

THE LAW PROTECTS YOU!

When reporting an occurrence, you and any person mentioned in your report are protected from adverse consequences that may come from your report.

- ◆ Your identity and the identity of anyone mentioned in your report will be protected.
- ◆ Your report will not be disclosed unless necessary for safety.
- ◆ Your report will not be used, inside and outside your organization, to blame you or any person mentioned in it.
- ◆ Exceptions are willful misconduct and unacceptable behavior.
- ◆ In Accordance with Aircraft Accident Investigation Authority Act

AAIA Act Section 13—Voluntary Reporting

- (1) The Authority shall encourage and facilitate voluntary reporting based on the same criteria across the whole spectrum of civil aviation operations.
- (2) The Authority's organization and procedures for processing and recording reports shall not substantially differentiate from voluntary and mandatory reports.
- (3) For the purposes of this section, a "voluntary occurrence report" is that report made by a person or organization who is not required to report in accordance with the requirements of this section.
- (4) The occurrences reported and trends developed shall be retained in a limited format which removes information and data which is likely to identify the person reporting.
- (5) The confidentiality of a voluntary report shall be protected by the Authority and information disclosed in these reports shall be inadmissible for any future proceedings relating to the person reporting.
- (6) No servant or agent or employee shall suffer any detriment, loss of employment, loss of hope of advancement or other penalty by virtue of having made a voluntary occurrence report in respect of any matter reasonably believed by him to be a safety concern.

AAIA Act Section 15. Assurance against prosecution

- (a) The Authority shall not institute proceedings in respect of unpremeditated or inadvertent breaches of the law which come to its attention only because they have been reported under the voluntary provisions of this Subpart, except in cases involving dereliction of duty amounting to gross negligence.

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For more information see our website at www.baaid.org

The information contained in this document is for information only and not intended to replace the applicable requirements of the Aircraft Accident Investigation Authority Act Sections 13, 14 and 15—Voluntary Occurrence Reporting.



Safety Occurrence?

Report it to your organization



Reporting makes our industry safer.

Aerodromes staff is mandated to report the following occurrences

" AIRCRAFT AND OBSTACLE RELATED OCCURRENCES

1. A collision or near collision, on the ground or in the air, between an aircraft and another aircraft, terrain or obstacle.
2. Wildlife strike including bird strike.
3. Taxiway or runway excursion.
4. Actual or potential taxiway or runway incursion.
5. Aircraft incursion or excursion.
6. Aircraft or vehicle failure to follow clearance, instruction or restriction while operating on the movement area of an aerodrome (for example: wrong runway, taxiway or restricted part of an aerodrome).
7. Foreign object on the aerodrome movement area which has or could have endangered the aircraft, its occupants or any other person.
8. Presence of obstacles on the aerodrome or in the vicinity of the aerodrome which are not published in the AIP or by NOTAM and/or that are not marked or lighted properly.
9. Push-back, power-back or taxi interference by vehicle, equipment or person.
10. Passengers or unauthorized person left unsupervised on apron.
11. Jet blast, rotor down wash or propeller blast effect.
12. Declaration of an emergency ('MAYDAY' or 'PAN' call).

" DEGRADATION OR TOTAL LOSS OF SERVICES OR FUNCTIONS

1. Loss or failure of communication between:
 - a. Aerodrome, vehicle or other ground personnel and air traffic services unit or apron management service unit;
 - b. Apron management service unit and aircraft, vehicle or air traffic services unit.
2. Significant failure, malfunction or defect of aerodrome equipment or system which has or could have endangered the aircraft! or its occupants.

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3. Significant deficiencies in aerodrome lighting, marking or signs.
4. Failure of the aerodrome emergency alerting system.
5. Rescue and firefighting services not available according to applicable requirements.

" OTHER OCCURRENCES

1. Fire, smoke, explosions in aerodrome facilities, vicinities and equipment which has or could have endangered the aircraft, its occupants or any other person.
2. Aerodrome security related occurrences (for example: unlawful entry, sabotage, bomb threat).
3. Absence of reporting of a significant change in aerodrome operating conditions which has or could have endangered the aircraft, its occupants or any other person.
4. Significant spillage during fuelling operations.
5. Loading of contaminated or incorrect type of fuel or other essential fluids (including oxygen, nitrogen, oil and potable water).
6. Failure to handle poor runway surface conditions.
7. Any occurrence where the human performance has directly contributed to or could have contributed to an accident or a serious incident.

**Always report any other occurrences
that you consider safety relevant**