Chapter 16

MISCELLANEOUS PROCEDURES

16.1 RESPONSIBILITY IN REGARD TO MILITARY TRAFFIC

16.1.1 It is recognized that some military aeronautical operations necessitate non-compliance with certain air traffic procedures. In order to ensure the safety of flight operations the appropriate military authorities shall be asked, whenever practicable, to notify the proper air traffic control unit prior to undertaking such manoeuvres.

16.1.2 A reduction of separation minima required by military necessity or other extraordinary circumstances shall only be accepted by an air traffic control unit when a specific request in some recorded form has been obtained from the authority having jurisdiction over the aircraft concerned and the lower minima then to be observed shall apply only between those aircraft. Some recorded form of instruction fully covering this reduction of separation minima must be issued by the air traffic control unit concerned.

16.2 RESPONSIBILITY IN REGARD TO UNMANNED FREE BALLOONS

16.2.1 On receipt of notification of the intended flight of a medium or heavy unmanned free balloon, the air traffic services unit shall arrange for the information to be disseminated to all concerned. The information shall include:

a) the balloon flight identification or project code name;
b) balloon classification and description;
c) SSR Code or NDB frequency as applicable;
d) the launch site;
e) the estimated time of the commencement of the launch or the planned period of the launches;
f) the expected direction of ascent;
g) the cruising level(s) (pressure-altitude); and
h) the estimated elapsed time to pass 18 000 m (60 000 ft) pressure-altitude, or to reach cruising level if at or below 46 000 ft, together with the estimated location.

16.2.2 On receipt of notification that a medium or heavy unmanned free balloon has been launched, the air traffic services unit shall arrange for the information to be disseminated to all concerned. The information shall include:

a) the balloon flight identification or project code name;
b) balloon classification and description;
c) SSR Code or NDB frequency as applicable;
d) the launch site;
e) the time of launch(es);
f) the estimated time at which 46000 ft pressure-altitude will be passed, or the estimated time at which the cruising level will be reached if at or below 46 000 ft, and the estimated location;
g) the estimated date and time of termination of the flight; and
h) the planned location of ground contact, when applicable.

16.2.3 When there is reasonable expectation that a heavy or medium unmanned free balloon will cross international borders, the appropriate ATS unit shall arrange for the pre launch and the launch notifications to be sent by NOTAM to the ATS unit(s) in the State(s) concerned.

16.2.4 Air traffic services units shall maintain radar surveillance of medium and heavy unmanned free balloons to the extent possible and, if necessary and on the request of the pilot of an aircraft, provide radar separation between the aircraft and such balloons which are radar identified or their exact position is known.

16.3 AIR TRAFFIC INCIDENT REPORT

16.3.1 Submission of Report

An air traffic incident report should be submitted, normally to the air traffic services unit concerned, for incidents specifically related to the provision of air traffic services involving such occurrences as aircraft proximity (AIRPROX) or other serious difficulty resulting in a hazard to aircraft, caused by, among others, faulty procedures, non-compliance with procedures, or failure of ground facilities.

16.3.2 Reporting of air traffic incidents.

16.3.2.1 An air traffic incident known to have occurred, shall be recorded in the ATC unit with associated information by the concerned ATCO and immediately brought to the notice of Watch Supervisor/ATS In charge, as applicable.

16.3.2.2 All necessary measures shall be taken to preserve relevant documents such as ATC tapes, log books, flight messages, flight progress strips, meteorological reports and forecasts etc. Where applicable, recorded radar data and technical statements concerning the operating status of equipments may also be obtained and preserved.

16.3.2.3 An air traffic incident shall be reported to the Regional Director/Controller of Air Safety immediately following its occurrence. Information regarding the incident will also be forwarded to the DGCA, Member (OPS) and ED (ATM) / GM (ATM) by fastest means of communication.

16.3.2.4 ICAO Air traffic incident report form as available in para 16.6 will be used by ATS units while initially recording and reporting an air traffic incident. The format may also be used for the text of a message to be transmitted over the AFTN network. As such, copies of the form should be made available in all ATS units including air traffic service reporting office.

