

**Finance and Corporate Services**  
Information Management

7 November 2011  
FOIA reference: F0001242

Dear XXXX

I am writing in respect of your recent application of 25 October 2011, for the release of information held by the Civil Aviation Authority (CAA).

Your request:

*I wish to make a request under the Freedom of Information Act 2000.  
My request is in three parts:*

- 1. I request a copy of any reports of unidentified objects or aircraft or phenomena recorded by the Civil Aviation Authority under the Mandatory Occurrence Reporting Scheme (MORS) between May 2007 to October 2011.*
- 2. Copies of any correspondence or internal discussion between CAA and NATS plc relating to the policy decision by MoD to end its UFO reporting procedure (MoD letter dated 19 January 2010 to Head of Aviation Directorate refers).*
- 3. With reference to request 2 could CAA explain how the MoD decision has altered guidelines to aircrew on reporting aerial phenomena. Has the MoD policy change led to any alterations to the Manual of Air Traffic Control under the section "Reporting of Unidentified Flying Objects"?*

*Previously, the manual advised ATCC centres to pass all details of sightings "without delay" to RAF West Drayton. Has this section of the manual been revised in the light of the MoD policy change?*

*If so I request a copy of the relevant section of the manual, with respect to advice given to aircrew and ATCCs on reporting of unidentified aircraft/objects.*

Our response:

In assessing your request in line with the provisions of the Freedom of Information Act 2000, we are pleased to be able to provide the information below.

1. The CAA's Mandatory Occurrence Reporting Scheme is intended to record reportable occurrences which endangered or which, if not corrected, would have endangered an aircraft, its occupants or any other person. The reporting scheme is not intended to capture information on unidentified flying objects, but any such

**Civil Aviation Authority**

Aviation House GW Gatwick Airport South Crawley West Sussex England RH6 0YR [www.caa.co.uk](http://www.caa.co.uk)  
Telephone 01293 768512 [rick.chatfield@caa.co.uk](mailto:rick.chatfield@caa.co.uk)

sightings are recorded on the database if reported to the CAA by pilots or air traffic controllers.

We have therefore searched the CAA database for any reports involving an unidentified flying object and have enclosed a summary of those reports from 01 May 2007 to all processed reports as at 26 October 2011 inclusive regardless of aircraft nationality or location.

2. Following receipt of the MOD Defense Instructions and Notices relating to MOD Policy on Unidentified Flying Objects in January 2010 the decision was taken to amend CAP 493 Manual of Air Traffic Services Part 1 (MATS part1) accordingly. A draft amendment to MATS pt 1 was discussed at a CAA Air Traffic Control Procedures Working Group (ATCPWG) at which a number of UK ATC providers including NATS were represented. The agenda and the UFO issue discussions at the meeting can be found as items 1-3 below.

Following discussion an agreed MATS part 1 Supplementary Instruction (SI) was drafted and that can be found as items 4-5 enclosed. The SI had immediate effect on 17<sup>th</sup> March 2010 and was incorporated into MATS part 1 on 1<sup>st</sup> July 2010.

Enclosures:

Item 1: ATCPWG agenda (please note that information has been redacted from these minutes as it is not relevant to your request).

Item 2: ATCPWG Items for discussion

Item 3: ATCPWG minutes (please note that information has been redacted from these minutes as it is not relevant to your request. Names of individuals have also been redacted from this document under section 40 of the Freedom of Information Act (a copy of this exemption can be found enclosed)).

Item 4: Supplementary instruction

Item 5: Supplementary Instruction authorisation form (internal CAA form)

3. The main changes to the ATC guidance in MATS part 1 included the removal of the requirement to report sightings to the MOD at the D&D Cell Swanwick or Scottish (Mil). There was also a requirement to complete a CAA ATC Occurrence Reporting Form SRG 1602 if the sighting was considered to have any flight safety significance.

Some additional details were also added to the sighting report form under items B and K. The specific pages of MATS part 1 can be found enclosed. The current full MATS part 1 can be found at the following link with the UFO specific pages at Section 6, Chapter 5, pages 2-3, :

<http://www.caa.co.uk/application.aspx?catid=33&pagetype=65&appid=11&mode=detail&id=222>

See item 6: Manual of Air Traffic Services (MATS) Part 1, Section 6, Chapter 5,

Additionally it was agreed that any UFO reports made directly to the CAA would be directed to BUFORA the British UFO Research Association. This agreement can be found enclosed.

