

Aviation Reporting Portal

Occurrence reports relating to UK aircraft or occurring in the UK should be submitted using the new look aviation reporting portal. **The portal address remains the same: aviationreporting.eu**

Regulation relating the what is reportable to the UK CAA remains the same and further information about occurrence reporting can be found on [our website](https://our.website) or on our microsite info.caa.co.uk/euexit/

The portal allows you to submit occurrence reports to the UK Civil Aviation Authority (UK CAA) using an online/offline form or E5x file. You can also submit a follow up to an existing report.

For simplicity both mandatory occurrences, as defined under the current mandatory reporting regulation and voluntary occurrences that you feel require the attention of the UK CAA can be submitted using the UK Aviation Reporting Portal, the same information is required regardless of whether you are submitting a mandatory or voluntary occurrence report.

The portal also provides links to relevant reporting regulation and guidance as to how and what to report as well as additional guidance for organisations who wish to use an integrated reporting solution to submit occurrence reports using an E5X format.

More details on occurrence reporting can be found on [our website](https://our.website).

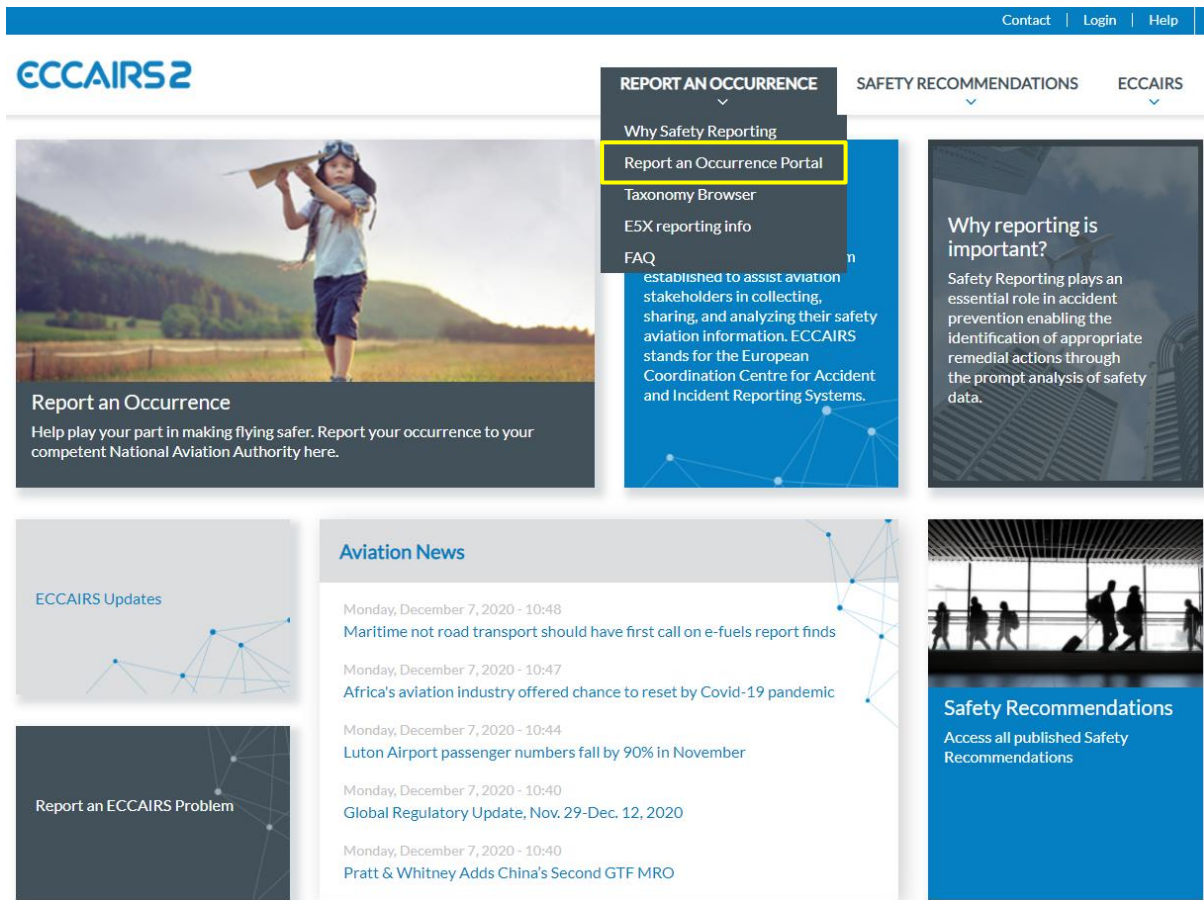
Submitting an Occurrence Report using the Aviation Reporting Portal

From December 18. 2020 the existing aviation reporting portal (aviationreporting.eu) will be upgraded to reflect the launch of a new occurrence reporting database (ECCAIRS 2).

