

Definition of Boxes of ATC Occurrence Reporting Form SRF-100

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 occurrence to the human reader
UTC Date	Date of occurrence (dd/mm/yyyy)
UTC Time	The UTC time of the occurrence entered using the 24 hour clock e.g. 23:59.
Location of occurrence	Location of occurrence should be the name of the closest settled area or geographical feature
ATS unit's name	The name of this air traffic services unit. (if more than one, specify)e.g ACN, APT, AFISM, FIS, TWK
Frequency	At time of occurrence frequency in use and others in case of frequency change
a. b. c.	Aircraft/vehicle involved in the occurrence
Aircraft Call sign	Call sign or Registration/Plate number of aircraft/vehicle involved in occurrence
The name of the Operator	The name of the aircraft operator exercising operational control over the flight
Aircraft Type	The ICAO aircraft type designator - four character code assigned to the aircraft - is defined as an alias. [ICAO Doc 8643] (example B735)
Aircraft registration	The mark used to identify an aircraft. The mark consists of a common mark or nationality mark followed by a registration mark. (example 4LAAA)
Operation Type	The type of operation indicates whether this was a public transport operation (airline operation) or a general aviation flight. Details see in definitions
The flight phase in which the occurrence took place	Enter the most significant phase of flight related to the occurrence. This is the phase of flight in which the event occurred which defined the accident/incident. Usually, this is the phase of flight in which the first event of the occurrence took place
Flight Rules	Flight Rules. Put one of the following : IFR-Instrumental Flight Rules, VFR-Visual Flight Rules, and SVFR-Special Flight Rules
The aircraft speed	The aircraft speed at the time of event and the type of speed at the first event, e.g. indicated air speed or ground speed eg I400, G350
Secondary surveillance radar (SSR) Code	The code entered by the aircraft flight crew to identify the aircraft return on the SSR. SSR is a surveillance radar which uses transmitters / receivers (interrogators) and transponders.
Last departure point	The aerodrome or place from which the flight originated.
Route /SID/STAR	The name of the ATS route where occurrence occurred of a,b,c aircraft. Standard Instrumental Departure Route, Standard Arrival Route for IFR traffic or entry/exit point to/from CTR for VFR traffic given to a,b,c aircraft
Planned destination	The place of intended landing.
Cruising/ Cleared / Actual FL/Altitude	Cruising- The aircraft flight level at which he was performing flight before occurrence. Cleared- The aircraft cleared flight level at the time of the occurrence. Actual- The aircraft flight level at the time of the occurrence. Flight Level or Altitude of aircraft put in boxes instead of flight level letters – (FL) and instead of Altitude letter- (A) and then figures (example FL340,A7500)
Minimum horizontal separation estimated NM	The minimal horizontal distance during a incident involving two aircraft as estimated by the reporter or The minimal horizontal distance during a incident involving two aircraft as recorded by a recording system such as RADAR recording. Please specify in narrative was it recorded by system or estimated by reporter.
Separation FT	The minimal vertical distance during a incident involving two aircraft as estimated by the i reporter or The minimal vertical distance during a incident involving two aircraft as recorded by a recording system such as RADAR recording. . Please specify in narrative was it recorded by system or estimated by reporter.
Weather	The general weather conditions in the area of the occurrence e.g. VMC, IMC or weather information at that time

Information on the alerting of an Automated Warning Systems	System Warnings (if any) Ground based (STCA, MSAW, APW, etc.)and/or Airborne(TCAS, GPWS, etc) which were activated at time of occurrence
Working Environment	Methods or techniques either, Normal – ATM Unit operates under normal conditions without any degraded mode or contingency; Degraded Mode – ATM Unit is working at reduced level of service invoked by equipment outage or malfunctions, staff shortage or procedures become as a knock-on effect of one or several deficient system element; Contingency – Contingency measures are in place and the ATM unit is operating under exceptional conditions e.g. Industrial action, pandemics, closure of airspace for major military exercises, war operations, etc.
Workload	Traffic situation at time of his duty (Very heavy, Heavy, Medium, Light) and number of ACFT on frequency
ATM person's duty time before occurrence	The amount of time the ATM person had been on duty before the time of the occurrence (UTC time)
Start Time of Shift	Start time of shift (UTC time)
Time on Duty	Time when ATC took over the duty and handed it over (During the occurrence)
Time of Last break	The duration of the air traffic management person's last break before the occurrence.
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

Operation Type

1. **Commercial Air Transport (CAT)**- Commercial air transport operation. An aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire. Annex 6 Part 1, Chapter 1.
 - a. **Scheduled air service (SCAT)**- Scheduled air service: an air service open to use by the general public and operated according to a published timetable or with such a regular frequency that it constitutes an easily recognizable systematic series of flights which are open to direct booking by members of the public. ICAO DOC 9626
 - i. **Scheduled international - International air service:** A flight with one or both terminals in the territory of a State, other than the State in which the carrier has its principal place of business
 1. **CAT Scheduled international passenger flight (SCAT-IP)**-A flight carrying one or more revenue passengers. Note: this includes flights which carry, in addition to passengers mail or cargo

