

GIBRALTAR

DIRECTOR OF CIVIL AVIATION

PROCEDURE – 03

**MANDATORY OCCURRENCE REPORTING
SCHEME**

DCA Procedure 03 – Mandatory Occurrence Reporting Scheme

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Amendment Record

Revision	Item	Date
1	Initial Issue	29 January 2009
2	Revision	03 December 2015

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Introduction

1. European Commission Regulation No 376/2014 Article 4(3) (the Regulation) establishes a requirement for the DCA to put in place a mechanism to collect, evaluate, process and store “reportable occurrences”.

Purpose

2. The purpose of this procedure is to describe the Mandatory Occurrence Reporting (MOR) Scheme in Gibraltar and to provide guidance to those who, by the associated legislation, are involved in its operation. If the Scheme is to make a real contribution to flight safety in Gibraltar, it is most important that all involved in the civil aviation industry are fully aware of its aims and requirements. The Gibraltar DCA will welcome any comment and suggestion for the improvement of both the Scheme and this procedure.

Compliance

3. The means of compliance with the Regulation will be based on the procedures outlined in the UK Civil Aviation Authority document Civil Aviation Publication 382 (CAP 382). CAP 382 can be downloaded by using the following link:
<http://www.caa.co.uk/docs/33/CAP382.PDF>
4. In addition, it is important to highlight that the issues mentioned by the Chairman of the UK CAA in his Opening Statement to CAP 382, regarding:
 - a. Confidentiality of Reports;
 - b. Assurance Regarding Prosecution;
 - c. Action in Respect of Licences;
 - d. Possible Action by Employers;
 - e. Protection of the Interests of the Licence Holder;

are fully endorsed by the Director of Civil Aviation and are equally applicable in Gibraltar.

5. **In order to ensure that the requirements outlined in CAP 382 meet the requirements of the local situation in Gibraltar, the following additional points should be noted and supersede the advice given in CAP 382:**

Channels of Reporting

6. Completed Occurrence Report forms are to be sent to the

Director of Civil Aviation,
Ministry of Enterprise, Development, Technology & Transport
Suite 771
Europort
Gibraltar
E-mail: dca@gibraltar.gov.gi

7. Where prior arrangements have been made with the DCA forms may be submitted electronically in an agreed format which complies with the requirements of this document.

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8. For those occurrences, which are considered particularly dangerous or potentially dangerous, requiring the immediate passing of information to the DCA the following action should be taken:

Contact the DCA via mobile phone number 00350 56000050.

9. In all such cases, written confirmation of the available details of the occurrence should be passed on as quickly as possible to the DCA, using the most appropriate means as directed by the DCA.

Division of Responsibilities

10. In relation to all reported occurrences, the DCA will:
 - a. evaluate each occurrence report received;
 - b. decide which occurrences require further investigation, requesting assistance from the UK CAA as appropriate, in order to discharge the DCA's functions and responsibilities;
 - c. make such checks as are considered necessary to ensure that any necessary remedial action and preventative action in relation to the reported occurrence is taking place;
 - d. take such steps as are open to persuade foreign aviation authorities and organizations to take any necessary remedial and preventative action in relation to the reported occurrences;
 - e. forward each occurrence report to the Safety Investigation and Data Department, UK CAA Safety Regulation Group in order that the information reported can be assessed, analysed and exchanged with EC States so as to detect safety problems which may not be apparent from individual reports.

Applicability

11. The Regulation specifies the persons, organisations and type of occurrence covered by the MOR Scheme. The detail contained in Para 5.2 of CAP 382, includes all categories of persons (or organisations) required to report occurrences in Gibraltar.
12. In the case of organisations providing a service or facility for an aircraft operating over or in Gibraltar, any occurrence meeting the required criteria detailed in CAP 382 should be reported regardless of the nationality of the aircraft involved.

Voluntary Reporting

13. The DCA encourages voluntary reporting to the same criteria across the whole spectrum of civil aviation operations in Gibraltar. The organisation and procedures for processing and recording reports do not, therefore, substantially differentiate between voluntary and mandatory reports.

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14. A voluntary MOR report is defined as a report made by a person, or organisation, not required to report in accordance with the requirements of the Regulations (Article 96). Reports should be clearly annotated “VOLUNTARY”.
15. The Regulations impose certain requirements on the DCA in respect of the handling and processing of voluntary MOR reports. Therefore, voluntary reports will be published in a limited format which removes information and data likely to identify the reporter.
16. Where prior arrangements have been made with the DCA forms may be submitted electronically in an agreed format which complies with the requirements of this document.

Confidential Reports

17. If any reporter considers that it is essential that his/her identity not be revealed, the report itself should be clearly annotated “CONFIDENTIAL”. Reports should still be addressed to the DCA as above, but will be treated with the appropriate respect. 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.

Occurrence Report Forms

18. To facilitate consistent reporting and analysis of data with the UK CAA, the standard CAA reporting forms are to be used, but all forms, when completed, are to be sent to the Director of Civil Aviation, who will then allocate the event a specific Gibraltar CAA Occurrence Number. The three forms to be used are:
 - a. Form SRG 1601 is to be used for all types of occurrence except:
 - i) air traffic occurrences reported by Air Traffic Controllers, and
 - ii) air traffic services ground equipment occurrences reported by Air Traffic Engineers. (AIRPROX occurrences, wake vortex incidents and birdstrikes are also separately reported - see below).
 - b. Form SRG 1602 for use solely by Air Traffic Controllers and Flight Information Service Officers when reporting ATS occurrences.
 - c. Form SRG 1603 for use solely by Air Traffic Engineers for all occurrences associated with Air Traffic Service Ground Equipment.
 - d. Where prior arrangements have been made with the DCA forms may be submitted electronically in an agreed format which complies with the requirements of this document.

Completion of the Forms

19. Sample occurrence report forms and advice on their completion is contained in Appendix A to CAP 382.

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Reporting of Airprox, Wake Vortex and Birdstrike Occurrences

20. To facilitate consistent reporting and analysis of data with the UK CAA, the standard CAA reporting forms are to be used, but all forms, when completed, are to be sent to the Director of Civil Aviation, who will then allocate the event a specific Gibraltar CAA Occurrence Number. Where prior arrangements have been made with the DCA forms may be submitted electronically in an agreed format which complies with the requirements of this document.