Voluntary Incident Reporting Form

To promote incident prevention by analysis of incident data, the Hong Kong Civil Aviation Department has established a Voluntary Incident Reporting System to collect relevant incident data.

The Voluntary Incident Reporting System is operated on a non-punitive environment and the sources of information will not be disclosed unless required to do so by law, or the person concerned authorised the disclosure.

When completed, send the report to the Hong Kong Civil Aviation Department by at least one of the following means:
Fax:  (852) 2326 3654
Email: vir@cad.gov.hk
Post:  Air Services and Safety Management Division, Civil Aviation Department,
       1 Tung Fai Road, Chek Lap Kok, Lantau, Hong Kong

<table>
<thead>
<tr>
<th>Your name</th>
<th>Contact phone</th>
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<table>
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<tr>
<th>Postal address</th>
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<table>
<thead>
<tr>
<th>Today’s date</th>
<th>Fax</th>
<th>Email</th>
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<thead>
<tr>
<th>Your profession (e.g. pilot, engineer, ATS)</th>
<th>If pilot – total flying hours</th>
<th>Non-pilot – years of experience</th>
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If your report concerns one or more aircraft, complete Section A and B (overleaf).

If your report concerns about a procedure, published information, service, rule, i.e., does not concern a specific aircraft, completion Section B only.
## SECTION A

This report is about:  
- [ ] My aircraft  
- [ ] Another aircraft

**Aircraft registration**  
**Flight number**  
**Aircraft manufacturer and model**

**Air operator (e.g. Company name)**  
**Aircraft owner**

**Type of operation**
- [ ] Public transport - passenger
- [ ] Public transport - cargo
- [ ] Flying training - solo
- [ ] Flying training - dual
- [ ] Aerial Work
- [ ] Private / business
- [ ] Other

**Purpose of flight**

<table>
<thead>
<tr>
<th>Date of occurrence</th>
<th>Local Time</th>
<th>Location (e.g. GPS, direction/distance from a land feature)</th>
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**Number of persons on board:**  
- [ ] Crew  
- [ ] Passengers

**Flight rules:**
- [ ] VFR
- [ ] IFR

**Flight conditions:**
- [ ] VMC
- [ ] IMC

**Light conditions:**
- [ ] Day
- [ ] Night

**Weather conditions:**

<table>
<thead>
<tr>
<th>Wind (direction/speed)</th>
<th>Visibility km / m</th>
<th>Cloud (type/oktas)</th>
<th>Altitude /FL at time of event</th>
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**Significant met – e.g. heavy rain, thunderstorm, fog, icing etc.**  
**Airspace type and/or class**

<table>
<thead>
<tr>
<th>Departure</th>
<th>Destination</th>
<th>Landing (if different to destination)</th>
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**Phase of flight the safety event happened:**
- [ ] Aircraft Standing
- [ ] Taxiing
- [ ] Takeoff
- [ ] Climb
- [ ] Manoeuvring/air work
- [ ] Cruise
- [ ] Descent
- [ ] Approach
- [ ] Landing
- [ ] Unknown

End of Section A

## SECTION B

Please fully describe the safety concern. If space is insufficient, continue on additional sheets. All relevant documentation should be forwarded to the Hong Kong Civil Aviation Department, including your suggestion on how to address similar concerns.

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Please enclose additional page(s) as necessary.