See item 7: UFO Reported sightings (Names of individuals have been redacted from this document under section 40 of the Freedom of Information Act (a copy of this exemption can be found enclosed)).

If you are not satisfied with how we have dealt with your request in the first instance you should approach the CAA in writing at:-

Mark Stevens  
External Response Manager  
Civil Aviation Authority  
Aviation House  
Gatwick Airport South  
West Sussex  
RH6 0YR

[mark.stevens@caa.co.uk](mailto:mark.stevens@caa.co.uk)

The CAA has a formal internal review process for dealing with appeals or complaints in connection with Freedom of Information requests. The key steps in this process are set in the attachment.

Should you remain dissatisfied with the outcome you have a right under Section 50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office  
FOI/EIR Complaints Resolution  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

[www.ico.gov.uk/complaints.aspx](http://www.ico.gov.uk/complaints.aspx)

Should you wish to make further Freedom of Information requests, please use the e-form at <http://www.caa.co.uk/foi>.

Yours sincerely

Rick Chatfield  
FoIA & EIR Case Manager

## **CAA INTERNAL REVIEW & COMPLAINTS PROCEDURE**

- The original case to which the appeal or complaint relates is identified and the case file is made available;
- The appeal or complaint is allocated to an Appeal Manager, the appeal is acknowledged and the details of the Appeal Manager are provided to the applicant;
- The Appeal Manager reviews the case to understand the nature of the appeal or complaint, reviews the actions and decisions taken in connection with the original case and takes account of any new information that may have been received. This will typically require contact with those persons involved in the original case and consultation with the CAA Legal Department;
- The Appeal Manager concludes the review and, after consultation with those involved with the case, and with the CAA Legal Department, agrees on the course of action to be taken;
- The Appeal Manager prepares the necessary response and collates any information to be provided to the applicant;
- The response and any necessary information is sent to the applicant, together with information about further rights of appeal to the Information Commissioners Office, including full contact details.

**Freedom of Information Act: Section 40**

(1) Any information to which a request for information relates is exempt information if it constitutes personal data of which the applicant is the data subject.

(2) Any information to which a request for information relates is also exempt information if-

- (a) it constitutes personal data which do not fall within subsection (1), and
- (b) either the first or the second condition below is satisfied.

(3) The first condition is-

(a) in a case where the information falls within any of paragraphs (a) to (d) of the definition of "data" in section 1(1) of the Data Protection Act 1998, that the disclosure of the information to a member of the public otherwise than under this Act would contravene-

(i) any of the data protection principles, or

(ii) section 10 of that Act (right to prevent processing likely to cause damage or distress), and

(b) in any other case, that the disclosure of the information to a member of the public otherwise than under this Act would contravene any of the data protection principles if the exemptions in section 33A(1) of the Data Protection Act 1998 (which relate to manual data held by public authorities) were disregarded.

The second condition is that by virtue of any provision of Part IV of the Data Protection Act 1998 the information is exempt from section 7(1)(c) of that Act (data subject's right of access to personal data).

The duty to confirm or deny-

(a) does not arise in relation to information which is (or if it were held by the public authority would be) exempt information by virtue of subsection (1), and

(b) does not arise in relation to other information if or to the extent that either-

- (i) the giving to a member of the public of the confirmation or denial that would have to be given to comply with section 1(1)(a) would (apart from this Act) contravene any of the data protection principles or section 10 of the Data Protection Act 1998 or would do so if the exemptions in section 33A(1) of that Act were disregarded, or

- (ii) by virtue of any provision of Part IV of the Data Protection Act 1998 the information is exempt from section 7(1)(a) of that Act (data subject's right to be informed whether personal data being processed).

