

InFocus

Aviation Safety Reporting Portal UK user

The EU Reporting Portal is subject to continuous development and meets the requirement of reporting in a compatible format. This guidance is not intended to be a user guide for the Portal but aims to address particular idiosyncrasies you will encounter while **creating, submitting** and **updating** a report, as well as **how to report problems with the portal**.

The reporting portal can be found at www.aviationreporting.eu or via the MOR Reporting pages on the CAA website.

The portal offers two reporting formats, the online dynamic form and the offline PDFs. The online form is the preferred route for reporting; the offline forms should only to be used as a fallback, as these currently do not allow you to update the report once it has been submitted.

The reporting portal is a good source of information for all members of the aviation community involved in improving safety. Clicking on 'Why Safety reporting' provides links to applicable Legislation and Guidance Material covering the reporting of occurrence reports and useful leaflets with advice on what to report tailored to different sections of the community.



The screenshot shows the 'AVIATION SAFETY REPORTING' portal. At the top is the European Union flag. Below it, two main reporting options are presented: 'I report on my personal behalf' and 'I report on behalf of my organisation'. Each option includes a brief description and a link to submit a report. To the left of these options are two images: one of a person holding a model airplane and another of a colorful paper airplane. Below the reporting options are two columns of links: 'Related sites' (European Aviation Safety Policy, EASA website, ECCAIRS Portal) and 'Related information' (Why Safety Reporting?, More about Just Culture, Applicable Legislation). At the bottom, there is a footer with 'Legal notice | Cookies | Contact' and a statement that the website is financed by the Civil Aviation Authority (CAA) and the Department for Transport (DfT).

Creating a report

On behalf of yourself

Reporting via 'I report on my personal behalf' provides a very simple 2 page form; the Narrative field is the only mandatory field, but you are encouraged to provide as much detail as possible to enable accurate analysis.

On behalf of an organisation

Reporting via 'I report on behalf of my organisation' gives initial selections for aviation sectors - flight operations, aerodrome & ground handling, ATM/ANS, technical, and general aviation.

You will then be presented with a series of questions which will allow the system to dynamically build the report form.

Then you are asked to input the reporting entity. The name of your organisation should be entered in the 'Entity name' field, and the section of the community you are reporting from should be entered in the 'Reporting entity' field

First some general questions

Check when the answer is yes

- ☐ Was an aircraft involved in the occurrence ?
- ☐ Did the occurrence involve more than one aircraft ?
- ☐ Did the occurrence happen at or around an aerodrome ?
- ☐ Was there an ATM contribution ?
- ☐ Was there damage to the aircraft or other objects/structures ?
- ☐ Did the occurrence result in fatalities and/or injuries ?
- ☐ Did the occurrence involve an airprox ?
- ☐ Did the occurrence involve a runway incursion ?
- ☐ Was an aircraft hit by a bird or other animal ?
- ☐ Were dangerous goods involved in the occurrence ?
- ☐ Were the weather conditions relevant ?

Identify this report for future updates

Reporting entity

Entity name

Report identification

If you identify your organisation and your report using the above fields you can submit a follow-up of the submitted report by resubmitting the .E5Y file you receive in the confirmation mail (after submitting this report).

Before submitting this report you will be able to review your occurrence data.

To complete the reporting entity field accurately, click the arrow and navigate through the dropdown to the United Kingdom, select 'Other' and choose one of the reporting communities – **do not search for state or entity in the filter box at the top right**. Then enter your organization name in the 'Entity name' field.

This will allow searches against organisations and sections of the community to aid analysis.

The name of the entity that provided the report

Type to filter

- United Kingdom
 - AAIB
 - CAA
 - NATS
 - Other
 - Production organisation
 - Flight Crew Training organisation
 - Flight Information Service Provider
 - Continuous airworthiness monitoring organisa
 - Ground handling organisation

OK Cancel