
	REPUBLIC OF CYPRUS	
Phone: +357 24802921	Ministry of Transport,	AIC
Phone: +357 24802923	Communication and Works	
Fax: +357 24304706	Department of Civil Aviation	N003/21
SITA: LCAAPYA	Aeronautical Information Service	
AFS: LCNCZPZX	Larnaka Control Tower	17 JUL 21
Email: lcaais@cytanet.com.cy	Larnaka International Airport	
	Larnaka Cyprus CY-7130	

SAFETY OCCURENCES FOLLOW UP REPORT BY ANSPs AND ATC TRAINING ORGANISATIONS

1. APPLICABILITY

This AIC shall apply to Air Navigation Service Providers (ANSPs) and Air Traffic control Training Organisations (TOs) having their principal place of operation and, if any, their registered offices in the Republic of Cyprus.

2. PURPOSE

The purpose of this AIC is to inform ANSPs and TOs of their obligations regarding the form and manner of the follow-up report(s) that they need to produce whenever an actual or potential aviation safety risk has been identified as a result of the analysis of a safety occurrence or a group of occurrences, as required by EU Regulation No 376/2014, Article 13 and (EU) 2017-373 Part. ATM/ANS.OR.A.065 Occurrence reporting point (e).

In this respect, a safety occurrence follow-up report will be produced, either when:

(a) an occurrence falls within the categories defined in (EU) 2015/1018, Annex III and the ANS-relevant elements of Annex IV,

or, when,

(b) the actual or potential aviation safety risk is higher than the threshold defined by the ANSP in its NSA-approved safety management process.

In order to comply with the relevant regulatory requirements, the follow-up report shall provide details of the actions that the ANSPs and/or TOs have taken or intend to take so as to prevent similar occurrences in the future. It is understood that this information may be of “preliminary nature” and that it can be supplemented in an updated follow-up report.

3. DEFINITIONS

For all the terms and definitions used in this AIC, the definitions of the EU Single European Sky legislation will apply.

4. REFERENCED DOCUMENTS

- EU Regulation No 2015/340 “laying down technical requirements and administrative procedures relating to air traffic controllers' licences and certificates pursuant to Regulation (EC) No 216/2008

of the European Parliament and of the Council, amending Commission Implementing Regulation (EU) No 923/2012 and repealing Commission Regulation (EU) No 805/2011”,

- EU Regulation No 2017/373 “laying down common requirements for providers of air traffic management/air navigation services and other air traffic management network functions and their oversight, repealing Regulation (EC) No 482/2008, Implementing Regulations (EU) No 1034/2011, (EU) No 1035/2011 and (EU) 2016/1377 and amending Regulation (EU) No 677/2011”,
- EU Regulation No 376/2014 “on the reporting, analysis and follow-up of occurrences in civil aviation, amending Regulation (EU) No 996/2010 of the European Parliament and of the Council and repealing Directive 2003/42/EC of the European Parliament and of the Council and Commission Regulations (EC) No 1321/2007 and (EC) No 1330/2007”
- AIC C001/2020.

and any amendments thereof.

5. PROCESS FOR THE SUBMISSION OF THE FOLLOW UP REPORT

The follow-up report(s) required by the above-mentioned regulations should be submitted electronically to DCAC in order to be recorded in the ECCAIRS database. This can be done either,

(a) by using the EASA Aviation Reporting database at the following web-address:

<https://e2.uat-aviationreporting.eu/>¹ , or,

(b) By communicating the follow-up report electronically to the DCAC database, using an ECCAIRS compatible software application.

It is clarified that the submission to EASA Aviation Reporting database should be done in the manner prescribed by EASA in its reporting portal.

Submission of the follow-up report to the DCAC shall not be later than 30 days after the reporting organization became aware of the occurrence. It is understood that an updated follow-up report can be submitted provided that additional time is needed for the analysis of the event². The maximum time allowed for the updated follow-up report shall be 3 months.

When submitting the follow-up report to DCAC, the ANSP or TO should also forward a copy of the follow-up report, to the Cyprus NSA at the following email address:

nsa@dca.mcw.gov.cy

In order to be considered “closed” the follow-up report shall contain, as a minimum, the following elements:

¹ Disclaimer: This online portal is not managed by DCAC and therefore the NSA bears no responsibility for changes to this hyperlink. Check the EASA website for updated links in case the one noted above is no longer functioning and/or contact the Cyprus NSA for further information.

² As an example, the follow-up report submitted by the 30 day deadline may not contain the timeframes for implementing safety recommendations (and it is therefore submitted as a *preliminary* report). In such a case, the report submitted in the ECCAIRS database should be marked as “preliminary”.

