



CAA Occurrence Number:

ATC OCCURRENCE REPORT

- NOTES: (i) See Instructions and Explanatory Notes.
 (ii) When completed, please send to: Civil Aviation Authority of Kosovo (CAAK)
 Peyton Place, Sejdi Kryeziu Street #12
 10000, Pristina
 Kosovo
 E-mail: mor@caa-ks.org
 Fax: +381 (0)38 211 009
 Tel: +381 (0)38 248 629 ext.103
 (iii) Circle or fill in boxes 1-55 as required.
 PLEASE USE BLACK INK

Original to CAAK
 Make additional photocopies as required

CATEGORIES OF OCCURRENCE															
1 <input type="checkbox"/> ACCIDENT		3 <input type="checkbox"/> AIRPROX		5 <input type="checkbox"/> INCIDENT		7 <input type="checkbox"/> INFRINGEMENT									
2 Occurrence Position		3 FL/Alt/Ht		4 Date		5 Time - UTC		6 Day/Night							
OPERATOR		CALLSIGN/REGN		TYPE		FROM		TO		SSR CODE		MODE C DISPLAYED		IFR/VFR/SVFR	
7		8		9		10		11		12		13 YES/NO		14	
15		16		17		18		19		20		21 YES/NO		22	
23		24		25		26		27		28		29 YES/NO		30	
31 RTF Frequencies		32 Radar Equipment		33 Equipment Unserviceabilities		34 QNH		35 Runway in use							
36 CLASS & TYPE OF AIRSPACE				37 TYPE OF ATC SERVICE				38 SID/STAR/ROUTE							
A C E G		CTR/CTA/TMA/AWY/UAR/ ADR/ATZ/UIR/FIR/Purple/Other		Control/Advisory - Procedural/Radar/ADC/ GMC/Approach/Area/RAS/RIS/FIS/ALR											
B D F															
39 Was prescribed separation lost?		YES NO		40 Min Sepn Horiz/Vert		41 Collision/Conflict Alert/TCAS/STCA/SMF		42 Traffic info given by ATC?		YES NO		43 Avoiding action given by ATC?		YES NO	
44 BRIEF TITLE Summary															
45 NARRATIVE - use a diagram if necessary (Aerodromes submit weather report including local and regional QNH).															
continue on a separate sheet if necessary.															
46 Name		47 On duty as		48 ATS Unit		49 Time since last break		50 Start time of shift (UTC)		51 Radar recordings held YES/NO					
52 RTF recordings held YES/NO		53 List other agencies advised		54 Sign/Date				55 Address/Telephone							

ADVICE ON THE COMPLETION OF THE CAAK ATC OCCURRENCE REPORT FORM - MOR/RF-2

USE AND EXPLANATION OF TERMS IN BOX 1

- ACCIDENT: A reportable accident.
- AIRPROX: An AIRPROX is 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.
- INFRIGEMENT: An alleged unauthorized infringement of regulated airspace.

EXPLANATORY NOTES *(Please also refer to manual of ATS procedures)*

GENERAL: Complete **ALL** boxes. If **NOT APPLICABLE** use N/A, or if **NOT KNOWN** use N/K. Avoid use of technical jargon, hieroglyphics and abbreviations.

BOXES 7 TO 14 }
BOXES 15 TO 20 } These boxes cater for up to three involved aircraft. Use the narrative for additional aircraft.
BOXES 23 TO 30 }

- BOX 36: More than one element **could** be circled (e.g. CLASS A and AWY).
- BOX 37: More than one element **must** be circled (e.g. CONTROL, RADAR and AREA).
- BOX 39: **Must** be completed if prescribed separation was required to be achieved in accordance with manual of ATS procedures.
- 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 summarizing the Occurrence, i.e. 'Coordination 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 ATS Manual and any local procedures.
- BOX 53: It is important to ensure that any **involved** agency (e.g. Pilot, Operator, ATC) is informed of the reporting action. This box should also indicate those organisations required by ATS Manual to be informed (e.g. Aeronautical Accident and Incident Investigations Commission (AAIIC)).

REPORTING TIME

Report must be dispatched within 48 hours of the event unless exceptional circumstances prevent this.

ACKNOWLEDGEMENT OF REPORTS

Acknowledgement of reports (other than CONFIDENTIAL - see below) is normally given via the Civil Aviation Authority of Kosovo three monthly summary list of MORs. If, exceptionally, individual acknowledgement is required, please contact the Civil Aviation Authority of Kosovo direct.

UNIT MANAGEMENT ACTION

Reports 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 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 55 should be completed. The Civil Aviation Authority of Kosovo will respect the confidentiality and the Director General of Civil Aviation Authority of Kosovo will contact you personally.