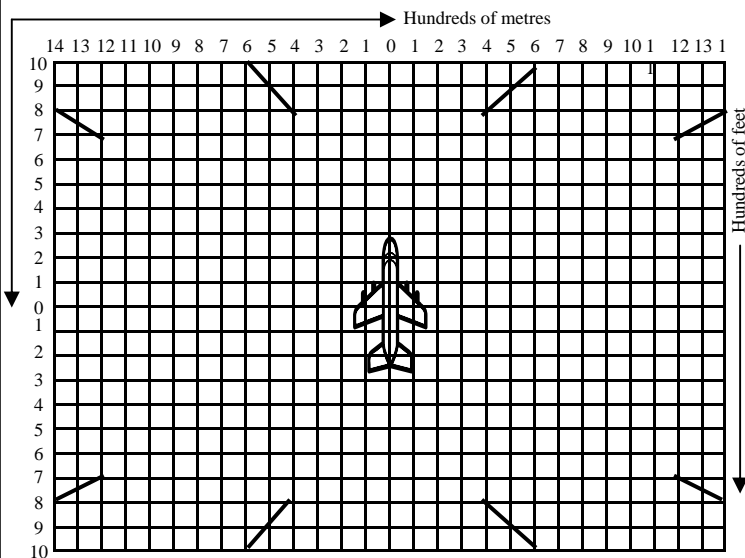
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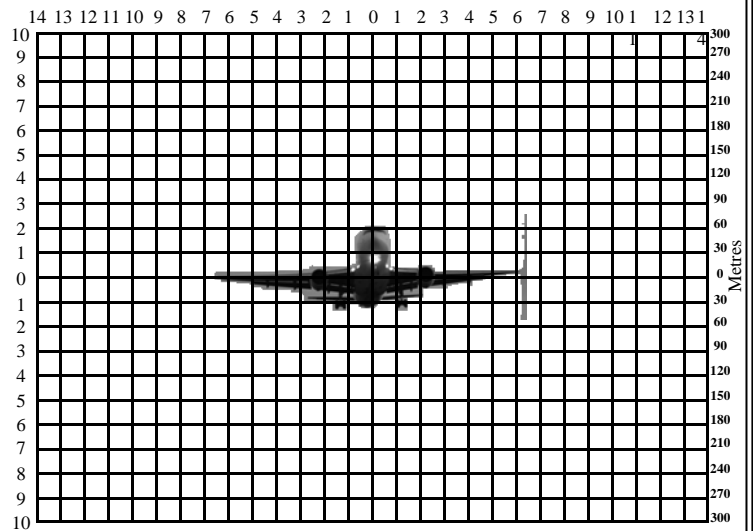
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**DIAGRAMS OF AIRPROX**

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



VIEW FROM ABOVE



VIEW FROM ASTERN

\* Delete as appropriate

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**THIS PAGE FOR OFFICIAL USE ONLY**

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a) Remarks by Watch Supervisor / Manager handling report

Signature : .....

Name : .....

Date : .....

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b) Remarks of CAAM Director

Signature : .....

Name : .....

Date : .....

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c) Remarks by Investigation Officer

Signature : .....

Name : .....

Date : .....

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d) Recommendation / Action taken

Signature : .....

Name : .....

Date : .....

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This form shall be attached to the main reporting form