*In determining for the purposes of this section whether anything done before 24<sup>th</sup> October 2007 would contravene any of the data protection principles, the exemptions in Part III of Schedule 8 to the Data Protection Act 1998 shall be disregarded.*

*In this section-*

*"the data protection principles" means the principles set out in Part I of Schedule 1 to the Data Protection Act 1998, as read subject to Part II of that Schedule and section 27(1) of that Act;*

*"data subject" has the same meaning as in section 1(1) of that Act;*

*"personal data" has the same meaning as in section 1(1) of that Act.*

**Safety Regulation Group**

Safety Data

Aviation House  
Gatwick Airport South  
West Sussex  
RH6 0YR

Direct Dial 01293 573220  
Direct Fax 01293 573972  
E-mail [sdd@caa.co.uk](mailto:sdd@caa.co.uk)

Switchboard 01293 567171  
Fax 01293 573999

*These records were retrieved from the UK CAA Mandatory Occurrence Reporting (MOR) system by a member of Safety Data*

*The MOR system records include information reported to the CAA, information obtained from CAA investigations, and deductions by CAA staff based on the available information. The authenticity of the contents or the absence of errors and omissions cannot be guaranteed. Records in this system commenced on 1 January 1976 coincident with the introduction of Mandatory Occurrence Reporting in the UK, but occurrences reported voluntarily are also included, and no distinction is made between them.*

**Note: Any data provided from these records are made available on the understanding that they are only to be used for purposes of flight safety and must not be used for other purposes.**

**SUBJECT: Mandatory Occurrence Reports involving an unidentified flying object**  
**PERIOD: 01 May 2007 to all processed reports as at 26 October 2011.**

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<b>A/C Type :</b>	SA332 Super Puma	<b>Occurrence Number :</b>	<b>200712255</b>
<b>Flight Phase :</b>	Descent	<b>Occurrence Date :</b>	12 Dec 2007
<b>Classification :</b>	Occurrences	<b>Location :</b>	Aberdeen (ADN)
<b>Events :</b>	ATC Occurrence	<b>Location Info :</b>	40 NE

**Pretitle :**

*Two inbound helicopters reported unidentified a/c lights in the area. Nothing was seen on radar, all departures were stopped and other inbound traffic was advised of unidentified a/c reports.*

**Precis :**

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<b>A/C Type :</b>	Unknown	<b>Occurrence Number :</b>	<b>200906812</b>
<b>Flight Phase :</b>	Cruise	<b>Occurrence Date :</b>	24 Jun 2009
<b>Classification :</b>	Occurrences	<b>Location :</b>	NOKIN
<b>Events :</b>	Flight Crew Occurrence ATC Occurrence	<b>Location Info :</b>	

**Pretitle :**

*As JS41 was passing FL135 during climb, it reported a fast moving opposite direction jet passing overhead. Nothing was observed on radar.*

**Precis :**

**Note: Any data provided from these records are made available on the understanding that they are only to be used for purposes of flight safety and must not be used for other purposes.**

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<b>A/C Type :</b>	A319	<b>Occurrence Number :</b>	<b>201002011</b>
<b>Flight Phase :</b>	Descent	<b>Occurrence Date :</b>	21 Feb 2010
<b>Classification :</b>	Occurrences	<b>Location :</b>	Bristol Filton
<b>Events :</b>	ATC Conflict UK Airprox	<b>Location Info :</b>	4 NW

**Pretitle :**

*UK AIRPROX 2010/012 - A319 and an unidentified object at 6000ft overhead Bristol.*

**Precis :**

Crew reported sighting an object in the 12 o'clock position at approximately the same altitude. A/c observed flying under the a/c nose between 50 - 100ft below. A/c observed to be banking to the right. Crew reported the incident to ATC, however, nothing was observed on radar.

CAA Closure: Conflict with an untraced object in Class D airspace. This AIRPROX has been subject to a separate review by the United Kingdom AIRPROX Board (UKAB).

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<b>A/C Type :</b>	Unknown	<b>Occurrence Number :</b>	<b>201003119</b>
<b>Flight Phase :</b>	Flight	<b>Occurrence Date :</b>	10 Apr 2010
<b>Classification :</b>	Occurrences	<b>Location :</b>	London (LON)
<b>Events :</b>	Airspace Infringement	<b>Location Info :</b>	8 S

**Pretitle :**

*Infringement of the London CTR (Class A) by an unknown a/c at 500ft. Heathrow departures suspended for 5mins.*

**Precis :**

A/c, possibly a gyrocopter, could not be positively identified but was seen by the passengers of an AS355 as well as the pilot.

