



**INCURSIONI IN PISTA – PRVENZIONE E GESTIONE AEROPORTUALE**  
**(rif. Circolare APT-30)**

Moduli :

- Relazione Iniziale
- Relazione Fattori Causali



## Modulo Runway Incursions Relazione Iniziale

Number

### ICAO MODEL RUNWAY INCURSION

A. **Date/time of incident** (*in UTC*)  Day  Night   
(*YYYYMMDDhhmm*)

B. **Person submitting the report:**

Name

Job Title

Telephone

Facility/Unit

Date/time/place of completion of form \_\_\_\_\_

C. **ICAO Aerodrome Designator**

D. **Surface Condition**   
(*Braking*)

E. **Aircraft, vehicle or person involved in the runway incursion** (*Indicate those involved in the incident*)

Aircraft 1	<input type="text"/>
Aircraft 2	<input type="text"/>
Aircraft 3	<input type="text"/>
Vehicle	<input type="text"/>
Person	<input type="text"/>

F. **Weather Conditions**

Wind	<input type="text"/>	Visibility/RVR	<input type="text"/>
Temperature (° Celsius)	<input type="text"/>	Ceiling/Cloud	<input type="text"/>
Additional Information			
<input type="text"/>			



G. Evasive Action Aircraft 1 No  Yes  → *Make selection from list*

- Cancelled takeoff clearance
- Rejected takeoff (distance rolled)
- Rotated early
- Delayed rotation
- Abrupt stop
- Swerve
- Missed approach (distance to runway threshold)
- Other


H. Evasive Action Aircraft 2 No  Yes  → *Make selection from list*

- Cancelled takeoff clearance
- Rejected takeoff (distance rolled)
- Rotated early
- Delayed rotation
- Abrupt stop
- Swerve
- Missed approach (distance to runway threshold)
- Other


I. Evasive Action Vehicle No  Yes  → *Make selection from list*

- Abrupt stop
- Swerve
- Other


J. Closest Proximity (CP)

Vertical (ft)  Horizontal (m)

K. Communication Difficulties? No  Yes  → *Make selection from list*

*(Multiple choices can be made)*

- Readback/hearback
- Blocked communication
- Partially blocked communication
- Confused callsigns
- ACFT/vehicle on wrong frequency/no radio
- Non-standard phraseology


L. Did the ATC forget about?

- an ACFT/person/vehicle cleared onto or to cross a runway
- an ACFT on approach to land
- a runway closure

Yes

**M. Description of Incident and Relevant Circumstances (must include):**

- i) a description or diagram of the geometry of the incident scenario;
- ii) a description of any evasive or corrective action taken to avoid a collision;
- iii) an assessment of the available reaction time and the effectiveness of the evasive or corrective action;
- iv) whether a review of voice communication has been completed and results of that review; and
- v) initial assessment of severity.



**AIRCRAFT / VEHICLE DETAILS**

**N. Aircraft 1**

Reg No .	<input type="text"/>	Call sign	<input type="text"/>	SSR code	<input type="text"/>	(if applicable)
Flight No.	<input type="text"/>	Owner/Operator	<input type="text"/>			
Aircraft 1 type	<input type="text"/>					
Flight Details						
Type of Flight		Flight Rules				
General Aviation	<input type="checkbox"/>	IFR	<input type="checkbox"/>			
Military	<input type="checkbox"/>	VFR	<input type="checkbox"/>			
Non-scheduled	<input type="checkbox"/>					
Scheduled	<input type="checkbox"/>					
Other	<input type="checkbox"/>					
Not applicable	<input type="checkbox"/>					

**O. Aircraft 2**

Reg No .	<input type="text"/>	Call sign	<input type="text"/>	SSR code	<input type="text"/>	(if applicable)
Flight No.	<input type="text"/>	Owner/Operator	<input type="text"/>			
Aircraft 1 type	<input type="text"/>					
Flight Details						
Type of Flight		Flight Rules				
General Aviation	<input type="checkbox"/>	IFR	<input type="checkbox"/>			
Military	<input type="checkbox"/>	VFR	<input type="checkbox"/>			
Non-scheduled	<input type="checkbox"/>					
Scheduled	<input type="checkbox"/>					
Other	<input type="checkbox"/>					



