Aviation Reporting Portal

Occurrence reports relating to UK aircraft or occurring in the UK should be submitted using the aviation reporting portal. **The portal address is aviationreporting.eu**

The reporting portal allows you to submit occurrence reports to the UK Civil Aviation Authority (UK CAA) using an online/offline form or an E5X file. You can also submit a follow-up to an existing report.

For simplicity, both mandatory occurrences (defined under the current mandatory reporting regulation) and voluntary occurrences (that you feel require the attention of the UK CAA) can be submitted using the aviation reporting portal. The same information is required regardless of whether you are submitting a mandatory or voluntary occurrence report.

The portal also provides links to relevant reporting regulation and guidance as to how and what to report, as well as additional guidance for organisations who wish to use an integrated reporting solution to submit occurrence reports using an E5X format.

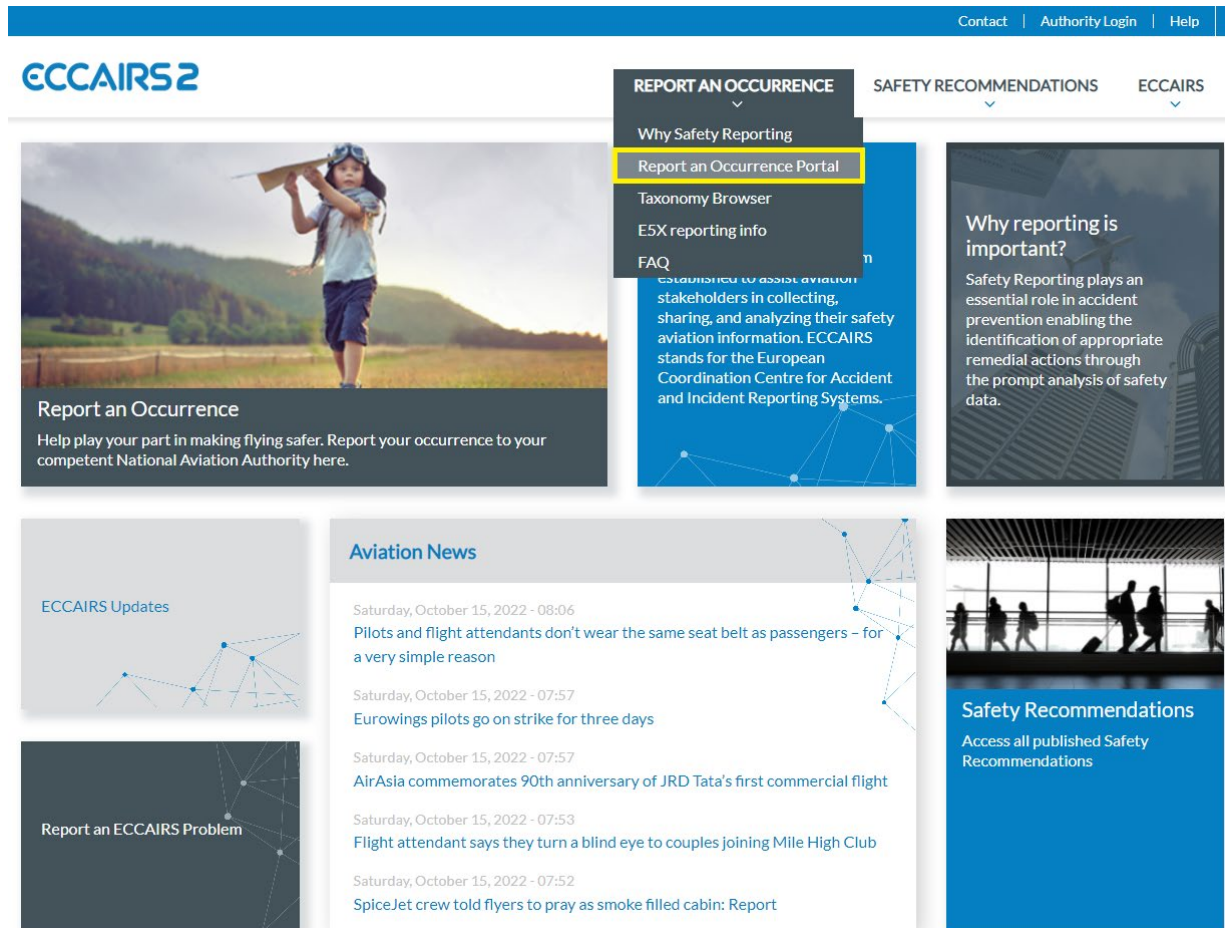More details on occurrence reporting can be found on our website.