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<b>A/C Type :</b>	MD 80 Srs	<b>Occurrence Number :</b>	<b>201003527</b>
<b>Flight Phase :</b>	Descent	<b>Occurrence Date :</b>	25 Apr 2010
<b>Classification :</b>	Occurrences	<b>Location :</b>	Lambourne (LAM)
<b>Events :</b>	UK Airprox	<b>Location Info :</b>	5 E

**Pretitle :**

*UK AIRPROX 2010/034 - MD82 and unknown. 5nm East of LAM at FL170.*

**Precis :**

Prior to entering the LAM hold, MD82 at FL170 reported seeing an object that looked like a parachute/hang glider. Nothing was observed by other traffic in the area.

CAA Closure: Conflict in Class A airspace with an untraced a/c. No further CAA action possible. This AIRPROX has been subject to a separate review by the United Kingdom AIRPROX Board (UKAB).

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<b>A/C Type :</b>	B737	<b>Occurrence Number :</b>	<b>201011043</b>
<b>Flight Phase :</b>	Cruise	<b>Occurrence Date :</b>	03 Oct 2010
<b>Classification :</b>	Occurrences	<b>Location :</b>	GIPNO
<b>Events :</b>	Falling Object	<b>Location Info :</b>	70nm

**Pretitle :**

*B737 en route at FL340 reported a bright flare like object seen illuminated ahead and just left of track. ATC informed. Nothing seen on radar and military confirmed no activity in the area.*

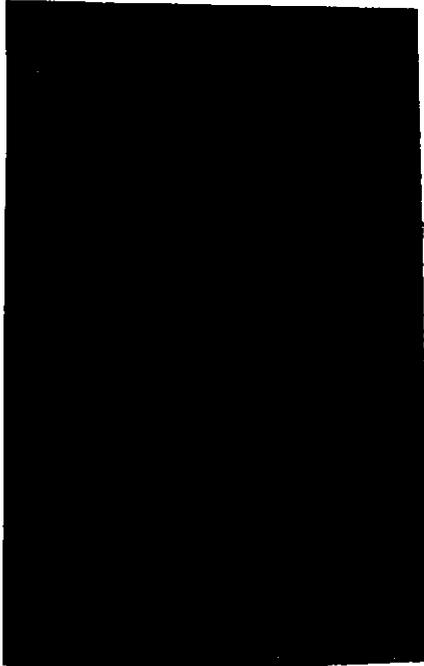
**Precis :**

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**ATC PROCEDURES WORKING GROUP**

11 March 2010  
Conference Room 2  
Aviation House, Gatwick  
1000-1500

1. Apologies for absence
2. Minutes of Last Meeting
3. 
- 4.
- 5.
- 6.
- 7.
8. UFO reporting – change of procedure (draft procedure)
9. 
10. Next Meetings



### 3 Unidentified Flying Objects (UFO)

3+3.1 A controller either observing a UFO visually or through surveillance means, or receiving a report from aircrew or the public should consider if the sighting has any flight safety significance. As much as possible of the following information should be obtained.

#### 3.2 Report of Unidentified Flying Object

##### **A Date, Time and Duration of Sighting**

Local times to be quoted.

##### **B Description of Object**

Number of objects, size, shape, colours, brightness, any lighting configuration seen on the object, surface markings, sound, smell, etc.

##### **C Exact Position of Observer**

Geographical location, indoors or outdoors, stationary or moving

##### **D How Observed**

Naked eye, binoculars, other optical device, still or movie camera.

##### **E Direction in which Object was First Seen**

A landmark may be more useful than a badly estimated bearing.

##### **F Angular Elevation of Object**

Estimated heights are unreliable.

##### **G Distance of Object from Observer**

By reference to a known landmark wherever possible.

##### **H Movements of Object**

Changes in E, F and G may be of more use than estimates of course and speed.

##### **J Meteorological Conditions During Observations**

Moving clouds, haze, mist, etc.

##### **K Nearby Objects**

Telephone or high-voltage lines; reservoir, lake or dam; swamp or marsh; river; high buildings, tall chimneys, steeples, spires, TV, or radio, or mobile phone masts; airfields, generating plant; factories; pits or other sites with floodlights or other lighting. Any other aeroplanes or helicopters seen at the time.

##### **L To Whom Reported**

Police, military organisations, the press, etc.