**P. Vehicle 1**

Reg No .	<input type="text"/>	Call sign	<input type="text"/>
Mobile No.	<input type="text"/>	Owner/Operator	<input type="text"/>
Vehicle 1 type	<input type="text"/>		
Vehicle Details			
Type of Vehicle			
Runway Inspection	<input type="checkbox"/>	<input type="text"/>	
Bird control	<input type="checkbox"/>		
Tugging / Towing	<input type="checkbox"/>		
Fire Brigade	<input type="checkbox"/>		
Maintenance	<input type="checkbox"/>		
Snow clearing	<input type="checkbox"/>		
Military	<input type="checkbox"/>		

**Q. Vehicle 2**

Reg No .	<input type="text"/>	Call sign	<input type="text"/>
Mobile No.	<input type="text"/>	Owner/Operator	<input type="text"/>
Vehicle 2 type	<input type="text"/>		
Vehicle Details			
Type of Vehicle			
Runway Inspection	<input type="checkbox"/>	<input type="text"/>	
Bird control	<input type="checkbox"/>		
Tugging / Towing	<input type="checkbox"/>		
Fire Brigade	<input type="checkbox"/>		
Maintenance	<input type="checkbox"/>		
Snow clearing	<input type="checkbox"/>		
Military	<input type="checkbox"/>		

R. Report received by \_\_\_\_\_ Date \_\_\_\_\_  
(name of person)

S. Date when detailed investigation will commence \_\_\_\_\_



**2. INSTRUCTIONS FOR THE COMPLETION OF RUNWAY INCURSION  
INITIAL REPORT FORM**

**Item**

- A. Date/time UTC and conditions (day or night).
- B. Details of the person submitting the report.
- C. Aerodrome designator as indicated in *Location Indicators* (Doc 7910).
- D. Information regarding runway condition at the time of the incursion that affected the braking action of the aircraft.
- E. Identification of aircraft, vehicle and person involved in the runway incursion. More details should be provided in N, O, P, and Q.
- F. Information on weather conditions such as wind, visibility, RVR, temperature, ceiling, cloud and additional information as required.
- G, H, I. Information regarding evasive actions taken by aircraft and/or vehicle.
- J. Information regarding the closest proximity (CP) or distance, horizontally and/or vertically, between both parties during the runway incursion or at the point at which both parties were aware of the situation and the aircraft was under control at taxi speed or less.
- K, L. Information regarding communications difficulties and ATC memory lapses.
- M. Describe the runway incursion, provide information requested. Attach additional papers as requested.
- N, O, P, Q. Detailed information regarding aircraft and vehicles involved in the runway incursion.
- R. Name of person receiving the report and date.
- S. Date when detailed investigation of the runway incursion will commence.

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## Modulo Runway Incursions Relazione Fattori Causali

Number

### ICAO MODEL RUNWAY INCURSION

A. **Date/time/Place of incident** *In (UTC)*  
(YYYYMMDDhhmm)

B. **Aircraft, vehicle or person involved in the runway incursion** *(Indicate those involved in the incident).*

Aircraft 1  
Aircraft 2  
Aircraft 3  
Vehicle  
Person


C. **Severity of Runway Incursion**

Accident	
A	
B	
C	
D	
E	

D. **Causal and Coincident Factors** *(Multiple choices can be made)*

1. *Air Traffic Control*

1.1 *Communications*

- 1.1.1 Transmitted instructions which were long, complex, spoken rapidly or in a language other than ICAO air-ground radiotelephony communications language requirements (language normally used by the station on the ground or the English language)
- 1.1.2 Did not obtain read-backs for clearances, instructions and coordination as required by ICAO
- 1.1.3 Did not correct error in a read-back
- 1.1.4 Issued clearance to wrong aircraft
- 1.1.5 Confused similar call-signs
- 1.1.6 Transmission was completely blocked






