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.

Contact us at: Aircraft Accident Investigation Authority

2nd Floor Manx Corporate Center

#45 West Bay Street

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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.

Ground handling Organizations staff are mandated to report

AIRCRAFT AND AERODROME 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. Runway or taxiway incursion.
- 3. Runway or taxiway excursion.
- **4.** Significant contamination of aircraft structure, systems and equipment arising from the carriage of baggage, mail or cargo.
- 5. Push-back, power-back or taxi interference by vehicle, equipment or person.
- 6. Foreign object on the aerodrome movement area which has or could have endangered the aircraft, its occupants or any other person.
- 7. Passengers or unauthorized person left unsupervised on apron.
- 8. Fire, smoke, explosions in aerodrome facilities, vicinities and equipment which has or could have endangered the aircraft, its occupants or any other person.
- Aerodrome security related occurrences (for example: unlawful entry, sabotage, bomb threat).

DEGRADATION OR TOTAL LOSS OF SERVICES OR FUNCTIONS

- 1. Loss or failure of communication with aircraft, vehicle, air traffic services unit or apron management service unit.
- 2. Significant failure, malfunction or defect of aerodrome equipment or system which has or could have endangered the aircraft or its occupants.
- 3. Significant deficiencies in aerodrome lighting, marking or signs..

GROUND HANDLING SPECIFIC OCCURRENCES

Incorrect handling or loading of passengers, baggage, mail or cargo, likely to have a significant effect on aircraft mass and/or balance (including significant errors in load sheet calculations).

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- 2. Boarding equipment removed leading to endangerment of aircraft occupants.
- 3. Incorrect stowage or securing of baggage, mail or cargo likely in any way to endanger the aircraft, its equipment or occupants or to impede emergency evacuation.
- 4. Transport, attempted transport or handling of dangerous goods which resulted or could have resulted in the safety of the operation being endangered or led to an unsafe condition (for example: dangerous goods incident or accident as defined in the ICAO Technical Instructions1).
- 5. Non-compliance on baggage or passenger reconciliation.
- 6. Non-compliance with required aircraft ground handling and servicing procedures, especially in de-icing, refueling or loading procedures, including incorrect positioning or removal of equipment.
- 7. Significant spillage during fueling operations.
- **8.** Loading of incorrect fuel quantities likely to have a significant effect on aircraft endurance, performance, balance or structural strength.
- Loading of contaminated or incorrect type of fuel or other essential fluids (including oxygen, nitrogen, oil and potable water).
- **10.** Failure, malfunction or defect of ground equipment used for ground handling, resulting into damage or potential damage to the aircraft (for example: tow bar or GPU).
- 11. Missing, incorrect or inadequate De-icing / Anti-icing treatment.
- **12.** Damage to aircraft by ground handling equipment or vehicles including previously unreported damage.
- 13. 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