##### **M Name and Address of Informant**

**N Any background information on the informant that may be volunteered**

**O Other witnesses**

## P Date and Time of Receipt of Report

3.3 The above information should be used to complete ATC Occurrence Reporting Form SRG 1602 particularly if it falls within the Airprox, Incident, ABANL or Infringement categories. Controllers are also reminded that a UFO report could require actions specified under the 'unidentified aircraft' requirements in section 5, chapter 2. UFO reports should not be sent to the MOD

11 March 2010  
Conference Room 2  
Aviation House  
1000h-1430h

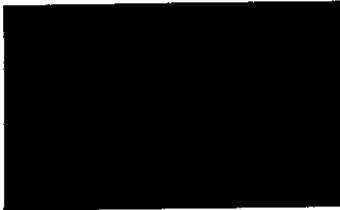
Present:



ATSD (Chairman)  
ATSD (Secretary)  
ATSD (Northern Inspectorate)  
ATSD (Investigations)  
DAP  
MoD  
NATS (NERL)  
NATS (NSL)  
NATS T&S (Hurn)  
SERCO  
ASTAC  
AoA



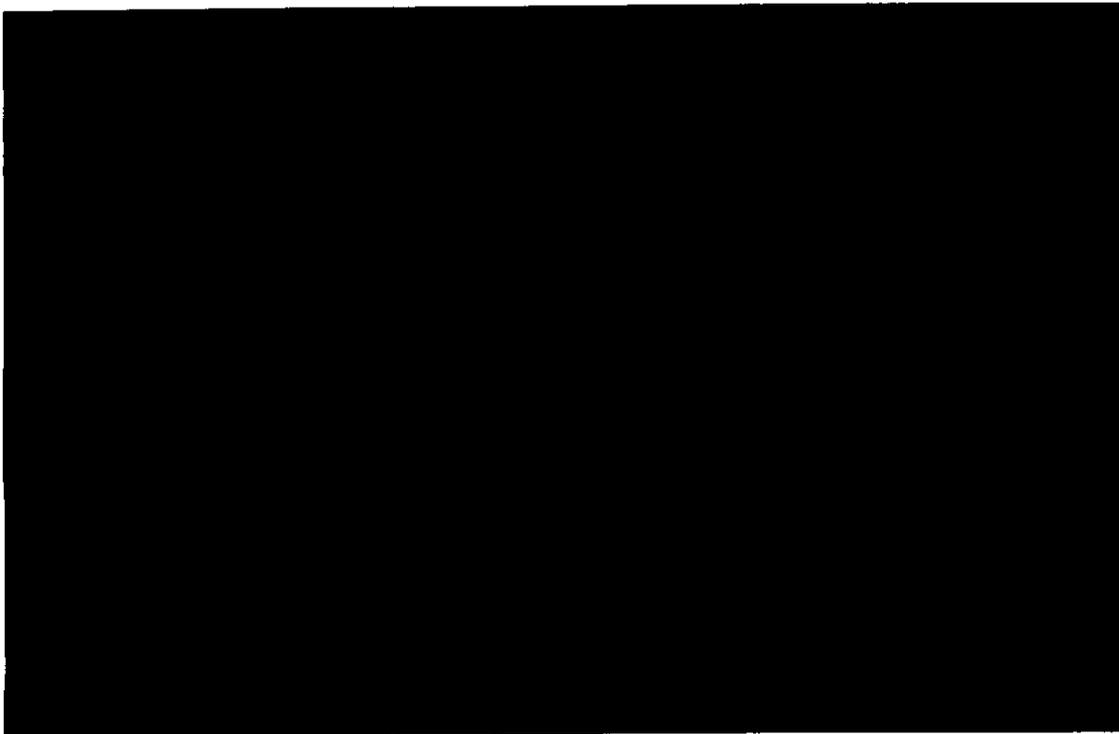
Apologies:



ATSD (Central Inspectorate)  
ATSD (Central Inspectorate)  
En-Route & College Regulation  
ATSD (Southern Inspectorate)  
Flight Ops Policy



- 1. Apologies for absence**  
Apologies were as listed above.
- 2. Minutes of the Last Meeting**



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8. **UFO Report – Change of Procedure (draft SI)**

The MoD no longer requires notification of UFO sightings, however SIDD still wish to receive MORs from a flight safety perspective. There was a lengthy debate on this subject but it was agreed to remove the words "*or the public*" and "*through surveillance means*" from Para. 3.1. Members of the public should be directed to the police or SIDD and ATCOs should use the MOR process.