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1.1.7	Deviation from established ICAO standard phraseologies	
1.1.8	Other (please specify; If not ICAO procedure, please briefly describe the procedure used). (Where?)	
<i>1.2 Situational Awareness</i>		
1.2.1	Head down time due to equipment/displays; duties other than traffic processing such as inputting flight data	
1.2.2	Forgot about: Aircraft on an active runway Aircraft cleared to cross a runway Aircraft in the lined up position Aircraft on approach to land To issue a clearance That a clearance has already been issued Closed runways Vehicle on an active runway Vehicle cleared to cross a runway	
1.2.3	Distractions due to: Performing other assigned duties, such as conducting operational telephone calls, weather observations and recording, issuing NOTAM and other operational information (split in two) Engaging in non-operational activities such as personal telephone call, extraneous conversation, reading material and radios Used language other than ICAO air-ground radiotelephony communications language requirements (language normally used by the station on the ground or the English language) Other	
1.2.4	Misidentified aircraft or aircraft's position due to: Incorrect position report An incorrect expectation (e.g. expected the aircraft to be clear of the runway)	
1.2.5	A lack of visual scanning of ground movements	
1.2.6	ATC tower has limitations on the view of the manoeuvring area	
1.2.7	Recent runway configuration change	
1.2.8	Unusual runway configuration	
1.2.9	Error occurred within 15 minutes of assuming the control position	
1.2.10	Controller was conducting on-the-job training	

- 1.2.11 Fatigue
- 1.2.12 Other (please specify).

*1.3 Staffing*

- 1.3.1 ATC positions were combined on same frequency
- 1.3.2 Absence of a supervisor in the tower
- 1.3.3 Supervisor was working a control position

*1.4 Decision Making*

- 1.4.1 Misjudged separation or anticipated separation
- 1.4.2 Inadequate ATC to ATC coordination
- 1.4.3 Other (please specify).

*1.5 Procedures*

- 1.5.1 Misapplication of:  
Conditional clearances
- 1.5.2 Use of multiple line up clearances
- 1.5.3 Other (please specify; If not ICAO procedure, please briefly describe  
the procedure used). (Where?)

*1.6 Aerodrome works*

- 1.6.1 ATC not advised of works on the manoeuvring area
- 1.6.2 Other (please specify).



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2. *Flight Crew*

2.1 *Communications*

2.1.1	Transmission was completely blocked	
2.1.2	Transmission was partially-blocked "stepped-on"	
2.1.3	Accepted another aircraft's clearance: With similar call signs Without similar call signs	
2.1.4	Deviation from established ICAO standard phraseologies	
2.1.5	Used other than ICAO air-ground radiotelephony communications language requirements (language normally used by the station on the ground or the English language) in situation not covered by ICAO standard phraseology	
2.1.6	Used language other than ICAO air-ground radiotelephony communications language requirements (language normally used by the station on the ground or the English language)*	
2.1.7	Speech quality: Not proficient in ICAO air-ground radiotelephony communications language requirements (language normally used by the station on the ground or the English language) Poorly enunciated or heavily accented Spoken rapidly Spoken with an inconsistent volume	
2.1.8	Did not use headsets	
2.1.9	Received clearance or instructions during periods of high cockpit workload	
2.1.10	Did not advise ATC of a delay on the runway prior to take off	
2.1.11	Other (please specify).	

2.2 *Situational Awareness*

2.2.1	Crew conducting checklists while taxiing	
2.2.2	Crew member programming Flight Management System or other flight deck system while taxiing	



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- |        |   |  |
|--------|---|--|
| 2.2.3  | Crew member was on another radio frequency                                    |  |
| 2.2.4  | Competing radio communications  |  |
| 2.2.5  | Unfamiliar with the aerodrome layout  |  |
| 2.2.6  | Mistook position on the aerodrome (thought they were in a different location) |  |
| 2.2.7  | Fatigue   |  |
| 2.2.8  | Reported incorrect location to ATC  |  |
| 2.2.9  | Taxied fast   |  |
| 2.2.10 | Did not refer to the aerodrome diagram  |  |
| 2.2.11 | Did not listen to the ATIS  |  |
| 2.2.12 | Works on the manoeuvring area not previously advised by NOTAM                 |  |
| 2.2.13 | Used out of date or inaccurate publications or charts                         |  |
| 2.2.14 | Failed to apply or correctly observe Sterile Cockpit procedures               |  |
| 2.2.15 | Other (please specify).   |  |

