



## Incident Report Form

Please use this form to report any safety related incidents that may have an impact on flight safety or operations, no matter how minor.

**Location of occurrence**  
Please also use airfield map overleaf

Date	Time	Location
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**DETAILS OF WHAT HAPPENED** (Please give as much information as possible including aircraft, vehicles, weather, airfield operations, etc.)

**Additional information or anything else that may be relevant**

**Person Reporting** (Please leave blank if you wish to remain anonymous)

Name	Phone	Email
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Please tick this box if you wish your identity to remain confidential  Confidential means your name will only be known by the Safety officer or CFI.

When complete, please either

- Hand this form to the safety officer or CFI
- Place this form in an envelope marked for the attention of the flight safety officer and post in the office
- Email the relevant details (or a copy of this form) to [flightsafety@bggc.co.uk](mailto:flightsafety@bggc.co.uk)