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## **SCAA Aviation Safety Reporting**

**This Information Notice contains information that is for guidance and/or awareness.**

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

**Applicability:** All Part CAT, SPO, NCC and NCO operators

### **1. Purpose of SCAA Aviation Safety Reporting**

- 1.1. The purpose of the SCAA reporting system is to improve aviation safety by ensuring that relevant safety information relating to civil aviation is reported, collected, stored, protected, exchanged, disseminated and analyzed. It is not to attribute blame or liability. The system may be used to report mandatory occurrence reports, voluntary safety reports and confidential safety reports. This delivers on the SCAA Just Culture Policy and our efforts to transition towards a more proactive, evidence based, risk and performance-oriented safety system.
- 1.2. The SCAA Safety Reporting System shall not be used for other types of reporting or complaints handling.

### **2. Reporting Aviation Safety Matters**

- 2.1. There are 3 ways to submit Aviation Safety Reports:
- 2.2. For aviation professionals the preferred method of reporting is via their company safety reporting system linked to the SCAA reporting system. A link to the centralized reporting system is available for operators.
- 2.3. For the general public and aviation professional's links to the reporting systems are provided on the SCAA Website (<http://www.scaa.sc> > Aviation Services > Aviation Safety Reporting)
- 2.4. Written reports should be addressed to: Safety Regulation Department, Seychelles Civil Aviation Authority, PO Box 181, Mahe, Seychelles.

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### 3. Levels of Safety Reporting

- 3.1. Mandatory Occurrence Reporting. Please refer to GEN 2017/02/001 issued February 2017 for a list of classifying occurrences in civil aviation to be mandatorily reported. If you are reporting individual capacity, make sure that you have submitted a mandatory occurrence report to your operator/company.
- 3.2. Voluntary Safety Reporting. Voluntary Safety Reports should be reported in the same format as MOR's. All reports are triaged and prioritised individually, processed and analysed together. Voluntary reports are classed as occurrences not captured by the mandatory reporting system or other safety related information which is perceived by the reporter as an actual potential hazard to aviation safety.

Voluntary reporting moves us from a reactive process towards a proactive process, helping us identify safety concerns and allowing safety improvement measures to be implemented before they escalate.

- 3.3. Confidential Safety Reporting. The SCAA has a confidential Safety Reporting system in place to enable individuals to voluntarily report to the SCAA alleged malpractices and irregularities in the field of aviation safety, without having to fear that their action may have adverse consequences for their person. Such reports may be submitted by any individual reporting in their personal capacity.

### 4. Frequently Asked Questions

- 4.1. Should I report this occurrence? If ever unsure if something is mandatory to report, please report anyway, particularly if you feel that others could learn from your report. This could prevent someone else from getting hurt or worse. Any submitted report that is not mandatory is classified then as a voluntary report. This will indicate a good reporting culture.
- 4.2. Will I receive a copy of my report? You will receive a PDF copy of your report by email and have the option to copy your report to others of your choosing. This email and PDF also act as confirmation that your report has been filed so if they are not received it is important that you contact us by email at [smda@scaa.sc](mailto:smda@scaa.sc)
- 4.3. How do I provide follow up actions, information, attachments and any corrections/changes to a report? Click on either "Submit an Aviation Professional Report" or "Submit a General Public Report" above and depending on which portal you used for submitting your initial report, using the full report number and the unique report code, you can upload further information and attachments and make any corrections or changes. You will then receive an email and a PDF copy of the revised report as confirmation that it has been filed. If you are unable to access the report again, additional information, attachments, corrections and changes please contact us by email on [smda@scaa.sc](mailto:smda@scaa.sc) and quote the relevant report number and unique report code.
- 4.4. What happens next? All reports are reviewed when submitted. Some reports are selected for further investigation to ensure all lessons have been identified and appropriate actions have been taken. If your report is confidential you may indicate this by selection on the reporting form.

**5. Further Information**

- 5.1. Further information Safety Reporting is available in ICAO Doc 9859, ICAO Annex 19 and EU 2015/1018 dated 29 June 2015.

**6. Queries**

- 6.1. Further information on the introduction of the new formats can be found on the SCAA website at [www.scaa.sc](http://www.scaa.sc)
- 6.2. Any queries as a result of this Information Notice should be addressed to Head of Flight Operation and Flight Crew Licensing Inspectorate.

**7. Cancellation**

- 7.1. Nil