- The date and time of the occurrence.
- A brief summary of the occurrence.
- The location of the occurrence and, if appropriate, the operational or training units concerned.
- The safety risks associated with the occurrence. These are understood to be the combination of the causal³ and the contributing factors⁴ of the occurrence (if any).
- The type and factors associated with human error, if this was identified during the process of the occurrence investigation. For this purpose, the template in the Annex A may be used.
- The role or contribution of other systemic factors⁵ (if any).
- The risk classification of the occurrence⁶ which has been determined in accordance with the organization's safety management process.
- Details of the actions the ANSP or the TO has taken or intends to take to prevent similar occurrences in the future, including the timeframes for the implementation of those actions.
- A statement or note whether the occurrence is appropriate to be used for safety promotion or a "lessons learned" activity.

Annex B contains an optional template that can be used to produce the follow-up report.

This Circular cancels AIC 04/2018

³ Causal factors refer to the conditions or hazards which made the occurrence inevitable. Such factors should be systemic i.e. they should refer to conditions which could have been managed or controlled by the organisation. These may include the role or contribution of operational or technical staff, the role or contribution of the technical infrastructure (e.g. equipment) and the role or contribution of ATC or relevant flight procedures. Note that "Human error" should not be regarded as the cause of a safety occurrence itself, but instead as a consequence of other systemic/contextual factors e.g. *"incorrect application of a standard operating procedure by the ATC"*. If no such factors have been identified then this conclusion should be stated explicitly with the phrase *"Human error - No systemic issues identified"*.

⁴ Contributing factors refer to conditions which did not directly cause the occurrence but which, if removed, could reduce the likelihood or the severity of similar occurrences in the future.

⁵ These may include more strategic or external factors, such as company policies, culture, norms, behaviours in the working environment etc.

⁶ It is acknowledged that, where further analysis and follow up is needed, such risk assessment may be preliminary, based on information available at the time of the initial report.

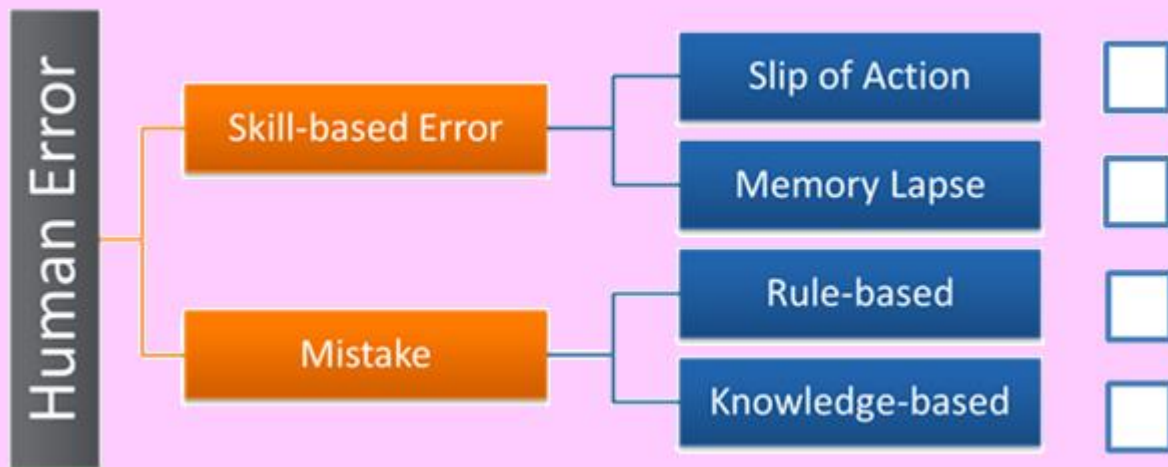
ANNEX A

Classification of human error in safety occurrences

1. Stage:

- Planning
- Execution

2. Type of error



3. Incident factors

-	Fatigue	
-	Stress	
-	Workload	
-	Teamwork	
-	Training and experience	
-	Working environment/equipment	
-	Personal	
-	Other (explain further below)	
-	None identified	

ANNEX B

Follow-up Report Template

A follow-up report could contain the sections and subsections below:

1. Type of report

- Preliminary
- Final

2. Facts

2.1 Factual information regarding the occurrence (When, where etc.)

2.1 Description/narrative (A short account of what happened, in a chronological sequence)

3. Analysis

3.1 Causal factors (systemic factors which, if not addressed, will (with fair certainty) lead to a repeat to the occurrence)

3.2 Contributing factors (systemic factors which, if not addressed, will increase the likelihood or the severity of the re-occurrence)

3.3 Other systemic factors (“by the way” issues - opportunities for further improvements)

In case where no systemic factors identified, this should be clearly noted with the statement “no systemic factors identified.” It understood that, in this case, the occurrence will be attributed to “human error”. In this case, the report should include the template of Annex A.

4. Action Plan

4.1 Actions intended to address all the causal factors noted above at 3.1

4.2 Actions intended to address all the contributing factors noted above at 3.2

4.3 Actions intended to address all the other systemic factors noted above at 3.3

4.4 Timeframes for implementation

In case where no systemic factors identified, then this should be clearly noted with the statement “No corrective actions are necessary – no systemic issues were identified”.