



REPORTING CHEATSHEET

For operatives in the field –
how to file an excellent report.



REPORT THIS GOOD FOX

- NEED to know stuff
- Dangers and Changes with big impact on ops
- Risks and Hazards that may cause an incident
- Rule and Procedure Changes
- Airspace risk – terrorism, missile threats
- Bad ATC or handling quality
- Strikes, coups, civil unrest
- Big closures of airports
- Unusually long delays
- Gouging, Bribes, Rip-offs
- Fuel supply problems
- Big weather – Hurricanes, Storms
- Earthquakes, Flooding, Volcanoes affecting ops
- Anything else you, as a smart fox, consider important for other foxes to know.



NOT THIS BAD FOX

- NICE to know stuff
- Stuff that's already written in a clear Notam, unless critical or big impact
- Copied and pasted Notams
- Notams (in case you missed it)
- Copied and pasted material – write your own, short, max 3 sentence, report
- Tiny changes
- Routine, normal events like EWR GDP's and delays into EGLL
- Reports on small domestic airports shorter than 4000' or 1200m.



CHECKLIST CHECK YOURSELF BEFORE YOU FOX

01

Is this need-to-know or critical information that might affect how I operate to this location?

02

Is my report short and simple, and in my own words?

03

Always remember your **MISSION**: protect the International Ops Community by alerting them to dangers and changes they may not know about.

FOX COMMAND RATES EVERY REPORT FROM 1-10.
YOU'LL GET A PRIVATE MESSAGE WITH YOUR SCORE.

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50 POINTS

100 POINTS

