

## 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:

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## G. Evasive action — Aircraft 1

No ☐Yes ☐ Select from the list below as appropriate:Cancelled take-off clearance ☐Rejected take-off ☐

distance rolled: \_\_\_\_\_

Rotated early ☐Delayed rotation ☐Abrupt stop ☐Swerved ☐Missed approach ☐

distance to runway threshold: \_\_\_\_\_

Other ☐

## H. Evasive action — Aircraft 2

No ☐Yes ☐ Select from the list below as appropriate:Cancelled take-off clearance ☐Rejected take-off ☐

distance rolled: \_\_\_\_\_

Rotated early ☐Delayed rotation ☐Abrupt stop ☐Swerved ☐Missed approach ☐

distance to runway threshold: \_\_\_\_\_

Other ☐

## I. Evasive action — Vehicle

No ☐Yes ☐ Select from the list below as appropriate:Abrupt stop ☐Swerved ☐Other ☐

## J. Closest proximity

Vertical (ft): \_\_\_\_\_ Horizontal (m): \_\_\_\_\_

## K. Communication difficulties

No ☐Yes ☐ Select from the list below as appropriate:Readback/hearback ☐Blocked communication ☐Confused call signs ☐Aircraft on wrong frequency/no radio ☐Non-standard phraseology ☐

## L. ATC

Did ATC forget about:	Yes	No
An aircraft/person/vehicle cleared onto or to cross a runway?	<input type="checkbox"/>	<input type="checkbox"/>
An aircraft on approach to land?	<input type="checkbox"/>	<input type="checkbox"/>
A runway closure?	<input type="checkbox"/>	<input type="checkbox"/>

## M. Description of the incident and relevant circumstances

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

Description:

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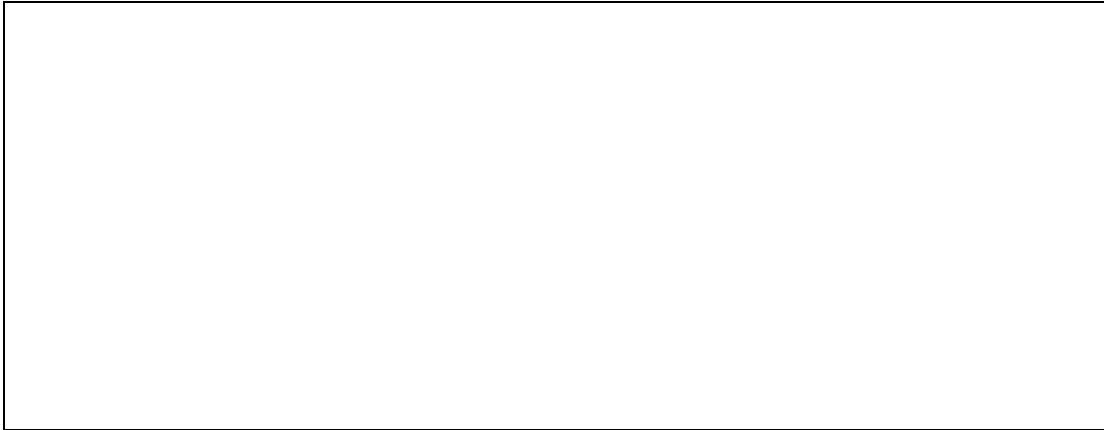
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Diagram:



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

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

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

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5. Initial assessment of severity:

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## 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):

<i>Type of flight</i>		<i>Flight rules</i>	
General aviation	<input type="checkbox"/>	IFR	<input type="checkbox"/>
Military	<input type="checkbox"/>	VFR	<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):

<i>Type of flight</i>		<i>Flight rules</i>	
General aviation	<input type="checkbox"/>	IFR	<input type="checkbox"/>
Military	<input type="checkbox"/>	VFR	<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

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## 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.
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