

# ATS OCCURRENCE REPORT

NOTES: (i) For advice on completing the form see the Instructions and Explanatory Notes on Page 2.

(ii) When completed, please e-mail to the 'SSE' distribution list.

(iii) ALL ATC RELATED INCIDENTS FALLING WITHIN THE MOR SCHEME **MUST** BE COPIED TO THE FOLLOWING E-MAIL OR FAX :

e-mail: xxx@xxx.xx.xx

Fax: 01293 573972

(iv) Fill in boxes 1-56 as required.

CATEGORIES OF OCCURRENCE							
1 ACCIDENT <input type="checkbox"/> AIRPROX <input type="checkbox"/> INCIDENT <input checked="" type="checkbox"/> ABANL <input type="checkbox"/> (CA939 Action <input type="checkbox"/> YES <input type="checkbox"/> NO) INFRINGEMENT <input type="checkbox"/>							
NB Signal action is required for Accident and AIRPROX as per MATS Part 1 Section 6.							
2 Occurrence Position EGBJ		3 FL <input type="checkbox"/> ALT/HT (FT) <input type="checkbox"/>		4 Date (dd/mm/yyyy) 12/04/2012		5 Time - UTC (HH:MM) 17:00	
6 Day <input checked="" type="checkbox"/> Night <input type="checkbox"/>							
OPERATOR		CALLSIGN/REGN		TYPE		FROM TO	
7 Private		8 redacted		9 GAZL		10 Aintree 11 P/S	
12		13 <input type="checkbox"/> YES <input type="checkbox"/> NO		14			
15		16		17		18 19 20	
21 <input type="checkbox"/> YES <input type="checkbox"/> NO		22		23		24	
25 <input type="checkbox"/> YES <input type="checkbox"/> NO		26		27		28	
29 <input type="checkbox"/> YES <input type="checkbox"/> NO		30		31 RTF Frequencies 128.550		32 Radar Equipment	
33 Equipment Unserviceabilities		34 QNH Q1004		35 Runway in use			
36 CLASS & TYPE OF AIRSPACE G ATZ				37 ATS PROVIDED Basic Service		38 SID/STAR/ROUTE	
39 Was prescribed separation lost? <input type="checkbox"/> YES <input type="checkbox"/> NO		40 Min Separation Horizontal NM Vertical ft		41 Alert Activation Collision <input type="checkbox"/> Conflict Alert <input type="checkbox"/> TCAS <input type="checkbox"/> STCA <input type="checkbox"/> SMF <input type="checkbox"/>		42 Traffic info given by ATC? <input type="checkbox"/> YES <input type="checkbox"/> NO	
43 Avoiding action given by ATC? <input type="checkbox"/> YES <input type="checkbox"/> NO							
44 BRIEF TITLE Summary Aircraft squawking emergency code							
45 NARRATIVE - use a diagram if necessary (Aerodromes submit weather report including local and regional QNH). D&D advised Glos ATC of an aircraft, believed to be a Gazelle helicopter, routing North to South squawking an emergency. ATC advised D&D that they were no working any traffic in that vicinity. When the aircraft was approximately 5 miles of the airfield, the pilot made contact on 128.550 and the pilot advised that he was en route to a private site at Dorchester, routing via Bath Racecourse. At the request of D&D, the pilot was asked several times to check his transponder code and each time, he confirmed that he was squawking 7000. It was suggested that he turn off his transponder as it appeared that it may be faulty. RAF Scampton contacted Glos by telephone to ascertain the situation and were advised of the above. The aircraft routed through the Glos overhead and when 6 miles south of the airfield, he advised that he would be working Filton next. Glos ATC tried to pre-note Filton but were unable to get through on the ATOTN line. Before leaving the frequency, the pilot asked whether we had established whether the emergency code was coming from his transponder. As Glos has primary radar only, we were unable to confirm this so advised that that appeared to be the case. The pilot apologised and said he would get his equipment sorted out after landing. D&D were kept informed of the situation and Bristol ATC were also advised.							
continue on a separate sheet if necessary.							
46 Name Redacted		47 On duty as ADI		48 ATS Unit EGBJ		49 Time since last break redacted	
50 Start time of shift (UTC) redacted		51 Radar recordings held <input type="checkbox"/> YES <input type="checkbox"/> NO		52 RTF recordings held <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		53 List other agencies advised SRG 1603 (CA 1262) action?	
54 Sign		55 Date (dd/mm/yyyy) 13/04/2012					
56 Address ...Gloucestershire Airport Ltd, Staverton..... .....Cheltenham, Gloucestershire GL51 6SR..... Telephone ....01452 857700 Ext. 228.....							

