

National Reference Number:

This form should be used to report altitude deviations of 300 feet (90 metres) or more from the cleared flight level which occur above FL245. The information provided will form part of the data collection used by EUROCONTROL for European RVSM Safety Assessment purposes.

1. Date (day/month/year)	2. Time (in UTC)	3. Name of ATS Unit and Sector	4. Geographical Location of Occurrence
5. ATS Route		6. Flight Identification	7. Aircraft Type
8. Cleared Flight Level		9. Observed Flight Level	10. Time Spent Deviating from Cleared Flight Level (express in seconds) (see Note 1)
11. Cleared Flight Level after deviation if different from Cleared Flight Level before deviation (Box 8)		12. Cause of Deviation	13. Other Traffic if Loss of Separation Occurred
			Minimum Vertical Separation (feet) Minimum Horizontal Separation (nm)
14. Crew Comments, if any, when notified of altitude deviation			
15. Additional Remarks			

Note 1: Insert in Box 10 the overall deviation time until the aircraft:
a. returned its Cleared Flight Level (as inserted in Box 8); or
b. was cleared to a different flight level (as inserted in Box 11), if applicable.

See reverse side for guidance on the completion of this form. When complete please send to:

User Support Cell
DAP/APN
EUROCONTROL
Rue de la Fusée, 96
B-1130 Brussels, Belgium
Fax number: +32/2/729.46.34
e-mail: afn.user.support@eurocontrol.int

Or use the Internet application available in
Eurocontrol OneSky Online portal:
www.eurocontrol.int
Select the option: OneSky Online
Sign In (if registered)
Under Online Services, select Altitude Deviation Report

(For registration, please enter into Eurocontrol OneSky Online portal)

GUIDELINES FOR COMPLETION OF ALTITUDE DEVIATION REPORT FORM

Follow State Guidance as to any additional reporting process and addresses for this Form.

Use this Form to report altitude deviations of 300 feet or more which occur above FL 245.

2. Guidance for Completion.

Complete the Form as soon as practicable after the occurrence. Fill in as many Boxes as possible. If the information requested is NOT KNOWN, use N/K.

Box 1: Insert the Day (DD), Month (MM), Year (20YY).

Box 2: Insert the hour (hh) and Minute (mm) of occurrence in UTC.

Box 3: Self-explanatory.

Box 4: Insert the location using latitude/longitude, a place name, aerodrome, bearing/distance from a NAVAID or significant point, etc.

Box 5: Insert the ATS route.

Box 6: Insert the Callsign and/or registration.

Box 7: Use ICAO aircraft type designators, as in Field 9 of the ICAO flight plan.

Box 8: Insert either the Cleared Flight Level (CFL), altitude (A), or height (H) in feet. If metric add m. Insert altimeter setting if relevant.

Box 9: Insert the aircraft's flight level during the altitude deviation as observed by ATC.

Box 10: Insert the amount of time (in seconds) spent deviating from Cleared Flight Level. Insert the overall deviation time until the aircraft:

- a. returned to its Cleared Flight Level, as inserted in Box 8; or
- b. was cleared to a different flight level, as inserted in Box 11, if applicable.

Box 11: Insert the Cleared Flight Level after the altitude deviation if different from the Cleared Flight Level before the altitude deviation.

Box 12: Insert the cause of deviation from one of the following categories:

- Pilot error;
- Controller error;
- Pilot-controller loop error (e.g. pilot misunderstands cleared flight level and reads back wrong cleared flight level, controller does not notice the error);
- Equipment (e.g. autopilot failure)
- ACAS resolution advisory manoeuvre
- Turbulence;
- Other;
- Unknown.

Box 13: If separation was lost, insert the horizontal and vertical spacing at the closest point.

Box 14: Self-explanatory.

Box 15: Insert additional remarks concerning any cause or factors believed relevant to the occurrence, as applicable.

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