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REPUBLIC OF CYPRUS
MINISTRY OF COMMUNICATIONS AND
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DEPARTMENT OF CIVIL AVIATION
AERONAUTICAL INFORMATION
SERVICE
NICOSIA CYPRUS

A I C
C03/2003
5 June

MANDATORY REPORTING

This Aeronautical Information Circular defines the Department of Civil Aviation policy with regard to Mandatory Reporting. This policy reflects the new Aviation Law.

Everyone involved with aviation in any capacity has a duty to report incidents and occurrences, which could affect flight safety. Minor incidents can, on investigation, uncover safety problems, which if not corrected, could lead to major incidents or accidents.

It is vital that an occurrence reporting system is given high priority by the Accountable Managers of all AOC holders and Maintenance Organisations. It should be seen by these organisations as an important tool for the management of safety. Organisations should not only ensure that incidents are reported, but also that the cause of the incidents are identified and appropriate action is taken to prevent them happening again.

Owners and operators of general aviation aircraft must remember that they have a duty under the Law to report incidents and occurrences. These reports may identify safety issues specific to this class of aircraft and their operating environment.

The Safety Regulation Section of the Department of Civil Aviation should be the first point of contact with regard to occurrence reporting. The SRS will forward the reports to other Section and Departments, if necessary.

A copy of the Department of Civil Aviation, Occurrence Reporting Form (Standard Form SF-28) is included in this AIC. Further copies in both paper and electronic format are available from the Department.

Every person who: -

- (a) Is the operator or commander of:
 - (i) an aircraft registered in Cyprus; or
 - (ii) a commercial air transport aircraft not registered in Cyprus but operated by the holder of an air operator's certificate granted by the Department of Civil Aviation;
- (b) carries on the business of manufacturing, repairing or overhauling such an aircraft, or any equipment or part thereof;
- (c) signs a certificate of maintenance review, or of release to service in respect of such an aircraft, part or equipment;
- (d) performs a function for which he requires an air traffic controller's licence; or
- (e) is the licensee or manager of a licensed aerodrome;
- (f) performs a function connected with the installation, modification, maintenance, repair, overhaul, flight checking or inspection of equipment on the ground which is used or intended to be used for the purpose of or in connection with the provision of an air traffic control service or navigational aid to an aircraft;

shall:

- (i) make a report to the Department of Civil Aviation of any reportable occurrence of which he knows and which is of such a description as may be prescribed; and the report shall be made within such time, by such means, and shall contain such information as may be prescribed and it shall be presented in such form as the Department of Civil Aviation may in any particular case approve; and
- (ii) make a report to the Department of Civil Aviation; within such time, by such means, and containing such information as the Department of Civil Aviation may specify in a notice in writing served upon him, being information which is his possession or control and which relates to a reportable occurrence which has been reported by him or by another person to Department of Civil Aviation.

- (2) (a) Subject to sub-paragraph (b), a 'reportable occurrence' means:
- (i) any incident relating to such an aircraft or any defect in or malfunctioning of such an aircraft or any part or equipment of such an aircraft, being an incident, malfunctioning or defect endangering, or which if not corrected would endanger, the aircraft, its occupants or any other person; and
 - (ii) any defect in or malfunctioning of any facility on the ground used or intended to be used for purposes of or in connection with the operation of such an aircraft, being a defect or malfunctioning endangering, or which if not corrected would endanger, such an aircraft or its occupants.
- (3) Subject to paragraph (1)(f)(ii), a person does not have to report any occurrence which he has reason to believe has been or will be reported by another person to the Department of Civil Aviation.
- (4) A person shall not make any report if he knows or has reason to believe that the report is false in any particular.
- (5) (a) The operator of an aircraft shall, if he has reason to believe that a report has been or will be made, preserve any data from a flight data recorder or a combined cockpit voice recorder/flight data recorder relevant to the reportable occurrence for 14 days from the date on which a report of that occurrence is made to the Department of Civil Aviation or for such longer period as the Department of Civil Aviation may in a particular case direct.
- (b) The record referred to in sub-paragraph (a) may be erased if the aircraft is outside Cyprus and it is not reasonably practicable to preserve the record until the aircraft reaches Cyprus.

