

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 air traffic services, 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, or
 - 3) failure of ground facilities.

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:

<i>Type</i>	<i>Designation</i>
Air traffic incident	Incident
as a) above	AIRPROX (aircraft proximity)
as b) 1) and 2) above	Procedure
as b) 3) above	Facility

1.3 Therefore, it is essential that pilots and air traffic control officers strictly follow the procedures prescribed in the Directorate of Civil Aviation and Meteorology Instructions: **Nr 700/DACM of 02 May 2001** and **Nr 676/DACM of 24 March 2004**.

2. Use of the Air Traffic Incident Report Form (See model on pages ENR 1.14-4 to 1.14-7)

2.1 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.
- b) by the ATS unit for recording an air traffic incident report received by radio, telephone or teleprinter.

2.2 This form will be available at the ARO of Algerian controlled aerodrome and in all air traffic control offices.

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 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) 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;
 - 2) 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) 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).

3.3 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:

- a) Direction de l'Aviation Civile et de la Météorologie, 01, Chemin Ibn Badiss El Mouiz (ex Poirsson) EL Biar. ALGER
- b) Etablissement National de la Navigation Aérienne (ENNA) 1, Avenue de l'Indépendance. ALGER
- c) The aerodrome of first landing for submission to a) and b)
- d) To the other air traffic organizations involved in the incident (in this case, the transmission must be preceded by an AFS message immediately after the incident)

3.4 The pilot should complete the Air Traffic Incident Report Form, supplementing the details of the initial reports as necessary.

3.5 The pilot of any aircraft bearing the Algerian nationality and registration marks, operating in airspace under the responsibility of foreign air traffic services, shall in all cases send in duplicate an AIR-PROX report to the Directorate of Civil Aviation and Meteorology (DACM).

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 Directorate of Civil Aviation and Meteorology (DACM) 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.

5. Role of Air Traffic Agency Officers

5.1 initial AIR-PROX message: When receiving an initial AIR-PROX message, the officer must ask the complaining pilot for any information necessary to initiate an investigation, including information that would identify the other aircraft. This information should be included on an AIR-PROX reporting form, which will have to be signed by the appropriate officer.

5.2 A notification message "AIR-PROX" should be transmitted immediately by that officer on AFS channels, it should be sent to the Directorate of Civil Aviation and Meteorology (DAALYAYA) and include the information in paragraph 3.2.

6. Investigation.

6.1 Any incident reported by an initial message will be investigated.

6.2 The AIR-PROX or serious incident investigation will be initiated by the air traffic control unit that had the aircraft in charge at the time of the incident.

6.3 The investigation will be opened upon receipt of the AIR-PROX initial message or upon observation by an agent of the risk of collision or of the incident without waiting for the AIR-PROX report message.

6.4. No information on the incident, except the characteristics of the second aircraft (type, registration, operator, route), may be provided by the air traffic control unit involved, neither to the pilots or representatives of the complaining airline, nor foreign administrations or international units.

6.5. The investigation file shall include the following:

- a) The AIR-PROX initial report prepared by the air traffic controller,
- b) If it was transmitted by the pilot-in-command, the AIR-PROX report (this Part must therefore appear in all cases where the AIR-PROX was reported by an initial message)
- c) A local report joined to the following documents:
 - 1) Copies of the flight plans of all aircraft involved
 - 2) Copies of the GND/GND messages exchanged on the AFTN for the flight of these aircraft

- 3) Complete transcription of AIR / GND communication recording tapes for a period of:
 - At least 15 minutes before the incident
 - At least 10 minutes after the incident
- 4) Transcription of coordination communications recording Tapes
- 5) Traffic load survey of affected control sectors for 15 minutes prior to incident
- 6) Report of involved air traffic officers
- 7) Meteorological condition at the time of the incident
- 8) All other documents that could be useful to understand the incident (including maps)
- 9) Opinions and, if need be, suggestions from the head of the concerned air traffic control unit.

