

## Voluntary Incident Reporting Form

To promote accident prevention by analysis of accident and incident data, the Air Accident Investigation Authority (AAIA) of the Transport and Logistics Bureau has established an Incident Reporting System, which consists of Voluntary Incident Reporting System to collect relevant incident data.

The Voluntary Incident Reporting System is operated on a non-punitive environment and the source of information will not be disclosed unless required to do so by law, or the person concerned authorised the disclosure. If the reported occurrence is the subject of an investigation, the information will only be used in accordance with the Civil Aviation (Investigation of Accidents) Regulations.

When completed, send the report to the AAIA by at least one of the following means:

Fax (852) 2910 6049

Email: [vir@tlb.gov.hk](mailto:vir@tlb.gov.hk)

Post : Air Accident Investigation Authority, Transport and Logistics Bureau, Level G, Facility Building, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong

To be completed by all reporters (\*Mandatory Fields)

Your name

Contact phone

Postal address

Today's date

Fax

Email

Your profession (e.g. pilot, engineer, ATS)

If pilot – total flying hours

Non-pilot – years of experience

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Air operator (e.g. Company name)	Aircraft owner
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Type of operation**

<input type="checkbox"/> Public transport - passenger	<input type="checkbox"/> Aerial Work
<input type="checkbox"/> Public transport - cargo	<input type="checkbox"/> Private / business
<input type="checkbox"/> Flying training - solo	<input type="checkbox"/> Other
<input type="checkbox"/> Flying training - dual	For aerial work, private / business and others – Purpose of flight

**Purpose of flight**

Date of occurrence	Local Time	Location (e.g. GPS, direction/distance from a land feature)
<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Number of persons on board:</b>	<b>Flight rules:</b>	<b>Flight conditions:</b>	<b>Light conditions:</b>
<input type="checkbox"/> Crew (Flight/Cabin) <input type="checkbox"/> Passengers	<input type="checkbox"/> VFR <input type="checkbox"/> IFR	<input type="checkbox"/> VMC <input type="checkbox"/> IMC	<input type="checkbox"/> Day <input type="checkbox"/> Night

**Weather conditions**

Wind (direction/speed)	Visibility km / m	Cloud (type/oktas)	Altitude /FL at time of event
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Significant met – e.g. heavy rain, thunderstorm, log, icing etc.	Airspace type and/or class		
<input type="text"/>	<input type="text"/>		

**Airports or places:**

Departure	Destination	Landing (if different to destination)
<input type="text"/>	<input type="text"/>	<input type="text"/>

**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 insufficient space, continue on additional sheets.  
All relevant documentation should be forwarded to AAIA, including your suggestion on how to address similar concerns.