Contents

Submitting an Occurrence Report using the Aviation Reporting Portal

To submit a report using the aviation reporting portal, complete the following steps:

1. Navigate to the aviation reporting portal, aviationreporting.eu

The aviation reporting portal allows you to submit occurrences reports to the UK, EU member states and EASA.

You can create an ECCAIRS account which will allow you to view and manage your previous submission using the portal.

You can view the taxonomy browser online which enables you to view the options available for the different elements of an occurrence report. The latest aviation news and updates are also available from the portal.
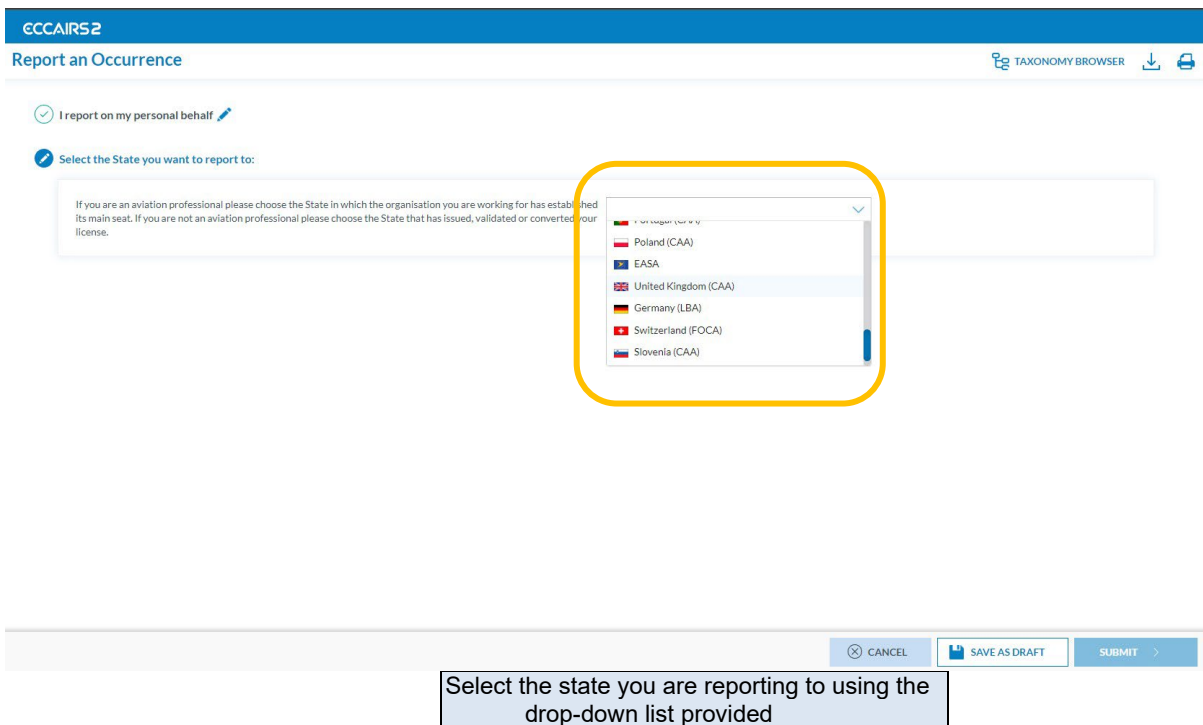
2. If you want to submit an occurrence report, select "Report an Occurrence" and then "Report an Occurrence Portal".

