
ENR 1.14 AIR TRAFFIC INCIDENTS

1 DEFINITION OF AIR TRAFFIC INCIDENTS

1.1 An incident is an occurrence other than an accident associated with the operation of an aircraft which affect or could affect the safety of operation.

1.2 An incident may be caused by any of the following:

- a. Ground Organisation:
 - i. abnormal function or operation of radio communication or navigational aids, faulty organisation or procedure;
 - ii. personal negligence, incompetence, error or misapplication of procedures or instructions.
- b. Aircrew - negligence, incompetence, error of judgement, misapplication of procedures or failure to comply with procedures or instructions.
- c. Aircraft - defects in the aircraft or its equipment.
- d. Severe meteorological conditions.

2 USE OF AIR TRAFFIC INCIDENT REPORTING FORMS

2.1 Pilots shall file all incident reports on the "Air Traffic Incident Report Form" (see pages ENR 1.14-3 to ENR 1.14-6) in order to speed up the process of investigation of the various categories of incidents.

3 AIR TRAFFIC INCIDENT REPORTING PROCEDURES

3.1 A pilot should proceed as follows regarding an incident in which he is or has been involved:

- 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":
 - i. for confirming a report of an incident made initially as in 3.1 a) above, or for making the initial report on such an incident if it had not been possible to report it by radio;
 - ii. for reporting an incident 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 - Type of incident, e.g. near collision.
- F - Radio call sign of aircraft making report.
- J - Position, heading or route, true airspeed.
- K - FL, altitude or height, and aircraft altitude.
- L - IMC or VMC.
- M - Time of incident, in UTC.
- N - Description of other aircraft, if relevant.
- O - Brief details of incident, including when appropriate, sighting distance and miss distance.

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 Aeronautical Information Services located at Passenger Terminal 1, East, 4th Storey, Room 041-52 on the "Air Traffic Incident Report Form." A copy of the incident report form should also be forwarded to the Co-ordination/ Investigation Authority as shown in page ENR 1.14-2 para 5 and the operating company or agency concerned.

4 INVESTIGATION

4.1 All Incident Reports filed will be thoroughly investigated and the complainant will be notified of the results of the investigation as soon as possible.

5 CO-ORDINATION/INVESTIGATION AUTHORITY

5.1 Co-ordination/Investigation Authority responsible for the Co-ordination/Investigation of Near Collision/ Infringements, ATC Complaints, Fault Reporting and Post-Flight Information Service:

Co-ordination/Investigation Authority	Area Of Responsibility
Director-General of Civil Aviation Civil Aviation Authority of Singapore 60 Airport Boulevard, #04-01, Changi Airport Terminal 2 SINGAPORE 819643	Within Singapore FIR and airspace where ATS is provided by Singapore. (Refer to pages ENR 2.1-1 to ENR 2.1- 5)

6 OTHER REPORTS UNDER ICAO INITIATIVE FOR DATA COLLECTION AND ANALYSIS PURPOSES

6.1 Wake Vortex

6.1.1 Pilots can submit the report online direct to ICAO at: <https://portal.icao.int/WTER/Pages/default.aspx>

7 INDEX OF REPORTING FORMS APPENDED TO THIS SECTION

S/N	Form	Page
1	Air Traffic Incident Report Form	ENR 1.14-3 to ENR 1.14-6

 Civil Aviation Authority of Singapore CIVIL AVIATION AUTHORITY OF SINGAPORE REPUBLIC OF SINGAPORE	
AIR TRAFFIC INCIDENT REPORT FORM	
<i>For use when submitting and receiving reports on air traffic incidents. In an initial report by radio, shaded items should be included.</i>	
A – AIRCRAFT IDENTIFICATION	B – TYPE OF INCIDENT AIRPROX / OBSTRUCTION ON RUNWAY / RUNWAY INCURSION / 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

- | | | |
|---|---|--|
| ☐ Not carried | ☐ Type | ☐ Traffic advisory issued |
| ☐ Resolution advisory issued | ☐ Traffic advisory or resolution advisory not issued | |

l) Identification

- | | | |
|---|---|--|
| ☐ No ATS surveillance system Available | ☐ Identification | ☐ No 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, colour 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 |

* Delete as appropriate

g) Traffic avoidance advice issued by ATS ☐ Yes, based on ATS surveillance system ☐ No	☐ Yes, based on visual sighting ☐ Unknown	☐ Yes, based on other information
h) Traffic information issued ☐ Yes, based on ATS surveillance system ☐ No	☐ Yes, based on visual sighting ☐ Unknown	☐ Yes, based on other information
i) Avoiding action taken ☐ Yes	☐ No	☐ Unknown

4. Distance

a) Closest horizontal distance _____

b) Closest vertical distance _____

5. Flight meteorological 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 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.)

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.