6.6 Complete files will be sent no later than eight days after the incident:

a) The original to :

Direction de l'Aviation Civile et de la Météorologie
Sous-Direction de la Navigation Aérienne
01, Chemin Ibn Badiss El Mouiz (ex Poirsson) EL Biar - ALGER

b) Two copies to :

Etablissement National de la Navigation Aérienne (ENNA)
1, Avenue de l'Indépendance - ALGER

6.7 The National Establishment of Air Navigation will transmit to the Directorate of Civil Aviation and Meteorology a copy of the investigation file completing investigation, and adding:

- a) Its observations.
- b) A report on the actions, within its jurisdiction, following the incident.
- c) This establishment will have eight days from the date of receipt of the files.

6.8 The Directorate of Civil Aviation and Meteorology is responsible for closing the investigations. It will take all necessary actions to ensure flight safety and will eventually intervene with national or foreign organizations.

6.9 Upon submission of a request, the conclusions of the investigation will be communicated by the Directorate of Civil Aviation and Meteorology to the operating companies, foreign administrations, and international organizations.

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	() Climbing	() Descending
() Level flight		
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 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	() 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*	

* Delete as appropriate

3. Other aircraft		
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 color 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
g) Traffic avoidance advice issued by ATS		
<input type="checkbox"/> Yes, based on radar	<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 radar	<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
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
Aerodrome of first landing
- e) _____ 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) Phone Number

3. Function and signature of the person receiving the 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 _____ (name of ATS unit)

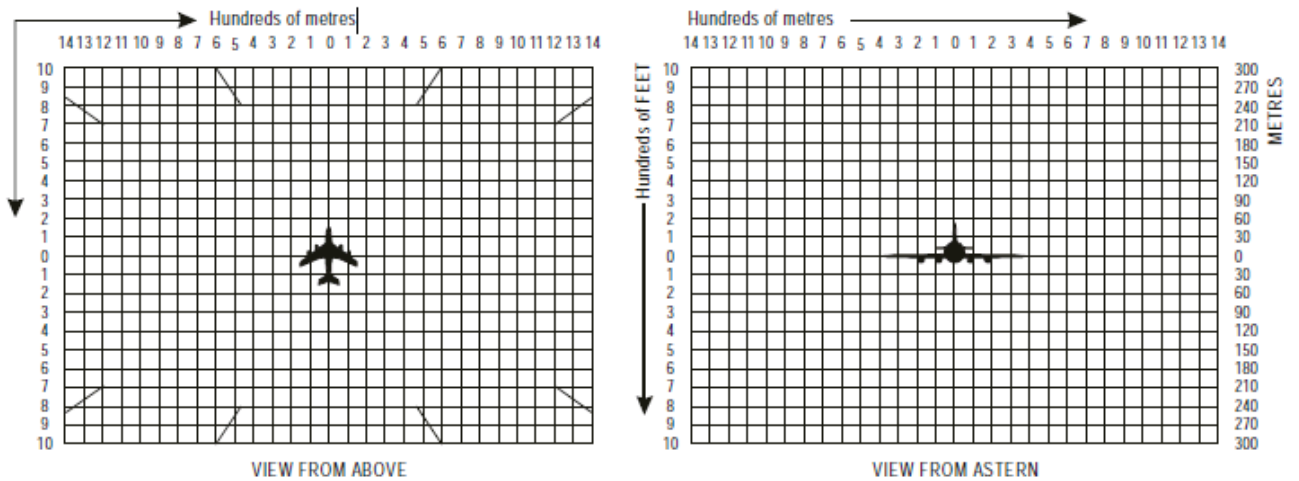
2. Detailed of ATS action

Clearance, incident seen (radar/visually, warning given, result of local enquiry, etc.)

* Delete as appropriate.

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.



Instructions for the completion of the Air Traffic Incident Report Form

Items

- 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 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.