

Gibraltar Director of Civil Aviation

# Mandatory Occurrence Reporting

Procedure 03

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## Revision History

Revision	Item	Date
<b>1</b>	Initial Issue	29 January 2009
<b>2</b>	Revision	3 December 2015
<b>3</b>	Complete Review	06 December 2022
<b>4</b>	Minor Typographic Changes	29 November 2023

## Introduction

1. European Commission Regulation (EU) No 376/2014 (the Regulation) - [Regulation \(EU\) 376/2014](#) - as it had effect on 31<sup>st</sup> December 2020 was retained into domestic legislation when the UK and Gibraltar left the European Union. The retained Regulation, as may be amended from time to time, establishes a requirement for the Director of Civil Aviation (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 is based on the procedures outlined by the UK Civil Aviation Authority (CAA) website at:  
[Occurrence reporting | Civil Aviation Authority](#)  
The page provides useful guidance and links on reporting action.  
In addition, the following important issues should be noted as described in the Regulation:
  - a. Under Article 15 all reports shall be treated as confidential
  - b. Under Article 15 reports shall not be used to attribute blame or liability
  - c. A “just culture” will be applied in all actions related to reporting and reporting actions

## Channels of Reporting

4. Reports should be made using the ECCAIRS2 portal at the following link:  
[ECCAIRS 2 Central Hub | Home \(aviationreporting.eu\)](#)
5. A copy of the completed Occurrence Report form must be sent to the  
Director of Civil Aviation,  
Suite 631  
Europort  
Gibraltar  
E-mail: [dca@gibraltar.gov.gi](mailto:dca@gibraltar.gov.gi)

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

8. 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

9. 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 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. where not submitted via ECCAIRS, forward each occurrence report to the Safety Investigation and Data Department, 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. Article 4 of the Regulation specifies the persons, organisations and type of occurrence covered by the MOR Scheme. The list of classifying occurrences is further expanded in EU (Retained) Regulation 2015/1018 - [Regulation \(EU\) No 2015/1018](#)
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 the Regulation should be reported regardless of the nationality of the aircraft involved.

## Voluntary Reporting

13. As detailed in Article 5 of the Regulation, 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.
14. A voluntary report is defined as a report that details occurrences that may not be captured by the mandatory reporting system **or** other safety-related information which

is perceived by the reporter as an actual or potential hazard to aviation safety. Reports should be clearly annotated “VOLUNTARY”.

15. The Regulation imposes certain requirements on the DCA in respect of the handling and processing of voluntary reports. Therefore, voluntary reports will be published in a limited format which ensures it is de-identified.
16. Where prior arrangements have been agreed 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 CAA, the ECCAIRS reporting system described in paragraph 4 will be used by all personnel and organisations required to take reporting action under the Regulation unless an alternative has been agreed with the DCA.

### Completion of the Forms

19. Organisations should ensure that their personnel are familiar with the reporting processes applicable and required in Gibraltar.

### Reporting of Fatigue and Wildlife Strike Occurrences

20. To facilitate consistent reporting and analysis of data with the CAA, the ECCAIRS reporting system described in paragraph 4 will be used to report any breaches of fatigue management requirements or wildlife strike occurrences. 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.