

# Air Navigation Services

# Safety BITes

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Civil Aviation Authority of Malaysia  
Air Traffic Inspectorate Division  
Tel : 03-8871 4214

*(For circulation within ANS Providers ONLY)*

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## ATC INCIDENT REPORT – REVISED FORM [CAAM/BIT INC 01(a)]

### 15 JUNE 2018

The purpose of the ATC incident report form [(CAAM/BIT INC 01(a))] is to provide a standard format for incident investigators to write a Safety Report (preliminary), after completing an investigation into an air traffic incident and/or an aviation safety report (ASR/OCC) submitted by any airline or reportee.

The FINAL REPORT should provide the following:

- record of all the relevant facts (including any conflicting evidence);
- analysis of the relevant facts;
- conclusions in the form of findings and causes; and
- safety recommendations

It is imperative that initial investigation provides all relevant facts and preliminary findings before an assessment is done to complete a FINAL REPORT.

**Hence, this revised ATC incident report form (effective 16 June 2018) distinctly separates the factual information (item 3) from preliminary findings and causes (item 4).**

For the investigators, the following guidelines are to be used in order to complete the form :

A. Factual information should:

- contain a description of all the events and circumstances directly related to the occurrence;
- begin as far back in time as is necessary to include the significant events which preceded the incident; and
- be factual i.e. information resulting from direct verification, which is essential for the development of the analysis, conclusions and safety recommendations.

B. Factual information shall be descriptive in character and should be a comprehensive record of the facts and circumstances established in the investigation. If conducted by groups, the report should comprise a consolidation of the relevant information from the group reports.

C. Supporting documents, such as photographs, diagrams, relevant parts of voice / radar recorder readouts and technical reports, should be included or appended to the report. Human Factors information should be integrated into the appropriate areas of the factual part of the report.

D. Findings should be listed in a logical sequence, usually in a chronological order and must be supported by, and directly related to the factual information and the analysis. It shall include report on certain conditions in every investigation, such as the validity of licences, the training and experience of the controllers involved.

E. The findings and the causes of a report should point clearly to the safety issues that need to be addressed:

- statements of all significant conditions, events or circumstances in the incident sequence; and
- significant steps in the incident sequence, but they are not always causal or indicate deficiencies.

*Note : Some findings point out the conditions that pre-existed the incident sequence, but they are usually essential to the understanding of the occurrence.*



F. Item 5 (Actions Taken) requires input on the actions taken by the management of the ATSU following the preliminary findings in the initial report, and not the actions taken by the controllers during the safety event.

The CAAM/BIT INC 01(a) form was downloaded at:  
<http://www.dca.gov.my/sectors-divisions/air-traffic-inspectorate/forms/>

**Further information :** In case of any query, please contact the Air Traffic Inspectorate Division (Tel : 03-8871 4214)



**AIR TRAFFIC INSPECTORATE DIVISION**