16.3.2.5 Non-recording and/or non-reporting of a known air traffic incident will be considered, as an attempt to suppress lapses and the same shall be avoided under all circumstances.

16.3.3 PRELIMINARY INVESTIGATION

16.3.3.1 Preliminary investigation shall be conducted by the ATS in charge as expeditiously as possible.

16.3.3.2 An air traffic control officer involved in an air traffic incident may normally be withdrawn from the ATS unit in which the incident has taken place and his/her statement obtained while the incident and the circumstances surrounding its occurrence are fresh to his/her memory. However, if the circumstances surrounding an incident prima-facie reveal lack of knowledge and/or understanding of ATC procedures, the ATCO may not be permitted to work in other units of air traffic control as broadly laid down in AIC 22 of 1990.

16.3.3.4 Tape transcript of relevant radio/intercom/telephone communication, as applicable, shall be brought to record as evidence and the tapes preserved until completion of investigation by the DGCA.

16.3.3.5 If the preliminary investigation on the basis of documental evidence suggests no prima facie case against the controller, he may be restored to ATC unit from which he was withdrawn in consultation with the Regional Director/Controller of Air Safety. This action will be deemed to have been taken without prejudice to any action that may be taken on the conclusion of the investigation by the DGCA.

16.3.3.6 Action taken in 16.3.3.2 and16.3.3.5 shall be intimated to ED (ATM) / GM(ATM)

16.3.3.7 The recorded evidence relevant to the air traffic incident together with the report of preliminary investigation by ATS In-charge shall be forwarded to the Regional Director/Controller of Air Safety for further necessary action and also to the ED (ATM) / GM(ATM) for examination of records and immediate remedial action, if any, pending further investigation by the DGCA.

16.3.4 Violation Reports.

16.3.4.1 Violation reports filed for non-compliance of ATC instructions, and ATS route violations shall be investigated by the ATS In-charge if the report so filed indicates that safety of flights was endangered.

16.3.4.2 A detailed report of investigation shall be forwarded to ED (ATM) within 15 days of the date of occurrence together with relevant records including, inter-alia, certified copies of tape transcripts and an explanation of pilot, if available.

16.4 RUNWAY INCURSION

16.4.1 Runway Incursion is an occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard with an aircraft taking off, intending to take off, landing or intending to land.

Note: Runway incursion is a complex problem which takes place in a complex and dynamic environment where root causes are difficult to isolate. Generally runway incursions occur because people make mistakes. These mistakes can be corrected if procedures are adhered to.

16.4.2 Following actions are required to be taken to reduce runway incursions:

a) Aerodrome Controller shall maintain a continuous watch on all flight operations on and in the vicinity of an aerodrome as well as vehicles and personnel in the manoeuvring area.

b) Taxi clearance shall contain concise instructions and adequate information so as to assist the flight crew to follow the correct taxi routes to avoid collision with other aircraft or objects and to minimize the potential for the aircraft inadvertently entering active runway.

c) When a taxi clearance contains a taxi limit beyond a runway, it shall contain and explicit clearance to cross or an instruction to hold short of the runway.

d) The SMC Controller should not give any clearance to aircraft beyond the designated holding position of an active runway.

e) If the control tower is unable to determine either visually or by radar, that a vacating or crossing aircraft has cleared the runway, the aircraft shall be requested to report when it has vacated the runway.

f) The Aerodrome Controller shall always use the call sign of the aircraft or vehicle before passing any clearance or instruction.

g) The Aerodrome Controller shall ensure read back of clearance and instructions to enter, hold short of,

cross taxi and back track on any runway.

h) The controller shall listen to the read back to ascertain the clearance or instruction has been correctly acknowledged by the flight crew and shall take immediate action to correct any discrepancies revealed by read back.

i) Transfer of communication shall be segregated from the instructions to enter, hold short of, cross taxi and back track on any runway.

j) The Aerodrome Controller shall use standard RTF phraseologies for issuance clearances and instructions.

k) When pilot is known to be unfamiliar with the topography of the airport or in poor visibility conditions, the taxi instructions should be passed slowly in progressive manner.

l) The Aerodrome Controllers shall update themselves with NOTAMS for information on runway and taxiway closures, construction work in operational area and lightings.

m) SMC Controller and Tower Controller shall have close coordination with each other. The SMC Controller should release the aircraft to the Tower Controller at or before the holding position when crossing of active runway is involved. SMC Controller shall take prior clearance from the Tower Controller before permitting any vehicle or person on the active runway. Similarly the Tower Controller shall take prior clearance from the SMC Controller before permitting any landing / take off on the runway which is not in use.