**FOR OFFICE USE ONLY**

**Occurrence Ranking  
Please Select**

## ADVICE ON THE COMPLETION OF THE ATS OCCURRENCE REPORT FORM

### USE AND EXPLANATION OF TERMS IN BOX 1

ACCIDENT:	A UK reportable accident.
AIRPROX:	A situation in which, in the opinion of a pilot or a controller, the distance between aircraft as well as their relative positions and speed have been such that the safety of the aircraft involved was or may have been compromised.
INCIDENT:	Any Occurrence not appropriate to the other categories.
ABANL:	An Alleged Breach of Air Navigation Legislation, as a Supplementary Report whenever CA939 action is taken.
INFRINGEMENT:	An alleged unauthorised infringement of regulated airspace.

### EXPLANATORY NOTES *(Please also refer to MATS Part 1, Section 6)*

GENERAL:	<i>Try to complete <b>ALL</b> boxes. If NOT APPLICABLE use N/A, or if NOT KNOWN use N/K. Avoid use of technical jargon, hieroglyphics and abbreviations.</i>
BOX 1:	Should the Occurrence involve more than one category (e.g. an ABANL could arise from an INFRINGEMENT), tick both categories.
BOXES 7 TO 14 }	
BOXES 15 TO 22}	These boxes cater for up to three involved aircraft. Use the narrative for additional aircraft.
BOXES 23 TO 30}	
BOX 39:	<b>Must</b> be completed if prescribed separation was required to be achieved in accordance with MATS Part 1 or 2.
BOX 40:	Should contain your estimate, where possible, of the minimum separation achieved and must be completed for an AIRPROX. This will be coded for computer input purposes and amended if necessary after investigation.
BOX 44:	This box should contain a simple, one-line statement summarising the Occurrence, i.e. 'Co-ordination problems', 'Level bust', 'Overload' etc.
BOX 51/52:	Relevant RTF and Radar recordings can be vitally important to subsequent investigations. Retention action should be considered for all reports and is to be in accordance with MATS Part 1 and any local procedures.
BOX 53:	It is important to ensure that any <b>involved</b> agency (e.g. Pilot, Operator, ATSU) is informed of the reporting action. This box should also indicate those organisations required by MATS Part 1 to be informed (e.g. AAIB for an aircraft accident).

### REPORTING TIME

Reports must be despatched within 96 hours of the event unless exceptional circumstances prevent this.

### ACKNOWLEDGEMENT OF REPORTS

Acknowledgement of reports (other than CONFIDENTIAL – see below) is normally given via Safety Data's monthly list of 'ATC Reported Occurrences'. If, exceptionally, individual acknowledgement is required, please contact Safety Data direct.

### UNIT MANAGEMENT ACTION

Reporters are requested to send a copy to the Unit Management. This is for local assessment and any immediate follow-up action. Additional input and/or covering comment from Unit Management is highly desirable for both Safety Data evaluation and any follow-up investigation.

### CONFIDENTIAL REPORTS

A report may be submitted confidentially. Please clearly annotate the top of the form 'CONFIDENTIAL'. The second copy need not be forwarded to local management. BOXES 46 to 56 should be completed. The CAA will respect the confidentiality and the Head of Safety Data will contact you personally.