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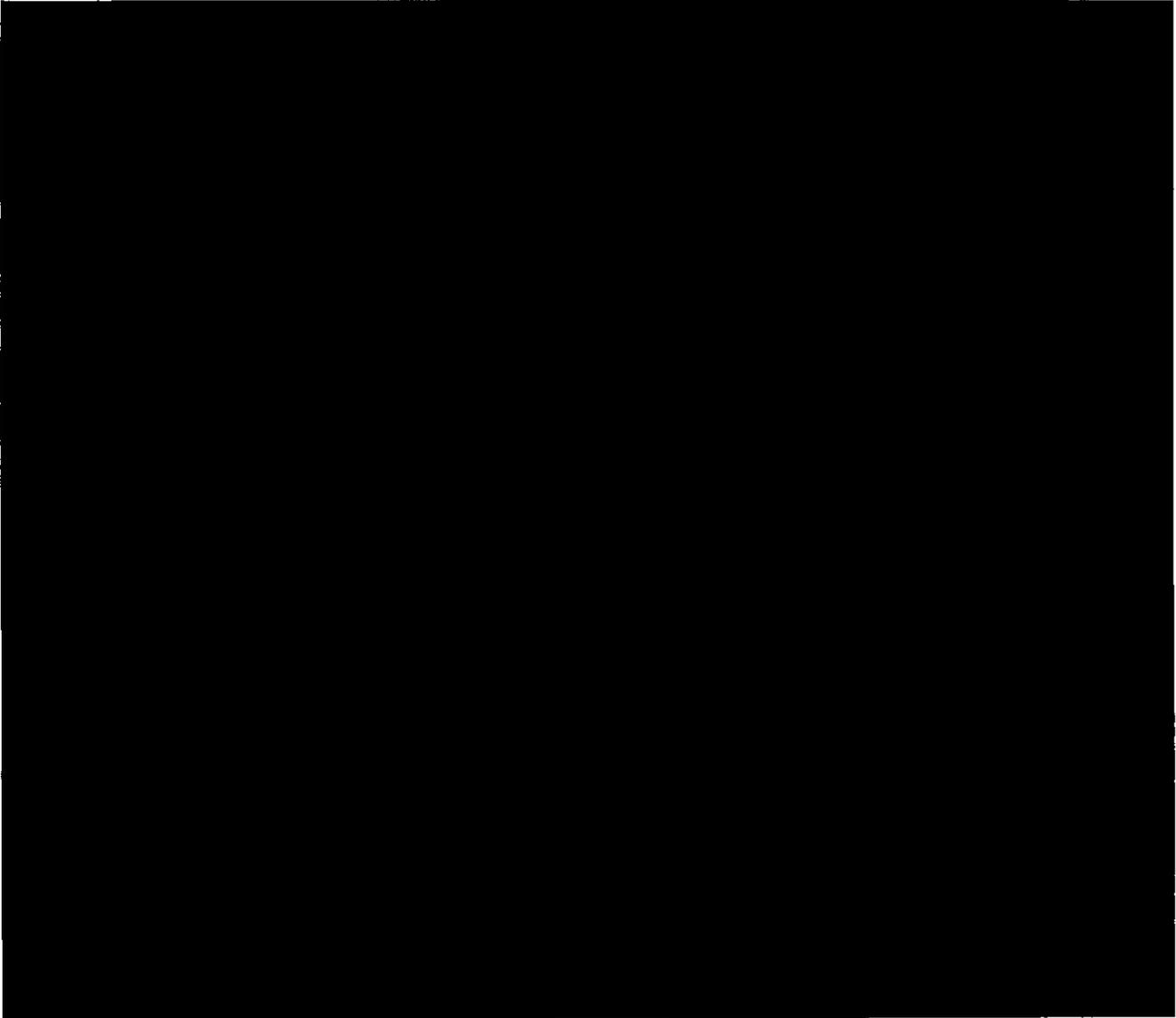
10.4

10.5

11. **Next Meetings**

1 July and 18 November

Actions from ATC Working Group  
11 March 2010



# Supplementary Instruction (SI)

## CAP 493 MATS Part 1

Safety Regulation Group  
Air Traffic Standards



Number 2010/02

Issued 17 March 2010

Effective: Immediate

### REPORTING OF UNIDENTIFIED FLYING OBJECTS (UFOs)

#### 1. Introduction

1.1 For many years MATS Part 1 has contained a UFO reporting process detailed in Section 6, Chapter 5. With effect from 1 December 2009, the Ministry of Defence made it known that they would no longer respond to, or investigate, UFO sighting reports.