For reporters you should not notice any difference in terms of what is reportable or what information an occurrence report is required to contain. You will however have a new look form and a few additional features designed to make reporting easier and allow you to manage your occurrences using the portal.

To submit a report using the aviation reporting portal, complete the following steps:

1. Navigate to the aviation reporting portal, aviationreporting.eu

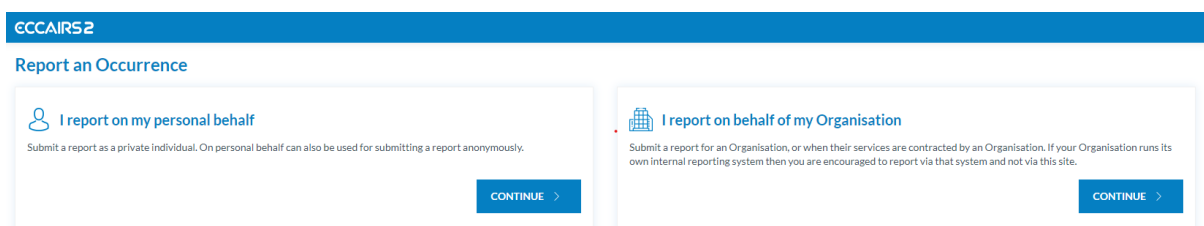


The aviation reporting portal allows you submit occurrences reports to the UK, EU member states and EASA.

You can also create an ECCAIRS account which will allow you to view and manage your previous submission using the portal.

You can also view the taxonomy browser online which enables you to view the options available for the different elements of an occurrence report. The latest aviation news and updates are also available from the portal.

2. If you want to submit an occurrence report, select report an occurrence and then 'report and occurrence portal'.
3. Then select whether you are reporting as an individual or on behalf of your organisation.



Submitting a report as an individual

Before you can submit a report you must first select which state you are reporting to/for. For reporters flying a UK registered aircraft (G- registered) or for occurrences that you want to make the UK CAA aware you would select 'United Kingdom' from the dropdown list.

In some cases, you may want to send a report to EASA (e.g. if you are operating an aircraft that has been certified by EASA). In these cases, please select 'EASA' from the dropdown list.

The screenshot shows the ECCAIRS2 'Report an Occurrence' form. The first step is 'I report on my personal behalf'. The second step is 'Select the State you want to report to:'. A dropdown menu is open, showing the following options: Poland (CAA), EASA, United Kingdom (CAA), Germany (LBA), Switzerland (FOCA), and Slovenia (CAA). The 'United Kingdom (CAA)' option is highlighted with a purple box. A text box below the dropdown states: 'Select the state you are reporting to using the drop-down list provided'. At the bottom of the form are buttons for 'CANCEL', 'SAVE AS DRAFT', and 'SUBMIT'.

If you have an ECCAIRS account, you can sign into it with your username and password and view the occurrence reports you have submitted previously. You can also amend your previous submissions by signing in.

If you do not have an ECCAIRS account, you can elect to create one (free of charge) using the online registration form. Alternatively, you can continue your report by selecting the 'Report an Occurrence Without Registration'.

The screenshot shows the ECCAIRS2 'Report an Occurrence' form. The first step is 'I report on my personal behalf'. The second step is 'Select the State you want to report to:'. The third step is 'Please sign in or register:'. There are two main options: 'SIGN IN TO ECCAIRS' and 'REPORT AN OCCURRENCE WITHOUT REGISTRATION'. The 'SIGN IN TO ECCAIRS' option includes fields for 'username' and 'password', a 'Remember me' checkbox, and a 'SIGN IN TO ECCAIRS' button. Below these fields are links for 'Don't have an account? Click and register' and 'Forgot your password'. The 'REPORT AN OCCURRENCE WITHOUT REGISTRATION' option includes a 'CLICK HERE TO BEGIN' button. Two callout boxes provide additional instructions: 'Register for an ECCAIRS account by clicking here' points to the 'Don't have an account? Click and register' link, and 'You can report without an ECCAIRS account by clicking here' points to the 'CLICK HERE TO BEGIN' button. At the bottom of the form are buttons for 'CANCEL', 'SAVE AS DRAFT', and 'SUBMIT'. The 'Documents' and 'Document Sharing Hub' logos are visible in the bottom right corner.