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**REPUBLIC OF CYPRUS**

MINISTRY OF TRANSPORT, COMMUNICATIONS  
AND WORKS  
DEPARTMENT OF CIVIL AVIATION  
AERONAUTICAL INFORMATION  
SERVICES  
NICOSIA – CYPRUS

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**OCCURRENCE REPORTING FORMAT**

**1. General information**

The introduction of Regulation (EU) No. 376/2014 *on the reporting, analysis and follow-up of occurrences in civil aviation* has changed the way occurrence reports in aviation shall be reported.

Occurrence reports contained in an organisation database and sent to the competent authority shall now comply with format specifications that include:

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

**2. Procedure**

The European Commission, with the support of EASA, has developed a European Reporting Portal (ERP). This website offers a single address that can be used by individuals and organisations to submit occurrences to the Cyprus DCA in a format that is compliant with Regulation (EU) No. 376/2014.

There are two ways to report an occurrence. Off-line pdf forms can be downloaded, completed and submitted, possibly at a later time, via an upload icon. Reports can also be submitted immediately using an on-line form. Both off-line forms and on-line reports are found on the European Reporting Portal at <http://www.aviationreporting.eu> under the heading "Report an Occurrence". The portal is user-friendly and will guide reporters through the different steps of the process.

Persons employed by an organisation, or whose services are contracted or used by that organisation, are encouraged to report not via the ERP website but through the internal reporting system of their organisation.

**3. Further information:**

Information leaflets and guidance material on occurrence reporting and the relevant regulations can be found in the ERP website, under the heading “Why Safety Reporting?”

Further information on occurrence reporting can be obtained by:

Department of Civil Aviation

Tel. 22404127

Email: [report@dca.mcw.gov.cy](mailto:report@dca.mcw.gov.cy)