Appendix F

ICAO MODEL RUNWAY INCURSION INITIAL REPORT FORM

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: ____________________________________________________________

Report no.: __________________
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 ☐
- 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 ☐
Appendix F  ICAO Model Runway Incursion Initial Report Form  App F-3

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?  □  □
   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):

<table>
<thead>
<tr>
<th>Type of flight</th>
<th>Flight rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>General aviation</td>
<td>IFR</td>
</tr>
<tr>
<td>Military</td>
<td>VFR</td>
</tr>
<tr>
<td>Non-scheduled</td>
<td></td>
</tr>
<tr>
<td>Scheduled</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Not applicable</td>
<td></td>
</tr>
</tbody>
</table>

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):

<table>
<thead>
<tr>
<th>Type of flight</th>
<th>Flight rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>General aviation</td>
<td>IFR</td>
</tr>
<tr>
<td>Military</td>
<td>VFR</td>
</tr>
<tr>
<td>Non-scheduled</td>
<td></td>
</tr>
<tr>
<td>Scheduled</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Not applicable</td>
<td></td>
</tr>
</tbody>
</table>

P. Vehicle details — Vehicle 1

Registration no.: ___________________  Call sign: _________________________

Mobile no.: ________________________  Owner/operator: ___________________

Vehicle 1 type: ___________________
Other details (select from the list below as appropriate):

<table>
<thead>
<tr>
<th>Type of vehicle</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Runway inspection</td>
<td>☐</td>
</tr>
<tr>
<td>Bird control</td>
<td>☐</td>
</tr>
<tr>
<td>Tugging/towing</td>
<td>☐</td>
</tr>
<tr>
<td>Fire brigade</td>
<td>☐</td>
</tr>
<tr>
<td>Maintenance</td>
<td>☐</td>
</tr>
<tr>
<td>Snow clearing</td>
<td>☐</td>
</tr>
<tr>
<td>Military</td>
<td>☐</td>
</tr>
</tbody>
</table>

Q. Vehicle details — Vehicle 2

Registration no.: _____________________  Call sign: __________________________

Mobile no.: __________________________  Owner/operator: _____________________

Vehicle 2 type: ______________________

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

<table>
<thead>
<tr>
<th>Type of vehicle</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Runway inspection</td>
<td>☐</td>
</tr>
<tr>
<td>Bird control</td>
<td>☐</td>
</tr>
<tr>
<td>Tugging/towing</td>
<td>☐</td>
</tr>
<tr>
<td>Fire brigade</td>
<td>☐</td>
</tr>
<tr>
<td>Maintenance</td>
<td>☐</td>
</tr>
<tr>
<td>Snow clearing</td>
<td>☐</td>
</tr>
<tr>
<td>Military</td>
<td>☐</td>
</tr>
</tbody>
</table>

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.