ADVICE ON THE COMPLETION OF THE ATC OCCURRENCE REPORT FORM – MOR 02

EXPLANATORY NOTES

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

BOX 1: Should the Occurrence involve more than one category, tick both categories.

BOXES 7 TO 14}
BOXES 15 TO 22} These boxes cater for up to three involved aircraft. Use the narrative for additional aircraft.
BOXES 23 TO 30}

BOX 39: Must be completed if prescribed separation was required to be achieved

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 summarising 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 MATS Part1 and any local procedures.

BOX 53: It is important to ensure that any involved agency (e.g. Pilot, Operator, ATSU) is informed of the reporting action.

REPORTING TIME

Reports must be despatched within 72 hours of the event unless exceptional circumstances prevent this.