REPORTING PROCEDURES

Submission of Reports

The Law places primary responsibility for reporting mandatory occurrences with individuals; however, the interests of flight safety are best served by full participation, in the investigation and follow-up, by the organisation, which

employs the individual, making the report. Therefore, the use of company reporting systems is encouraged. A responsible person(s) within the organisation should be nominated to receive all reports and to establish which reports from individuals within the organisation meet the desired criteria for an occurrence report to the Department of Civil Aviation (DCA). Correlation of operational and technical aspects and the provision of any relevant supplementary information, e.g. the reporter's assessment and immediate action to control the problem, is an important part of such activity. With such systems the reporting level within the organisation can be, and often is, set at a lower level than legally required, in order to provide a wider monitoring of the organisation's activities. However, when the employee making such a report is a person having a duty to report to the DCA in accordance with the Law, the company must tell him if his report has been passed to the DCA or not. If not, and the employee is convinced that it should, he must have the right to insist that the report is passed to the DCA or to report it directly to the DCA himself. Procedures to ensure that this right of the individual reporter is maintained must be incorporated into the organisation's reporting procedures and be clearly stated in the relevant instructions to staff.

In the case of occurrences, arising from or relating to defects in the aircraft, its equipment or any item of ground equipment it is important that the manufacture(s) be advised of the occurrence as soon as possible. It is expected that any organisation which raises an occurrence report (or which has been aware of a report raised by an individual employee) will pass a copy of the report to the appropriate aircraft or equipment manufacturer(s) as soon as possible, unless it is known that the originator has already done so. The original report should list all addressees to whom it has been sent.

Individuals may submit an occurrence report directly to the Safety Regulation Section of the Department of Civil Aviation should they so wish, but in the interest of flight safety they are strongly advised also to notify their employers, preferably by a copy of the report, unless confidentiality is considered essential. When appropriate (see above para.) the employer in turn should then advise the aircraft or equipment manufacturer(s).

Reports must be dispatched within 96 hours of the event, unless exceptional circumstances prevent this.

Nevertheless, when the circumstances of an occurrence are judged to be particularly hazardous, the DCA expects to be advised of the essential details by the fastest possible means (e.g. telephone/fax). This should be followed up within 96 hours by a full written report to the DCA with copies to the aircraft or equipment manufacturer, as applicable. The DCA is dependent upon the judgment of those responsible for submitting reports to establish which occurrences are in this category. Organisations may be required to submit report

in a shorter period of time, if required under the terms of a specific approval granted to them by the Department of Civil Aviation. For example, JAR 145. JAR 145 holders must comply with the requirements of JAR 145.60.

Conversely, for occurrences involving a lesser degree of hazard, reporters must exercise their judgment in deciding whether, in order that all those concerned may be alerted in the minimum time, to submit immediately a report on the limited information available or if there is the likelihood of any additional and useful information becoming available within the statutory 96 hours, to delay the dispatch of the report.

Should the initial report be incomplete in respect of any item of information required by the Law, a further report containing this information must be made within 96 hours of the information becoming available.

Prompt advice to the DCA on the results of investigations and the actions taken to control the situation will minimize or may render unnecessary direct DCA involvement in the investigative activity. The DCA seeks the cooperation of all reporting organizations in this respect.

Particularly in the case of technical failures or difficulties, the availability of photos and/or damaged parts will greatly facilitate the subsequent investigation.

A manufacturer or maintenance, overhaul or repair organisation of aircraft, components or equipment is not expected to report to the DCA, as a matter of routine, those occurrences involving products which have been reported to it by an operator/individual, if the operator/individual has already reported the occurrence to the DCA. The primary duty for reporting in such cases will rest with the operator/individual. Manufacturers, etc should report any such occurrence, which they think, is reportable as per the guidance if they know that the operator concerned has not done so.

Where a repair organization, overhauler, etc is in doubt as to the applicability of the reporting requirement, e.g. it discovers a defect in a piece of equipment which cannot be associated with a particular aircraft, or even a type of aircraft, it should, nevertheless, make a report in order to ensure that it has complied with the law. The DCA would, in any case, wish the organisation or an individual to report voluntarily such defects on equipment fitted to aircraft types not subject to mandatory reporting.

Confidential Reports

If any reporter considers that it is essential that his/her identity is not revealed, the report itself should be clearly annotated 'CONFIDENTIAL' and submitted

direct to SRS Nicosia, addressed to 'Head of SRS' and marking the envelope 'Personal'. The request will be respected and the reporter will be contacted personally, either by the Head of SRS or his deputy. The DCA cannot, of course, guarantee confidentiality when occurrences reported separately by another party.

Reporters submitting a Confidential Report must accept that effective investigation may be inhibited. Nevertheless, the DCA would rather have a Confidential Report than no report at all.

Investigation and Provision of Supplementary Information

To facilitate effective lines of communication when any part or equipment involved in an occurrence is being dispatched to another area or organisation for investigation or repair, the item(s) should be clearly identified as the subject of an occurrence report to the DCA, by appropriate annotation of the 'tag' and all accompanying paperwork.

