



To be sent to :
 Flight Standards & Airworthiness Division
 Civil Aviation Department
 10/F, Commercial Building
 Airport Freight Forwarding Centre
 2 Chun Wan Road
 Lantau
 Hong Kong

RUNWAY INCURSION REPORTING
(Initial report)

A	Occurrence DTG (UTC)	_____	day <input type="checkbox"/>	night <input type="checkbox"/>
B	Particulars of Person submitting the report			
	1. Name	_____		
	2. Post Title	_____		
	3. Phone	_____		
	4. Fax	_____		
	5. Organisation	_____		
C	ICAO aerodrome designator			
	VHHH			
D	Runway surface condition (braking action)			
	1. Good <input type="checkbox"/>	2. Fair <input type="checkbox"/>	3. Poor <input type="checkbox"/>	
E	Weather conditions			
	1. Wind	_____		
	2. Visibility	_____ m / km in drizzle*	(*delete as appropriate)	
		OR _____ m / km in light / heavy rain*		
	3. RVR	_____ m	4. Temperature	_____ ° C
	5. Additional info	_____		
F	Closest proximity			
	1. _____ feet vertical	2. _____ feet/metre* horizontal	(*delete as appropriate)	
G	Description of incident and relevant circumstances with geometric diagrams (add pages if necessary)			
H	Initial assessment of severity			
	A: dangerous <input type="checkbox"/>	B: severe <input type="checkbox"/>	C: moderate <input type="checkbox"/>	D: light <input type="checkbox"/>