2. CAT scheduled international cargo flight (SCAT-IC) - This is to be used for all-freight services only. Cargo includes freight, unaccompanied baggage and mail.
 - ii. CAT scheduled domestic - A flight not classifiable as international. Domestic flight include flights flown between point within the domestic boundaries of an air carrier whose principal place of business is in that State. Flights between a State and territories belonging to it, as well as any flights between two such territories are also classified as "domestic". This applies even though a flight may cross international waters or over the territory of another State. Domestic 1
 1. CAT scheduled domestic passenger (SCAT-DP)- A scheduled flight carrying one or more revenue passengers. Note: The flight may also carry mal or cargo.
 2. CAT scheduled domestic cargo (SCAT-DC)- This is to be used for all-freight services. Cargo includes freight, unaccompanied baggage and mail
 - b. CAT non scheduled revenue operations - Charter flights and special flights performed for remuneration other than scheduled flights. This includes charter flights.
 - i. CAT non-scheduled international - International air service: A flight with one or both terminals in the territory of a State, other than the State in which the carrier has its principal place of business
 1. CAT non-scheduled international passenger - A non-scheduled revenue flight carrying one or more revenue passengers. Note: The flight may also carry mail or cargo
 2. CAT non-scheduled international cargo - This is to be used for all-freight services only. Cargo includes freight, unaccompanied baggage and mail.
 - ii. CAT non-scheduled domestic - A flight not classifiable as international. Domestic flight include flights flown between point within the domestic boundaries of an air carrier whose principal place of business is in that State. Flights between a State and territories belonging to it, as well as any flights between two such territories are also classified as "domestic". This applies even though a flight may cross international waters or over the territory of another State
 1. CAT non-scheduled domestic Passenger-A flight carrying one or more revenue passengers. Note: The flight may also carry mal or cargo.
 2. CAT non-scheduled domestic Cargo - This is to be used for all-freight services. Cargo includes freight, unaccompanied baggage and mail
- c. Non-revenue operations

- i. Non-revenue Ferry/positioning - Positioning: Any flight flown to position the aircraft to be used on some revenue-earning services. Also, in the narrow meaning of the term, any ferry flight. Ferry: a non-revenue flight flown for a positioning or other purpose (such as to enable the aircraft to undergo maintenance).
- ii. Non-revenue Training/check - A non-revenue flight carried out for the purpose of flight crew training or check.
- iii. Non-revenue Other - Any other non-revenue operation
- iv. Non-revenue Unknown - A non revenue flight the specific nature of which is not known.
- v. Non-revenue Acceptance Check flight - flights in association with aircraft acceptance or hand back
- vi. Non-revenue Post maintenance function check flight - A flight to check functions after maintenance
- vii. Non-revenue Flying displays - Display or 'exhibition' flying (for the benefit of persons on the ground) carried out by a commercial operator.

d. Other

- i. CAT air taxi - On-demand, non-scheduled flights on short notice for the carriage by air of passengers, freight or mail or any combination thereof for remuneration usually performed with smaller aircraft (max 30 seats or max 3 400 kg of payload capacity). Includes an on-demand flight for the specific carriage of sick or injured persons. (Air ambulance)
- ii. CAT Emergency Medical Service - Helicopter Emergency Medical Service (HEMS) flight. A flight by a helicopter operating under a HEMS approval, the purpose of which is to facilitate emergency medical assistance, where immediate and rapid transportation is essential, by carrying: (i) Medical personnel; or (ii) Medical supplies (equipment, blood, organs, drugs); or (iii) Ill or injured persons and other persons directly involved. Source: Appendix 1 to JAR-OPS 3.005(d)
- iii. CAT off shore flight - A flight for the carriage of passengers or freight or a combination thereof for remuneration to and from an offshore installation
- iv. CAT sight seeing - A flight for the carriage of passengers by air for remuneration which returns to the departure point.
- v. CAT Other - A public transport operation that does not fall into any of the specific categories provided
- vi. CAT Unknown - A public transport operation the nature of which is not within the revenue / non revenue flights but the specific nature of this flight is not known