1.2 The new MOD policy stated:

'The Ministry of Defence has no opinion on the existence or otherwise of extra-terrestrial life. However, in over fifty years, no UFO report has revealed any evidence of a potential threat to the United Kingdom.

The MOD has no specific capability for identifying the nature of such sightings. There is no Defence benefit in such investigation and it would be an inappropriate use of defence resources. Furthermore, responding to reported UFO sightings diverts MOD resources from tasks that are relevant to Defence.

Accordingly, and in order to make best use of Defence resources, we have decided that from 1 December 2009 the dedicated UFO hotline answer-phone service and e-mail address will be withdrawn. MOD will no longer respond to reported UFO sightings or investigate them.'

The ongoing programme to release Departmental files on UFO matters to the National Archives will continue.

#### 2. Revised MATS part 1 UFO reporting

2.1 Following discussions with SRG Safety Data, UFO reports have been used and continue to be used for issues related to flight safety. Some UFOs eventually become Identified Flying Objects (IFOs) following investigation. Therefore there is still a requirement for controllers either observing a UFO or receiving a report from aircrew to consider if the sighting has any flight safety significance.

2.2 Controllers should attempt to obtain as much of the information as requested in MATS Part 1 Section 6, Chapter 5 and use this to complete ATC Occurrence Reporting Form 1602. This information is of particular interest if it falls within the Airprox, Incident, ABANL or Infringement categories. UFO reports should not be sent to the MOD or D&D Cell Swanwick (Mii).

### 3. Queries

- 3.1 Any queries or further guidance required on the content of this SI should be addressed to:

ATS Enquiries  
Air Traffic Standards  
CAA Safety Regulation Group  
2W Aviation House  
Gatwick Airport South  
West Sussex  
RH6 0YR  
E-mail: ats.enquiries@caa.co.uk

- 3.2 Any queries relating to the availability of this SI should be addressed to:

ATS Documents  
Air Traffic Standards  
CAA Safety Regulation Group  
2W Aviation House  
Gatwick Airport South  
West Sussex  
RH6 0YR  
E-mail: ats.documents@caa.co.uk

### 4. Cancellation

- 4.1 This SI shall remain in force until 30 June 2010.

*The following SIs remain current:*

<b>Number</b>	<b>Title</b>
2009/06	<i>Procedures and Phraseology Concerning Level Restrictions associated with Standard Instrument Departures</i>
2009/14	<i>Phraseology for Climb Clearances to Aircraft on Standard Instrument Departures</i>
2010/02	<i>Reporting of Unidentified Flying Objects (UFOs)</i>

**Appendix A to CAP 493 SI 2010/02****MATS Part 1, Section 6 Chapter 5****3 Unidentified Flying Objects**

3.1 A controller observing a UFO, or receiving a report from aircrew should consider if the sighting has any flight safety significance. As much as possible of the following information should be obtained and these details should be used to complete ATC Occurrence Reporting Form SRG 1602, particularly if it falls within the Airprox, Incident, ABANL or Infringement categories.

3.2 Controllers are also reminded that a UFO report could require actions specified under the 'unidentified aircraft' requirements in Section 5, Chapter 2.

**3.3 Report of Unidentified Flying Object****A Date, Time and Duration of Sighting**

Local times to be quoted.

**B Description of Object**

Number of objects, size, shape, colours, brightness, any lighting configuration seen on the object, surface markings, sound, smell, etc.

**C Exact Position of Observer**

Geographical location, indoors or outdoors, stationary or moving.

**D How Observed**

Naked eye, binoculars, other optical device, still or movie camera.

**E Direction in which Object was First Seen**

A landmark may be more useful than a badly estimated bearing.

**F Angular Elevation of Object**

Estimated heights are unreliable.

**G Distance of Object from Observer**

By reference to a known landmark wherever possible.

**H Movements of Object**

Changes in E, F and G may be of more use than estimates of course and speed.

**J Meteorological Conditions During Observations**

Moving clouds, haze, mist, etc.

**K Nearby Objects**

Telephone or high-voltage lines; reservoir, lake or dam; swamp or marsh; river; high buildings, tall chimneys, steeples, spires, TV, radio or mobile phone masts; airfields, generating plants; factories; pits or other sites with floodlights or other lighting.

