

Appendix F

ICAO MODEL RUNWAY INCURSION INITIAL REPORT FORM

Report no.: _____

A. Date/time of runway incursion (in UTC)
(YYYYMMDDhhmm) _____ Day Night

B. Person submitting the report

Name: _____

Job title: _____

Telephone no.: _____

Facility/unit: _____

Date/time/place of completion
of form: _____

C. ICAO aerodrome designator _____

D. Surface conditions
(Braking) _____

E. Aircraft, vehicle or person involved in the runway incursion (indicate all those involved in the occurrence)

Aircraft 1: _____

Aircraft 2: _____

Aircraft 3: _____

Vehicle: _____

Person: _____

F. Weather conditions

Wind: _____

Visibility/RVR: _____

Temperature (° Celsius): _____

Ceiling/cloud: _____

Additional information:

G. Evasive action — Aircraft 1

No Yes Select from the list below as appropriate:

Cancelled take-off clearance	<input type="checkbox"/>	
Rejected take-off	<input type="checkbox"/>	distance rolled: _____
Rotated early	<input type="checkbox"/>	
Delayed rotation	<input type="checkbox"/>	
Abrupt stop	<input type="checkbox"/>	
Swerved	<input type="checkbox"/>	
Missed approach	<input type="checkbox"/>	distance to runway threshold: _____
Other	<input type="checkbox"/>	

H. Evasive action — Aircraft 2

No Yes Select from the list below as appropriate:

Cancelled take-off clearance	<input type="checkbox"/>	
Rejected take-off	<input type="checkbox"/>	distance rolled: _____
Rotated early	<input type="checkbox"/>	
Delayed rotation	<input type="checkbox"/>	
Abrupt stop	<input type="checkbox"/>	
Swerved	<input type="checkbox"/>	
Missed approach	<input type="checkbox"/>	distance to runway threshold: _____
Other	<input type="checkbox"/>	

I. Evasive action — Vehicle

No Yes Select from the list below as appropriate:

Abrupt stop	<input type="checkbox"/>
Swerved	<input type="checkbox"/>
Other	<input type="checkbox"/>

J. Closest proximity

Vertical (ft): _____ Horizontal (m): _____

K. Communication difficulties

No Yes Select from the list below as appropriate:

Readback/hearback	<input type="checkbox"/>
Blocked communication	<input type="checkbox"/>
Confused call signs	<input type="checkbox"/>
Aircraft on wrong frequency/no radio	<input type="checkbox"/>
Non-standard phraseology	<input type="checkbox"/>

L. ATC

Did ATC forget about: Yes No

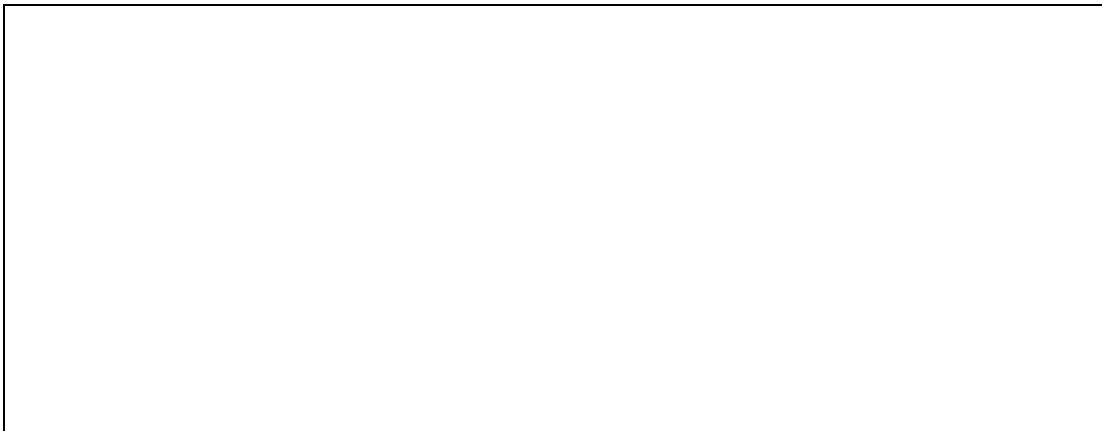
An aircraft/person/vehicle cleared onto or to cross a runway? An aircraft on approach to land? A runway closure?

