

Notice Number: ADN 04

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Subject: Requirement for reporting occurrences, incidents and accidents

1. Introduction

- 1.1 This Aerodrome Notice provides information to reiterate the requirements for reporting of aerodrome occurrences, incident and/or accident.
- 1.2 The purpose of the reporting system is to improve safety by ensuring that relevant safety information is reported, collected, stored, protected, exchanged, disseminated, analyzed, and where necessary, corrective actions taken. It is not to attribute blame or liability.
- 1.3 The following definitions are relevant to this notice:

Term	Definition
Accident	<p>An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which:</p> <ul style="list-style-type: none"> a) a person is fatally or seriously injured as a result of <ul style="list-style-type: none"> – being in the aircraft, or – direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or – direct exposure to jet blast, <p>except when the injury are from natural causes, self-inflicted, or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew or;</p> b) the aircraft sustains damage or structural failure which <ul style="list-style-type: none"> – Adversely affects the structural strength, performance or flight characteristics of the aircraft, and – would normally require major repair or replacement of the affected component except for engine failure or damage, when the damage is limited to the engine, its cowlings or accessories; or for damage limited to propellers, wing tips, antennas, tires, brakes, fairings, small dents or puncture holes in the aircraft skin; or c) the aircraft is missing or is completely inaccessible.
Hazard	A condition or an object with the potential to cause or contribute to an aircraft incident or accident.
Occurrence	Means an operational interruption, defect, fault or other irregular circumstance that has or may have influenced flight safety and that has not resulted in an accident or serious incident.
Serious incident	Means an incident involving circumstances indicating that there was a high probability of an accident.

Serious injury	Means any injury that is sustained by a person in an accident and that: <ul style="list-style-type: none"> a) requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received; or b) results in a fracture of any bone, except simple fractures of fingers, toes or nose; or c) involves lacerations which cause severe haemorrhage, nerve, muscle, or tendon damage; or d) involves any injury to any internal organ; or e) involves second or third degree burns, or any burns affecting more than 5% of the body surface; or f) involves verified exposure to infectious substances or injurious radiation.
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2. Reporting requirements

2.1 The following are references that prescribes the regulatory requirements relating to reporting:

- i. Part 20 of the [Civil Aviation \(Safety\) Regulations, 2017](#)
- ii. Chapter 5, Subpart C of [Seychelles Technical Standards - Aerodromes](#)

3. Who should submit reports to the SSRD?

3.1 In accordance with Regulation 100(2) of the Civil Aviation (Safety) Regulations, 2017, the following persons shall report to the SSRD an event that constitutes an occurrence:

- (a) the operator and the commander of a turbine-powered aircraft which has a certificate of airworthiness issued by the SSRD;
- (b) the operator and the commander of an aircraft operated under an air operator certificate granted by the Authority;
- (c) a person who carries on in the Republic the business of manufacturing a turbine-powered aircraft, a commercial air transport aeroplane, or any equipment or part of an aircraft;
- (d) a person who carries on the business of maintaining or modifying a turbine powered aircraft which has a certificate of airworthiness issued by the SSRD and a person who carries on the business of maintaining or modifying an equipment or part of such an aircraft;
- (e) a person who carries on the business of maintaining or modifying an aircraft, operated under an air operator certificate granted by the Authority, and a person who carries on the business of maintaining or modifying any equipment or part of such an aircraft;
- (f) a person who performs a maintenance or airworthiness review or signs a certificate of release to service for a turbine-powered aircraft, which has a certificate of airworthiness issued by the Authority, and a person who signs an airworthiness review certificate or a certificate of release to service for any equipment or part of such an aircraft;

- (g) a person who performs a maintenance or airworthiness review or signs a certificate of release to service for an aircraft conducting commercial air transport in accordance with the provisions of regulation 38 and a person who signs an airworthiness review certificate or a certificate of release to service for any equipment or part of such an aircraft;
- (h) a person who performs a function which requires him to be authorised by the SSRD as an air traffic controller or as a flight information service officer;
- (i) **a manager of an aerodrome operated in accordance with Regulation 61 of the Civil Aviation (Safety) Regulations,2017;**
- (j) **a person who performs a function concerning the installation, modification, maintenance, repair, overhaul, flight-checking or inspection of air navigation facilities which are utilised by a person who provides an air traffic control service under an approval issued by the SSRD;**
- (k) **a person who performs a function concerning the ground-handling of aircraft, including fuelling, servicing, load sheet preparation, loading, and towing at an airport.**

3.2 In addition to the persons in 3.1 above, it is strongly recommended that other aviation professionals and the general public also reports occurrences, perceived occurrences, hazards, and/or perceived hazards.

4. What should be reported?

4.1. An aerodrome operator and persons mandated under Part 20 of Civil Aviation (Safety) Regulations, 2017 (listed in 3.1 above), shall submit a report of any occurrence, accident, serious incident, fatal or serious injury occurring at an aerodrome to the Safety & Security Regulation Department within 72 hours of the event. These includes defects, failures or malfunctions at an aerodrome, its components or equipment, which could jeopardize the safe operation of the aerodrome or cause it to become a danger to persons or property. Examples of occurrences to be mandatorily reported are:

- Significant deficiencies of visual aids
- FOD on movement areas which has or could have endangered the aircraft, its occupants or any other person
- Rescue and firefighting services not available according to applicable requirements
- Incursions
- Aerodrome security related occurrences (example unlawful entry)
- 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
- Push-back, power-back or taxi interference by vehicle, equipment or person
- Significant spillage during fuelling operations
- Etc.

4.2. Notwithstanding the above, an aerodrome operator shall notify the Aerodrome Safety & Standards Inspectorate of any accident, serious incident, fatal or serious injury occurring at his aerodrome as soon as practicable after the event and provide a detailed occurrence report thereafter.

4.3. Wildlife strike reports shall be submitted as soon as practicable after the strike has occurred. We recommend that this is also done within 72 hours.

4.4. Hazards or perceived potential hazards should also be reported.

5. Submitting reports

5.1. Reports are to be submitted electronically into SCAA's Centrik system from the Aviation Safety Reporting section of SCAA's website. Guidance on using the system is provided on the website.

5.2. Reports can be submitted in an individual capacity (i.e. being a person who is required to submit reports as per 3.1 above) or on behalf of your organization. If you are reporting on an individual capacity, make sure that you have submitted the mandatory occurrence report to your operator/company.

5.3. Individuals and organizations should ensure that aerodrome related reports are also submitted to the respective aerodrome operator through established systems.

5.4. Individuals may submit a report as confidential by selecting the CONFIDENTIAL option on the reporting page.

5.5. Whilst completing the report, please ensure that the appropriate options are selected based on the occurrence. This will automatically result in additional sections being added to the report so that relevant information can be provided.

5.6. Where relevant and possible, please include relevant attachments (such as pictures) to the reports through the attachment section.

6. Queries

6.1 Further information on the reporting system is provided on the SCAA website.

6.2 Any queries relating to this Aerodrome Notice should be addressed to Head of Aerodrome Safety & Standards Inspectorate on seyaga@scaa.sc.

**Aerodrome Safety & Standards Inspectorate
Seychelles Civil Aviation Authority
March 2021**