**Name of FIR:** Enter the name of your FIR.

**Date of Occurrence (UTC Date):** Enter the date of occurrence based on UTC.

**Call Sign:** Enter the call sign.

**Departure Aerodrome:** ICAO Designator. **Destination Aerodrome:** ICAO Designator.

**Aircraft Type:** Enter the ICAO aircraft type.

**Location of Occurrence (Point):** Enter a point or coordinate. **FLOS Transition Area?:** Yes/No

**Location of Occurrence (Route):** Enter the route name. **Route Type:** Enter or choose the route type.

**Flight Level Expected by the Controller:** (e.g. last assigned or last coordinated FL)

**Actual Flight Level:** Enter the actual FL. **Detected via:** Enter or choose an item.

**Duration at the Incorrect FL:** Enter or choose time duration at incorrect FL, fill in time parameters in the next section instead for Category E occurrence.

**Other Traffic (if any):** Enter the identification and description of conflicting traffic, if any.

|  |
| --- |
| ***If this occurrence is a breakdown in ATC-to-ATC coordination (Category E or F), please fill in the following additional information:***  ***Reporter’s Role:*** *Choose the role.* ***The Other ATS Unit:*** *Enter the name of involving ATS unit.*  ***Was there any collaboration between the watch supervisors of both ATS units to uncover the cause of the error?*** *Yes/No*  ***Check all that describe the nature of the occurrence:***        ***Time aircraft expected to arrive at the TOC Point (UTC):*** *Enter the last coordinated arrival time.*  ***Actual time aircraft arrived at the TOC point (UTC):*** *Enter the actual arrival time.*  ***Time the Controller detected the actual position of the aircraft (UTC):*** *Enter the time of detection. If there was a conflict, enter the time the conflict was resolved.* |

**Additional Description of the Occurrence (please attach a copy of your internal occurrence report, if available):** Enter textual description of the occurrence, including crew comments, if available.