

Definition of Boxes of ATM Technical Occurrence Reporting Form SRF -101

Complete ALL boxes. If Not Applicable use N/A or if Not Known use N/K. Avoid use of technical jargon, hieroglyphics and abbreviations. It is important that this form is completed in as much detail as possible

Headline	A short message identifying the accident to the human reader
Date	Date of occurrence (dd/mm/yyyy)
Time	The time of the occurrence entered using the 24 hour clock e.g. 23:59
Duration	Duration of the technical event (From till Time or only From Time)
Location of occurrence	Location of occurrence should be the name of the closest settled area or geographical feature (City, Place, Aerodrome)
Service provided	ATM Specific Occurrence shall be classified in one of the following ATM/ANS services, based on the type of the service that the system is providing or supporting.(COM - Communication, NAV - Navigation, SUR - Surveillance,- ALR - Alerting services, FIS - Flight information services, ADV - Aerodrome control services, APP - Approach control services, ACC - Area control services, ATFM - Air Traffic Flow and Capacity Management, ASM - Airspace management, SUP - Support Information Service which is a service established within the defined area of coverage responsible for the provision of aeronautical information and data necessary for the safety, regularity and efficiency of air navigation)
Operational function	ATM Specific Occurrence shall be classified in one of the following functions: Communication Service - Air/Ground or Ground/Ground Communication, Navigation Service- Navigation Function, Surveillance service- Air Surveillance or Ground Surveillance or Surface Movement Guidance & Control , Air Traffic Services- Flight Plan Information , Flight Information and Alert , Ops Room Management Capability , Decision Making Support (e.g. MTCD), Safety Nets , Airspace Management- Real Time Airspace Environment , Air Traffic Flow and Capacity Management- Tactical & Real Time , Support Information Services- Aeronautical Information , Meteorological Information .
Type of failure	Insert one of the following: Total Loss of function - The function is not available to the controller or pilot. Partial Loss of function - Not all of the function is available to ATC or Pilot (e.g. loss of some -but not all- radar targets, frequency coverage is available but is less than it should be etc) Redundancy Reduction - Loss of a technical backup. There are fewer technical ways to provide the function. Undetected
ATS Affected	Insert one of the following : Area Control Service- ACC , Approach Control Service- APP , ATC service for aerodrome traffic - TWR , Flight Information Service- FIS , Aerodrome flight Information Service - AFIS
Previous defects	List any defect/malfunction for previous period
Equipment	Indicate Equipment type and manufacturer
Equipment Status	Equipment status after an occurrence. (working, Unserviceable, etc)
Extension	Insert one of the following: Controller Working Position(CWP)- One Controller Working Position Sector Suite - A set of CWPs which work together to control a sector(s) Multiple Suites - Self-explanatory Unit - As applicable, the entire ACC /APP operations room, the whole Tower. etc.
Narrative	A short narrative describing the occurrence. Use standardized abbreviations only. Where practicable do not repeat information entered in the coded data. Include all information which is required to convey the scenario of the occurrence to the reader. In particular highlight that information that cannot be included in the coded data