2.3 *Marking, Signs and Lighting*

- |       |                                   |  |
|-------|-----------------------------------|--|
| 2.3.1 | Not ICAO compliant                |  |
| 2.3.2 | Not provided                      |  |
| 2.3.3 | Irregularly spaced                |  |
| 2.3.4 | Ambiguous and difficult to follow |  |



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- |       |                         |  |
|-------|-------------------------|--|
| 2.3.5 | Poorly sized            |  |
| 2.3.6 | Poorly situated         |  |
| 2.3.7 | Poorly maintained       |  |
| 2.3.8 | Other (please specify). |  |

2.4 Clearances and Instructions

- |        |  |  |
|--------|--|--|
| 2.4.1  | Misunderstood clearance:<br>Conditional<br>Follow<br>Other   |  |
| 2.4.2  | Did not ask for clarification when flight crew did not understand clearance or instruction         |  |
| 2.4.3  | Did not inform ATC when could not comply with a clearance  |  |
| 2.4.4  | Forgot part of the clearance or instruction  |  |
| 2.4.5  | Entered the runway after being instructed to "hold short"  |  |
| 2.4.6  | Lined up on the runway after instruction to taxi to the runway holding position (point)            |  |
| 2.4.7  | Took off without a clearance after being instructed to "line up and wait"                          |  |
| 2.4.8  | Took off without a clearance after being instructed to taxi to the runway holding position (point) |  |
| 2.4.9  | Landed or departed on wrong runway   |  |
| 2.4.10 | Landed or departed on taxiway  |  |
| 2.4.11 | Other (please specify).  |  |



3. *Vehicles and Pedestrians*

3.1 *Communications*

- 3.1.1 Not operating on the appropriate:  
Ground frequency for operations outside the runway strip  
Tower frequency for operations within the runway strip
- 3.1.2 Turned the radio volume down or off after initial communication with ATC
- 3.1.3 Other (please specify).


3.2 *Situational Awareness*

- 3.2.1 Forgot the details/limits of any clearance to operate on the manoeuvring area
- 3.2.2 Distracted by:  
Current work  
High noise levels  
Monitoring more than one frequency and possibly a mobile telephone  
Disoriented or lost on the aerodrome
- 3.2.3 Failure to report correct location
- 3.2.4 Other (please specify).


3.3 *Markings, Signs and Lighting*

- 3.3.1 Not ICAO compliant
- 3.3.2 Not provided
- 3.3.3 Irregularly spaced
- 3.3.4 Ambiguous and difficult to follow
- 3.3.5 Poorly sized
- 3.3.6 Poorly situated




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3.3.7 Poorly maintained

3.3.8 Other (please specify).

3.4 Procedures

3.4.1 Not adequately familiar with the aerodrome and its procedural requirements

3.4.2 Did not refer to current aerodrome NOTAM

3.4.3 Did not refer to current aerodrome diagram

3.4.4 Used out of date or inaccurate publications or charts

3.4.5 Did not advise ATC of work that affected operations

3.4.6 Ground vehicles did not stop at required positions

3.4.7 Other (please specify).

3.5 Clearances and Instructions

3.5.1 Did not comply with ATC clearances and instructions

3.5.2 Mistook as theirs, a clearance intended for another vehicle or an aircraft

3.5.3 Did not advise ATC that the driver did not understand the clearance or instruction

3.5.4 Other (please specify).

E. Person submitting the form:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



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**2. INSTRUCTIONS FOR THE COMPLETION OF RUNWAY INCURSION  
CAUSAL FACTORS IDENTIFICATION FORM**

**ITEM**

- A. Date/time in UTC and place where the runway incursion occurred.
- B. Identification of aircraft, vehicle and person involved in the runway incursion.
- C. Classify the severity of the runway incursion according to Chapter 6 of the ICAO Manual for Preventing Runway Incursions.
- D. Fill all causal and coincident factors applicable to the runway incursion incident.

*Note.— When instructed by ICAO, the information on this form should be sent to ICAO to allow global identification of runway incursion causal factors.*

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