3. Then select whether you are reporting as an individual or on behalf of your organisation.
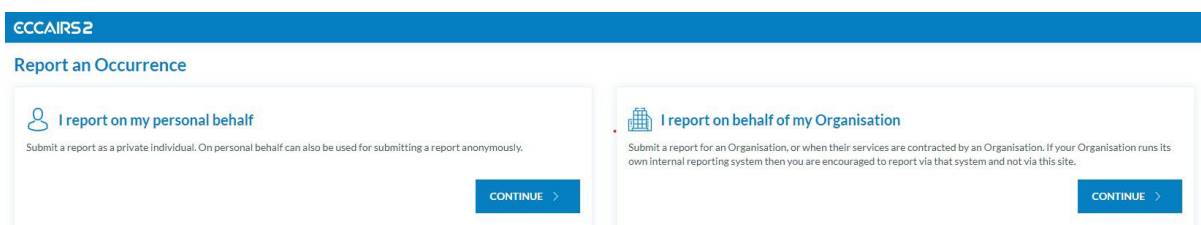
Submitting a report as an individual

Before you can submit a report, you must first select which state you are reporting to/for. For reporters flying a UK registered aircraft (G- registered) or for occurrences that you want to bring to the attention of the UK CAA, you would select 'United Kingdom' from the dropdown list.

In some cases, you may want to send a report to EASA (e.g. if you are operating an aircraft that has been certified by EASA). In these cases, please select "EASA" from the dropdown list.

Select the state you are reporting to using the drop-down list provided

If you have an ECCAIRS account, you can sign into it with your username and password and view the occurrence reports you have submitted previously with the account. You can also amend your previous submissions by signing in.

If you do not have an ECCAIRS account, you can elect to create one (free of charge) using the online registration form. Alternatively, you can continue your report by selecting "Report an Occurrence Without Registration".

ECCAIRS 2

Report an Occurrence   TAXONOMY BROWSER

- I report on my personal behalf
- Select the State you want to report to:
- Please sign in or register:

SIGN IN TO ECCAIRS

username

password

Remember me

SIGN IN TO ECCAIRS

Don't have an account? Click and register

Forgot your password

REPORT AN OCCURRENCE WITHOUT REGISTRATION

You will still be able to consult the report you sent through a confirmation notification you will received after submission.

CLICK HERE TO BEGIN

Register for an ECCAIRS account by clicking here

You can report without an ECCAIRS account by clicking here

CANCEL   SAVE AS DRAFT   SUBMIT

As a reporter you have the option to submit your occurrence report using an offline form that can be populated and uploaded using the offline reporting option. You can also submit using the online reporting forms by clicking the "Online" option.

ECCAIRS 2

Report an Occurrence   TAXONOMY BROWSER

- I report on my personal behalf
- Select the State you want to report to:
- Select how do you want to report

There are 2 ways to report an ccurrence. Please select one:

Offline
Download, compile and upload your reporting form

Online
Submit your report immediately

Important information
Protection of personal data
More information on the benefits of reporting

Choose to report using the offline pdfs or online webforms by clicking one of the above

CANCEL   SAVE AS DRAFT   SUBMIT

Reporting on behalf of an organisation

ECCAIRS 2 supports a new reporting method for organisations. If you are reporting on behalf of your organisation, please select the reporting option on the "Report an Occurrence" page.

ECCAIRS 2 - SRIS 2

Report an Occurrence

I report on my personal behalf

Submit a report as a private individual. On personal behalf can also be used for submitting a report anonymously.

CONTINUE >

I report on behalf of my Organisation

Submit a report for an Organisation, or when their services are contracted by an Organisation. If your Organisation runs its own internal reporting system then you are encouraged to report via that system and not via this site.

CONTINUE >

Select your competent authority/State

Report an Occurrence   TAXONOMY BROWSER

1 Reporting Information   2 Reporting Form   3 Attach Documents

I report on behalf of my Organisation ✏

Select the Authority you want to report to:

If you are the holder of a license, certificate or approval, please choose the State of the Aviation Authority which issued that license, certificate or approval. If you work for an approved organisation, please choose the Aviation Authority which issued the organisation's approval.

- Spain (AESA)
- Sweden (CAA)
- Switzerland (FOCA)
- UK (as ICAO State, NOT reporting und
- EASA (in its role as Competent Author

As with personal reporting, you can choose to report with or without an account. If you choose to report without an account, you can only access the submitted report via the report confirmation link and you cannot amend a report that's been submitted.

