

CHIRP

AIR TRAFFIC CONTROL REPORT FORM

CHIRP is totally independent of the Civil Aviation Authority and any Company

Name: <input style="width:90%;" type="text"/>	1. Your personal details are required only to enable us to contact you for further details about any part of your report. Please do not submit anonymous reports. 2. On closing, this Report Form will be returned to you. NO RECORD OF YOUR NAME AND ADDRESS WILL BE KEPT 3. CHIRP is a reporting programme for safety-related issues. We regret we are unable to accept reports that relate to industrial relations issues.
Address: <input style="width:90%;" type="text"/>	
Post Code: <input style="width:30%;" type="text"/> Tel: <input style="width:30%;" type="text"/>	
e-mail: <input style="width:60%;" type="text"/>	
▲ Indicates Mandatory Fields	

It is CHIRP policy to acknowledge a report on receipt and then to provide a comprehensive closing response. If you do not require a closing response please tick the box:	No. I do not require a response from CHIRP <input style="width: 30px; height: 20px;" type="checkbox"/>
---	--

PLEASE COMPLETE RELEVANT INFORMATION ABOUT THE EVENT/SITUATION

YOURSELF		THE EVENT/SITUATION			
TOTAL EXPERIENCE	YRS	DATE		WEATHER:	
EXPERIENCE PRESENT UNIT	YRS	LOCAL TIME		VMC	<input type="checkbox"/> IMC <input type="checkbox"/>
VALIDATED PRESENT POSITION	YRS	LOCATION OF AIRCRAFT		RAIN	<input type="checkbox"/> FOG <input type="checkbox"/>
ACTING AS INSTRUCTOR	<input type="checkbox"/>	NEAREST REPORTING POINT		ICE	<input type="checkbox"/> SNOW <input type="checkbox"/>
UNDER TRAINING	<input type="checkbox"/>	DAY	<input type="checkbox"/> NIGHT <input type="checkbox"/>	OTHER:	
UNIT/SERVICE		FLIGHT PHASE		1ST AIRCRAFT	2ND AIRCRAFT
NATS	<input type="checkbox"/> NON- NATS <input type="checkbox"/>	TAXI	<input type="checkbox"/> TAKE-OFF <input type="checkbox"/>	TYPE/SERIES	TYPE/SERIES
ATC SERVICE(S) BEING PROVIDED		CLIMB	<input type="checkbox"/> CRUISE <input type="checkbox"/>	OPERATOR	OPERATOR
TYPE(S) OF AIRSPACE		DESCENT	<input type="checkbox"/> APPROACH <input type="checkbox"/>	PAX <input type="checkbox"/> FREIGHT <input type="checkbox"/>	PAX <input type="checkbox"/> FREIGHT <input type="checkbox"/>
TYPE OF RADAR		LANDING	<input type="checkbox"/> GO AROUND <input type="checkbox"/>	OTHER:	OTHER:
SHIFT WORKED		OTHER:		IFR <input type="checkbox"/> VFR <input type="checkbox"/>	IFR <input type="checkbox"/> VFR <input type="checkbox"/>
HOURS ON DUTY	HRS			OTHER:	OTHER:
LOCATION		MY MAIN POINTS ARE:			
NAME OF UNIT/AIRFIELD:		A:			
REPORT TOPIC		B:			
MY REPORT RELATES TO:		C:			

DESCRIPTION OF EVENT - PHOTOGRAPHS, DIAGRAMS ON A CD ARE WELCOME:

Your narrative will be reviewed by a member of the CHIRP staff who will remove all information such as dates/locations/names that might identify you. Bear in mind the following topics when preparing your narrative:

Chain of events • Communication • Decision Making • Equipment • Situational Awareness • Weather • Task Allocation • Teamwork • Training • Sleep Patterns



PLEASE PLACE THE COMPLETED REPORT FORM, WITH ADDITIONAL PAGES IF REQUIRED, IN A SEALED ENVELOPE TO:

FREEPOST RSKS-KSCA-SSAT • The CHIRP Charitable Trust • 26 Hercules Way • Farnborough • GU14 6UU • UK (no stamp required if posted in the UK)

Confidential Tel: +44 (0) 1252 378947 or **Freefone** (UK only) 0800 214645 and Confidential Fax: +44 (0) 1252 378940

Report forms are also available on the CHIRP website: www.chirp.co.uk

LESSONS LEARNED

Describe the lessons learned as a result of the incident. Do you have any suggestions to prevent a similar event?

The UK Confidential Human Factors Incident Reporting Programme



PLEASE PLACE THE COMPLETED REPORT FORM, WITH ADDITIONAL PAGES IF REQUIRED, IN A SEALED ENVELOPE TO:

FREEPOST RSKS-KSCA-SSAT • The CHIRP Charitable Trust • 26 Hercules Way • Farnborough • GU14 6UU • UK (no stamp required if posted in the UK)

Confidential Tel: +44 (0) 1252 378947 or **Freefone** (UK only) 0800 214645 and Confidential Fax: +44 (0) 1252 378940

Report forms are also available on the **CHIRP** website: www.chirp.co.uk