**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 |  |

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

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|  |

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

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|  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Phone |  | Email |  |

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)