**L To Whom Reported**

Police, military organisations, the press, etc.

**M Name and Address of Informant**

**N Any Background Information on the Informant that may be Volunteered**

**O Other Witnesses**

**P Date and Time of Receipt of Report**

3.4 UFO reports should not be sent to the MOD, D&D Cell Swanwick or Scottish (Mil).

## SI Authorisation Form

Originating Section: Policy and Strategy

Author: Andrew Badham

SI Title: **REPORTING OF UNIDENTIFIED FLYING OBJECTS (UF0)**

Has an internal review been completed? Yes\* *\*Delete as appropriate*

Any remarks on review: Change agreed by ATPWG and discussed with Safety Data.

Justification for issue:

UFO reports no longer to be forwarded to MOD for investigation. However reports of UFO's are still of interest to Safety Data from a flight safety perspective

Amendments to MATS Part 1 required and any crucial time factors:

SI to have immediate effect to ensure no lost data, changes to be included in MATS pt 1 amendment 7, effective 1 July 2010.

Are draft amendments attached? Yes\* *\*Delete as appropriate*

Required publication date: asap

Authorised for issue:

(Head ATSD)



Date: 12 March 2010



Ref: Manual of Air Traffic Services Part 1, Section 6, Chapter 5, Page 2  
Dated: 1 July 2010

### 3 Unidentified Flying Objects

3.1 A controller observing a UFO, or receiving a report from aircrew, should consider if the sighting has any flight safety significance. As much as possible of the following information should be obtained and these details should be used to complete ATC Occurrence Reporting Form SRG 1602, particularly if it falls within the Airprox, Incident, ABANL or Infringement categories.

3.2 Controllers are also reminded that a UFO report could require actions specified under the 'unidentified aircraft' requirements in Section 5, Chapter 2.

#### 3.3 Report of Unidentified Flying Object

##### **A Date, Time and Duration of Sighting**

Local times to be quoted.

##### **B Description of Object**

Number of objects, size, shape, colours, brightness, any lighting configuration or surface markings seen on the object, sound, smell, etc.

##### **C Exact Position of Observer**

Geographical location, indoors or outdoors, stationary or moving.

##### **D How Observed**

Naked eye, binoculars, other optical device, still or movie camera.

##### **E Direction in which Object was First Seen**

A landmark may be more useful than a badly estimated bearing.

##### **F Angular Elevation of Object**

Estimated heights are unreliable.

##### **G Distance of Object from Observer**

By reference to a known landmark wherever possible.

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Changes in E, F and G may be of more use than estimates of course and speed.

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Moving clouds, haze, mist, etc.

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Telephone or high-voltage lines; reservoir, lake or dam; swamp or marsh; river; high buildings, tall chimneys, steeples, spires, TV, radio or mobile phone masts; airfields, generating plant; factories; pits or other sites with floodlights or other lighting; any other aeroplanes or helicopters seen at the time.

##### **L To Whom Reported**

Police, military organisations, the press, etc.

**M Name and Address of Informant**

**N Any Background Information on the Informant that may be Volunteered**

**O Other Witnesses**

**P Date and Time of Receipt of Report**

3.3.1 UFO reports should not be sent to the MOD, D&D Cell Swanwick or Scottish (Mil).

Chatfield Rick

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From: [REDACTED]  
Sent: 14 May 2010 14:21  
To: [REDACTED]  
Subject: UFO reported sightings

Dear Andrew

We have now finalised the procedure we are taking with regards to reports of sightings from members of the public. We will be responding with the following, which has been agreed with BUFORA:

Thank you for your email.

The Civil Aviation Authority does not record suspected sighting reports of UFOs from members of the public. The British UFO Research Association (BUFORA) does provide a sighting report form for completion, which can be submitted to them via email or post. We would suggest that as requested by BUFORA you complete the form in order for your sighting to be recorded and followed up by a BUFORA investigator. A link to the BUFORA website is attached <http://www.bufora.org.uk/Home/tabid/37/Default.aspx><http://www.bufora.org.uk/Home/tabid/37/Default.aspx>. Please click on 'Report a Sighting' at the top of the home page and you will be able to download a sighting report form for completion.

Kind regards

[REDACTED]  
Information Management