- e. Unknown CAT - A public transport operation the nature of which is not known
2. **General Aviation** - General aviation: All civil aviation operations other than scheduled air services and non-scheduled air transport operations for remuneration or hire or aerial work. Annex 6 Part1, Chapter 1.
- a. GA Pleasure Pleasure - Private flying operations for no specific purpose.
 - i. GA Cross-country - Private flying operations for a cross-country flight.
 - ii. GA Local- Private flying operations for a local area flying
 - b. GA Business - Flight to carry company personnel. Includes corporate operations
 - c. GA Flight Training/Instructional-Flights for the specific purpose of flight training and check by an institution other than an airline.
 - i. GA Dual - A flight during which a person is receiving flight instruction from a properly authorized pilot on board the aircraft
 - ii. GA Solo - A flight in which a student pilot is the sole occupant of an aircraft.
 - iii. GA Check - A flight carried out to verify the qualifications/ability of a license holder
 - iv. GA Other - Any other instructional flying
 - v. GA Unknown - An instructional flight of unknown nature
 - d. Other GA –
 - i. GA Test/experimental - Flights for the purpose of testing aircraft (e.g. after maintenance, to obtain type certificates etc.)
 - ii. GA Demonstration - A flight carried out to demonstrate the aircraft capabilities
 - iii. GA Ferry/positioning - A positioning flight not related to revenue operations
 - iv. GA Illegal - Any illegal operation (aircraft stolen, unauthorized flight, illegal flight)
 - v. GA Airshow/race – Flights carried out in conjunctions with airshows / air races
 - vi. GA Other –
 - vii. GA Unknown – The specific nature of the flight is that it does not belong into any of the other categories, but it is unknown or not determined.
 - viii. GA First flight - An aircraft operation in which an aircraft is used to carry persons by air for their first flight
 - e. Unknown GA - The nature of the flight is unknown.

3. **Aerial Work** - Aerial work: An aircraft operation in which an aircraft is used for specialized services such as agriculture, construction, photography, surveying, observation and patrol, search and rescue, aerial advertisement, etc. Annex 6 Part1, Chapter 1.H9
- a. Commercial - An aerial work flight carried out for remuneration or reward
 - i. AWC Aerial advertising - A flight to carry out aerial advertising (e.g. banner towing)
 - ii. AWC Aerial observation - A flight to carry out aerial observations (e.g. crowds etc).
 - iii. AWC Aerial patrol - A flight to carry out aerial patrols (e.g. pipeline controls)
 - iv. AWC Aerial survey - A flight to carry out aerial surveys
 - v. AWC Agricultural - A flight to service agricultural needs (e.g. crop spraying etc.). This includes flights to and from the spray area
 - vi. AWC Construction/sling load - A flight to assist in construction work or carrying sling loads (other than logging flights)
 - vii. AWC Fire fighting - A flight to carry out fire fighting activities (e.g. spotting, water bombing etc.). This includes flights to and from the fire area.
 - viii. AWC Government excluding state flights - Any government operation not covered under State flights (e.g. ambulance service operated by the Ministry of Health)
 - ix. AWC Logging - A flight to carry out logging activities
 - x. AWC Parachute drop - A flight to carry parachutists.
 - xi. AWC Photography - A flight to carry out aerial photography
 - xii. AWC Search and rescue - A flight to carry out search and rescue operations
 - xiii. AWC Towing - A flight to tow another aircraft (e.g. glider towing)
 - xiv. AWC Other - A flight carried out for aerial work other than the categories mentioned above
 - b. Non-commercial - An aerial work operation not for remuneration or reward
 - i. AWNc Aerial advertising - A flight to carry out aerial advertising (e.g. banner towing)
 - ii. AWNc Aerial observation - A flight to carry out aerial observations (e.g. crowds etc).
 - iii. AWNc Aerial patrol - A flight to carry out aerial patrols (e.g. pipeline controls)
 - iv. AWNc Aerial survey - A flight to carry out aerial surveys
 - v. AWNc Agricultural - A flight to service agricultural needs (e.g. crop spraying etc.)

- vi. AWNc Construction/sling load - A flight to assist in construction work or carrying sling loads (other than logging flights)
- vii. AWNc Fire fighting - A flight to carry out fire fighting activities (e.g. spotting, water bombing etc.)
- viii. AWNc Government excluding state flights - Any government operation not covered under State flights (e.g. ambulance service operated by the Ministry of Health)
- ix. AWNc Logging - A flight to carry out logging activities
- x. AWNc Parachute drop - A flight to carry parachutists
- xi. AWNc Photography - A flight to carry out aerial photography
- xii. AWNc Search and rescue - A flight to carry out search and rescue operations. The use of aircraft to search for and rescue personnel in distress on land or at sea.
- xiii. AWNc Towing - A flight to tow another aircraft (e.g. glider towing)
- xiv. AWNc Other -A flight carried out for aerial work other than the categories mentioned above.
- xv. AWNc Unknown

4. **State flights** - State aircraft: Aircraft used in military, customs and police services shall be deemed to be state aircraft. Article 3b of the Convention
 - a. ST Police - A flight carried out by the police
 - b. ST Coast guard - A flight carried out by the Coast Guard or similar agency
 - c. ST Official - includes VIP flights
 - d. ST Military - Operations of the armed forces other than those for remuneration which should be covered under public transport operations.
 - e. ST Other - A state flight other than any of the specific categories (police, coast guard, official, military)
 - f. ST Unknown - A state flight with details unknown
5. **Unknown** - To be used when the nature of the operation is completely unknown, i.e. when not even a general classification (commercial etc..) can be made.