16.4.3.1 If any runway incursion occurs, following actions should be taken:

- ✓ The Aerodrome Controller shall record it in the log book;
- ✓ DGCA, WSO and ATS In-charge shall be informed;
- ✓ Investigation of such incursion shall be carried by the ATS In-charge and report sent to ED (ATM) within 15 days of the occurrence of such incident.

16.5 INFORMATION ON THE OPERATIONAL STATUS OF NAVIGATION AIDS

16.5.1 ATS units shall be kept currently informed of the operational status of non-visual navigation aids, and those visual aids essential for take-off, departure, approach and landing procedures within their area of responsibility and those visual and non-visual aids essential for surface movement.

16.5.2 Information on the operational status, and any changes thereto, of visual and non-visual aids as referred to in 16.5.1 should be received by the appropriate ATS unit(s) on a timely basis consistent with the use of the aid(s) involved.

16.6. ICAO Model Air Traffic Incident Report Form

AIR TRAFFIC INCIDENT REPORT FORM

For use when submitting and receiving reports on air traffic incidents. In an initial report by radio, shaded items should be included.

A — AIRCRAFT IDENTIFICATION	B — TYPE OF INCIDENT AIRPROX / PROCEDURE / FACILITY*

C — THE INCIDENT

1. General

a) Date / time of incident _____ UTC

b) Position _____

2. Own aircraft

a) Heading and route _____

b) True airspeed _____ measured in ( ) kt _____ ( ) km/h _____

c) Level and altimeter setting

d) Aircraft climbing or descending

( ) Level flight ( ) Climbing ( ) Descending

e) Aircraft bank angle

( ) Wings level ( ) Slight bank ( ) Moderate bank

( ) Steep bank ( ) Inverted ( ) Unknown

f) Aircraft direction of bank

( ) Left ( ) Right ( ) Unknown

g) Restrictions to visibility (select as many as required)

( ) Sunglare ( ) Windscreen pillar ( ) Dirty windscreen

( ) Other cockpit structure ( ) None

h) Use of aircraft lighting (select as many as required)

( ) Navigation lights ( ) Strobe lights ( ) Cabin lights

( ) Red anti-collision lights ( ) Landing / taxi lights ( ) Logo (tail fin) lights

( ) Other ( ) None

i) Traffic avoidance advice issued by ATS

( ) Yes, based on radar ( ) Yes, based on visual sighting ( ) Yes, based on other information

( ) No

j) Traffic information issued

( ) Yes, based on radar ( ) Yes, based on visual sighting ( ) Yes, based on other information

( ) No

k) Airborne collision avoidance system — ACAS

( ) Not carried ( ) Type ( ) Traffic advisory issued

( ) Resolution advisory issued ( ) Traffic advisory or resolution advisory not issued