M. Description of the incident and relevant circumstances

1. A description or diagram of the geometry of the incident scenario:

Description:

Diagram:



2. A description of any evasive or corrective action taken to avoid a collision:

3. An assessment of the available reaction time and the effectiveness of the evasive or corrective action:

4. An indication of whether a review of voice communication has been completed and the results of that review:

5. Initial assessment of severity:

N. Aircraft details — Aircraft 1

Registration no.: _____ Call sign: _____ SSR code (if applicable): _____

Flight no.: _____ Owner/operator: _____

Aircraft 1 type: _____

Flight details (select from the list below as appropriate):

Type of flight	Flight rules	
	IFR	VFR
General aviation	<input type="checkbox"/>	<input type="checkbox"/>
Military	<input type="checkbox"/>	<input type="checkbox"/>
Non-scheduled	<input type="checkbox"/>	
Scheduled	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Not applicable	<input type="checkbox"/>	

O. Aircraft details — Aircraft 2

Registration no.: _____ Call sign: _____ SSR code (if applicable): _____

Flight no.: _____ Owner/operator: _____

Aircraft 2 type: _____

Flight details (select from the list below as appropriate):

Type of flight	Flight rules	
	IFR	VFR
General aviation	<input type="checkbox"/>	<input type="checkbox"/>
Military	<input type="checkbox"/>	<input type="checkbox"/>
Non-scheduled	<input type="checkbox"/>	
Scheduled	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Not applicable	<input type="checkbox"/>	

P. Vehicle details — Vehicle 1

Registration no.: _____ Call sign: _____

Mobile no.: _____ Owner/operator: _____

Vehicle 1 type: _____

Other details (select from the list below below as appropriate):

<i>Type of vehicle</i>	<i>Other:</i>
Runway inspection	<input type="checkbox"/>
Bird control	<input type="checkbox"/>
Tugging/towing	<input type="checkbox"/>
Fire brigade	<input type="checkbox"/>
Maintenance	<input type="checkbox"/>
Snow clearing	<input type="checkbox"/>
Military	<input type="checkbox"/>

Q. Vehicle details — Vehicle 2

Registration no.: _____ Call sign: _____

Mobile no.: _____ Owner/operator: _____

Vehicle 2 type: _____

Other details (select from the list below below as appropriate):

<i>Type of vehicle</i>	<i>Other:</i>
Runway inspection	<input type="checkbox"/>
Bird control	<input type="checkbox"/>
Tugging/towing	<input type="checkbox"/>
Fire brigade	<input type="checkbox"/>
Maintenance	<input type="checkbox"/>
Snow clearing	<input type="checkbox"/>
Military	<input type="checkbox"/>

R. Report received by

_____ (name of person)

_____ (date)

S. Date when detailed investigation will commence

2. INSTRUCTIONS FOR COMPLETING THE RUNWAY INCURSION INITIAL REPORT FORM

Item

- A Indicate the date/time (in UTC) and conditions (day or night) of the runway incursion.
- B Provide details about the person submitting the report.
- C Provide the aerodrome designator as indicated in *Location Indicators* (Doc 7910).
- D Supply information regarding the runway condition at the time of the runway incursion, which affected the braking action of the aircraft.
- E Identify the aircraft, vehicles or persons involved in the runway incursion. More details should be provided in N, O, P and Q.
- F Provide information on weather conditions such as wind, visibility, RVR, temperature, ceiling, cloud and additional information as required.
- G, H, I Provide information regarding evasive action taken by the aircraft and/or vehicles.
- J Provide information regarding the closest proximity or distance, horizontally and/or vertically, between both parties during the runway incursion or at the point at which both parties were aware of the situation and the aircraft was under control at taxi speed or less.
- K, L Provide information regarding communication difficulties and ATC memory lapses.
- M Describe the runway incursion, by providing the information requested. Attach additional pages as required.
- N, O, P, Q Supply detailed information regarding the aircraft and vehicles involved in the runway incursion.
- R Provide the name of the person receiving the report and date.
- S Indicate the date when the detailed investigation of the runway incursion will commence.