The efficiency of the DCA's follow-up work and the standard of the information service it can provide will be greatly improved if reporting organizations keep the DCA informed of major developments in their investigations of occurrences. The DCA seeks the co-operation of all reporting organizations in this respect.

Retention of Data from a Flight Data Recorder

The DCA expects to use flight recorder data only when this is necessary for the proper investigation of the more significant occurrences. It is not intended to use such data to check on information contained in a written report, but to supplement and extend the written information. Examples of the types of occurrence for which flight data records would be most useful are: significant excursion from the intended flight parameters; significant loss of control or control difficulties; unexpected loss of performance; a genuine GPWS warning. However, the more comprehensive recorders fitted to some aircraft are capable of providing valuable data on a wider range of occurrences and the DCA would expect to make judicious use of such information in relation to suitable occurrences.

For this purpose, the operators should retain the data from an FDR, which is relevant to a reportable occurrence for a period of 14 days from the date of the occurrence being reported to the DCA, or a longer period if the DCA so directs.

The DCA is depending upon the judgment of those responsible for submitting reports to establish which occurrences require the retention of FDR data. It is equally incumbent upon the DCA to advise the reporting organisation as quickly as possible when it requires such data.

OCCURRENCE REPORT FORM

Standard Form SF-28 should be used to report occurrences to the Department of Civil Aviation. Organisations may use their own forms provided they contain at least all the information required by Standard Form SF-28.

The form should be completed as follows and returned to Safety Regulation Section within 96 Hours of the event.

Reporters Actions

1. **For all reports**, the boxes immediately below the words "Occurrence Report" must be completed". Details of the occurrence should be entered in the "Description of Occurrence" section on Page 1 and continued on Page 2 if necessary. The Occurrence should be given a brief title. The Reporter should sign and date the form as well as include the personal information required in the section in the middle of Page 2.
2. **For Flight Crew reports**, the "Flight Crew Report", "Nature of Flight", "Flight Phase" and "Environmental Details" sections of the form should be completed, as well as those identified in Paragraph 1 above.
3. **For Ground Staff reports**, the boxes immediately below the words "Ground Staff Report" must be completed, as well as those identified in Paragraph 1 above.

Reporting Organisations Report

The responsible person in the Organisation for which the person reporting the incident works, should complete the section at the bottom of Page 2. Their report must contain an assessment of the report and the actions taken by the organisation to deal with it. They must indicate the status of their own internal investigation, where indicated on the Form.

When completed, the Form should be sent to the Safety Regulation Section at the address on the top of Page 1.

Occurrence Report

Aircraft Type & Series	Registration	Operator	Date	Location/Position/ RW	Time	Day Night Twilight
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Flight Crew Report

Flight NR	Route From	Route To	FL/Alt/HT(ft)	IAS(Kts)	ETOPS Yes/No
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Nature of Flight	Pax	Freight	Positioning	Ferry	Test	Training	Business	Agricultural	Survey	Pleasure	Club/Group
	Private	Parachuting	Towing								

Flight Phase	Parked	Taxying	Take-off	Init. Climb	Cruise	Descent	Holding	Approach	Landing	Circuit	Aerobatics	Hover
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Environmental Details

Wind		Cloud			Precipitation				Visibility			Icing			Turbulence			OAT (°C)		
Dir	Speed (kts)	Type	HT (Ft)	8TH	Rain	Snow	Sleet	Hail												
					Light		Mod		Heavy					L	M	S	L	M	S	

Brief Title

Description of Occurrence

Any procedures manuals, pubs (AIC, AD, SB etc) directly relevant to occurrence and (when appropriate) compliance state of aircraft, equipment or documentation

Ground Staff Report

A/C Constructors Number		Engine Type/ Series		ETOPS Approved		Ground Phase	
				YES	NO	Maintenance	
						Ground Handling	
						Unattended	
Component/ Part	Manufacturer	Part No	Serial No	Manual Ref	Component Organisation	OH/Repair	

Description of Occurrence (continued)

Organisation	Name	Position	Signature	Date
Address and Tel No. If reporter wishes to be contacted privately			If the occurrence is related to a design or manufacturing deficiency, the manufacturer should also be advised promptly.	
			Manufacturer Informed: Yes/ No	
			Date:	

Reporting Organisations Report

Assessment/ Action Taken

Name			Position		Signature		Date
Reporters investigation			Flight Data Records Retained				
NIL	OPEN	CLOSED	YES	NO			