l) Radar identification

( ) No radar available ( ) Radar identification ( ) No radar identification

m) Other aircraft sighted

( ) Yes ( ) No ( ) Wrong aircraft sighted

* Delete as appropriate

n)	Avoiding action taken			
	( ) Yes	( ) No		
o)	Type of flight plan	IFR / VFR / none*		
3.	Other aircraft			
a)	Type and call sign / registration (if known) _____			
b)	If a) above not known, describe below			
	( ) High wing	( ) Mid wing	( ) Low wing	
	( ) Rotorcraft			
	( ) 1 engine	( ) 2 engines	( ) 3 engines	
	( ) 4 engines	( ) More than 4 engines		
	Marking, colour or other available details			
	_____			
	_____			
	_____			
	_____			
c)	Aircraft climbing or descending			
	( ) Level flight	( ) Climbing	( ) Descending	
	( ) Unknown			
d)	Aircraft bank angle			
	( ) Wings level	( ) Slight bank	( ) Moderate bank	
	( ) Steep bank	( ) Inverted	( ) Unknown	
e)	Aircraft direction of bank			
	( ) Left	( ) Right	( ) Unknown	
f)	Lights displayed			
	( ) Navigation lights	( ) Strobe lights	( ) Cabin lights	
	( ) Red anti-collision lights	( ) Landing / taxi lights	( ) Logo (tail fin) lights	
	( ) Other	( ) None	( ) Unknown	
g)	Traffic avoidance advice issued by ATS			
	( ) Yes, based on radar	( ) Yes, based on visual sighting	( ) Yes, based on other information	
	( ) No	( ) Unknown		
h)	Traffic information issued			
	( ) Yes, based on radar	( ) Yes, based on visual sighting	( ) Yes, based on other information	
	( ) No	( ) Unknown		
i)	Avoiding action taken			
	( ) Yes	( ) No	( ) Unknown	

* Delete as appropriate

4. Distance
   a) Closest horizontal distance _____
   b) Closest vertical distance _____

5. Flight weather conditions
   a) IMC / VMC*
   b) Above / below* clouds / fog / haze or between layers*
   c) Distance vertically from cloud _____ m / ft* below _____ m / ft* above
   d) In cloud / rain / snow / sleet / fog / haze*
   e) Flying into / out of* sun
   f) Flight visibility _____ m / km*

6. Any other information considered important by the pilot-in-command
   _____
   _____
   _____
   _____
   _____
   _____

D — MISCELLANEOUS

1. Information regarding reporting aircraft
   a) Aircraft registration _____
   b) Aircraft type _____
   c) Operator _____
   d) Aerodrome of departure _____
   e) Aerodrome of first landing _____ destination _____
   f) Reported by radio or other means to _____ (name of ATS unit) at time _____ UTC
   g) Date / time / place of completion of form _____

2. Function, address and signature of person submitting report
   a) Function _____
   b) Address _____
   c) Signature _____
   d) Telephone number _____

3. Function and signature of person receiving report
   a) Function _____ b) Signature _____

* Delete as appropriate

E — SUPPLEMENTARY INFORMATION BY ATS UNIT CONCERNED

1. Receipt of report

a) Report received via AFTN / radio / telephone / other (specify)* _____

b) Report received by _____ (name of ATS unit)

2. Details of ATS action

Clearance, incident seen (radar/visually, warning given, result of local enquiry, etc.)

_____

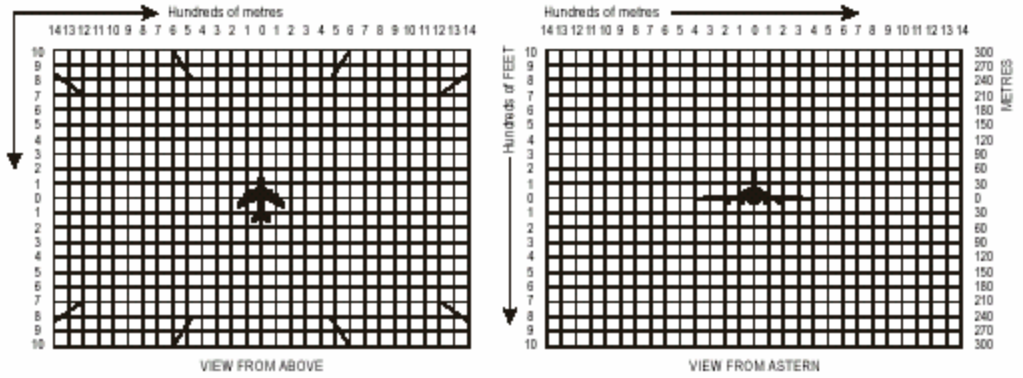
_____

_____

_____

DIAGRAMS OF AIRPROX

Mark passage of other aircraft relative to you, in plan on the left and in elevation on the right, assuming YOU are at the centre of each diagram. Include first sighting and passing distance.



* Delete as appropriate