



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

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

Air operator (e.g. Company name)

Aircraft owner

Type of operation

Public transport - passenger

Aerial Work

Public transport - cargo

Private / business

Flying training - solo

Other

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)

Number of persons on board:

Crew

Passengers

Flight rules:

VFR

IFR

Flight conditions:

VMC

IMC

Light conditions:

Day

Night

Weather conditions:

Wind (direction/speed)

Visibility km / m

Cloud (type/oktas)

Altitude /FL at time of event

Significant met – e.g. heavy rain, thunderstorm, log, icing etc.

Airspace type and/or class

Departure

Destination

Landing (if different to destination)

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.

Please enclose additional page/s as necessary

Anti-bribery Reminder

Anyone, while having dealings of any kind with the Civil Aviation Department (CAD), should not offer advantage to the CAD officers, or else he may commit an offence under section 4(1) and/or section 8 of the Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong), and be liable to a maximum penalty of a fine of \$500,000 and imprisonment for 7 years.