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# REPUBLIC OF CYPRUS

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## Occurrence Reporting in Aviation

### 1. Applicability

This AIC shall apply to individuals and organizations providing aviation products and services, including:

- Air operators
- Design, manufacture, continuing airworthiness and maintenance organizations
- Air Navigation Service providers
- Aerodrome operators
- Ground handling organizations

### 2. Purpose

The purpose of this AIC is to inform the interested parties of their responsibilities with respect to occurrence reporting in aviation and the associated Regulation (EU) No. 376/2014.

### 3. Reference documents

- Regulation (EU) No 376/2014 of the European Parliament and of the Council of 3 April 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 (The Regulation)
- Commission Implementing Regulation (EU) 2015/1018 of 29 June 2015 laying down a list classifying occurrences in civil aviation to be mandatory reported according to Regulation (EU) No 376/2014 of the European Parliament and of the Council.
- Κ.Δ.Π. 2021/180 (Συλλογή, Αξιολόγηση, Ανάλυση και Αποθήκευση Αναφορών Περιστατικών στην Πολιτική Αεροπορία) Κανονισμοί του 2021.
- ECCAIRS 2 Central Hub: <https://aviationreporting.eu/> \*

### 4. General information

Regulation (EU) No. 376/2014 on the reporting, analysis and follow-up of occurrences in civil aviation came into effect on April 2014. The objective of this Regulation is to ensure that the necessary safety information is available to support the safety management efforts of the whole European Aviation Community. The information provided by occurrence reports collected and analysed under this Regulation will allow the industry and regulators to be informed about the risks they are facing and to make choices supported with relevant knowledge and information.

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## 5. Summary of the Requirements imposed on aviation organizations by this Regulation

The requirements imposed on these organizations by the new Regulation are summarized in the table below:

Reg. 376/2014 Article	Requirement
4	Establish a mandatory reporting system
5	Establish a voluntary reporting system
6	Designated person(s) to independently process the reports
6	Store occurrence reports in database
7	Database to be compatible with the E.C.C.A.I.R.S. software and the Accident/Incident Date Reporting (ADREP) Taxonomy
7	Establish data quality checking processes
13	Develop a process to analyse reports, identify safety hazards, identify appropriate action, implement that action and monitor the implementation.
16	Protect personal details, adopt rules on “just culture”

## 6. Just culture and protection principles in the Regulation

A ‘Just Culture’ should encourage individuals to report safety-related information but should not absolve individuals of their normal responsibilities. It is defined as a culture in which front-line operators or other persons are not punished for actions, omissions or decisions taken by them that are commensurate with their experience and training, but in which gross negligence, wilful violations and destructive acts are not tolerated.

Employees and contracted personnel who report or are mentioned in occurrence reports shall not be subject to any prejudice by their employer or by the organization for which the services are provided, on the basis of the information supplied by the reporter except in cases of unacceptable behaviour.

The Regulation recognizes two exceptions to this principle (Article 16(10)):

- i. wilful misconduct; and
- ii. situations where there has been a manifest, severe and serious disregard of an obvious risk and profound failure of professional responsibility to take such care as is evidently required in the circumstances, causing foreseeable damage to a person or property, or which seriously compromises the level of aviation safety.

## 7. What is to be reported

The occurrences to be reported in the context of mandatory reporting systems are those listed in Regulation (EU) 2015/1018. Organizations are required to report to their competent authority all mandatory reportable occurrences they have collected.

Occurrences collected under voluntary occurrence reporting systems are not all reportable to the competent authority. Indeed, only those that may involve an actual or potential aviation safety risk shall be reported. The rest shall be processed internally by the organization’s safety management system.

## 8. Occurrence reporting format

Occurrence reports are submitted through the ECCAIRS 2 Central Hub and shall comply with format specifications that include:

- The compatibility with the ECCAIRS software and the ADREP taxonomy
- The use of standardized formats
- The provision of mandatory data fields

The European Commission, with the support of EASA, has developed a European Aviation Reporting Portal, the ECCAIRS 2 Central Hub. This portal offers a single website address that can be used by individuals and organizations to submit occurrences to the Cyprus DCA in a format that is compliant with the Regulation. The portal is user-friendly and will guide reporters through the different steps of the process.

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The website address for reporting an occurrence can be found at: <https://e2.aviationreporting.eu/reporting> \*

The reporter has the following options:

- i. When reporting on behalf of the organisation:
  - Offline option: Download, compile and upload the reporting form
  - Online option: Submit the report immediately by completing it online
  - Upload E5X file option: Use pre-developed, compatible E5X Files to submit a report
- ii. When reporting as an individual (on their personal behalf):
  - Offline option: Download, compile and upload the reporting form
  - Online option: Submit the report immediately by completing it online

Individuals employed by an organisation, or whose services are contracted or used by an organisation, are encouraged not to report directly through the website but to submit their report to the organization's internal reporting system.

## **9. Main deadlines and stages of reporting**

Among reportable occurrences, only those for which the analysis (of a single occurrence or together with a group of other occurrences) has led to the identification of an actual or potential aviation safety risk are covered by the obligation to transfer analysis and follow-up related information.

For those occurrences, Regulation (EU) 376/2014 requires organizations to transmit to their competent authority the results of the analysis performed, if any; and any action to be taken pursuant to that analysis.

The main time limits that apply as per the Regulation are:

- Initial notification report from an individual to the DCA: 72 hours from the time of the occurrence.
- Initial notification report from an individual to their organization: 72 hours from the time of the occurrence.
- Initial notification report from an organization to the DCA: 72 hours from the time that the occurrence had been notified to the organization.
- Follow-up report from the organization to the DCA: As soon as available but not later than one month from the date that the occurrence had been notified to the organization.
- Final Report from the organization to the DCA: As soon as available but not later than three months from the date that the occurrence had been notified to the organization.

## **10. Quality of the Reports:**

The originators of the reports are requested to note the following points when preparing a report:

- Only events that have actually occurred should be reported. If the originator is not sure that an event has occurred he should not include this information in the report.
- Mandatory fields, as listed in Annex I of Regulation (EU) 376/2014 must be completed.
- The report narrative should be as brief and to the point as possible.
- The report shall not contain names or other information that could lead to person identification.
- Originators should avoid reporting events that are not relevant to the safety of an aircraft, its occupants or any other person.
- Abbreviations of words and acronyms of technical terms should be avoided where practicable.
- The reporting system is not intended to be used as a platform for raising personal or union issues.

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## 11. Further information

For any enquiries please contact:

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**This AIC cancels AIC C002/21**