![ECCAIRS 2 logo]

Reporting without an account

Select the type of organisation you are reporting for by clicking one of the options below:

You can then choose whether you want to send the report using the online webforms or the offline pdf forms that can be downloaded for completion and then uploaded to the portal.

You also have the option of submitting your reports in an E5X format. This is an ECCAIRS-compatible file format that is based on an xml file. For more details on E5X reporting, please see our occurrence reporting webpage or contact safety.intelligence@caa.co.uk.

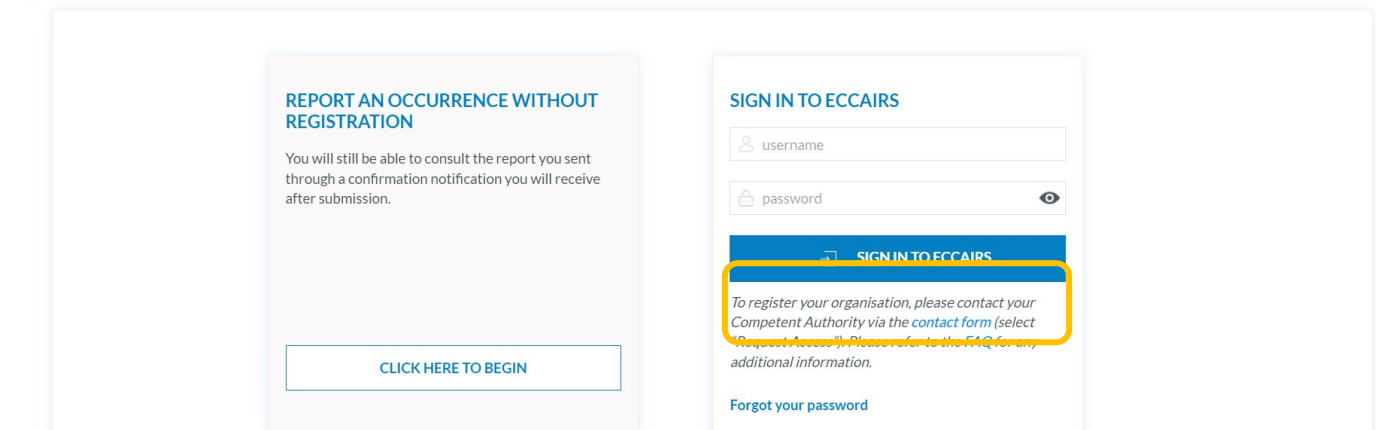# Reporting with an Organisational Account

Using an Organisational Account to submit reports, you not only can see the reports submitted by yourself but also reports submitted by other users within your organisation. It is also easier for submitting additional information to your competent authority.

To set up an Organisational Account, please fill in the Contact form to notify the Authority Admin with your access request. Please select "Request Access" and include the following information in the message before you submit your Contact form.

Please sign in or register:

REPORT AN OCCURRENCE WITHOUT REGISTRATION

You will still be able to consult the report you sent through a confirmation notification you will receive after submission.

CLICK HERE TO BEGIN

SIGN IN TO ECCAIRS

username

password

SIGN IN TO ECCAIRS

To register your organisation, please contact your Competent Authority via the contact form (select "Request Access"). Please refer to the FAQ for any additional information.

Forgot your password

CONTACT FORM

Name and Surname *

Name and Surname

Email *

Email

Phone

+1 201-555-0123

Company

Company

My Competent Authority is *

CAA UK*

Kind of support *

Request Access

Tell us what you need help with *

I'm not a robot
reCAPTCHA
Privacy - Terms

SUBMIT

Please include the following information in this box (*fields marked as * are mandatory*):

Organisation name*:

Phone:

Website:

Organisation sector:

Name of your Organisation Administrator* (*This is the initial person to be set up by authority admin, the person will be given special role to set up more user accounts within your organisation*):

Job title:

Email address*:

CAA-Issued Organisation Approval number* (*This field is only required if the email address supplied appears to be personal rather than a business email address.*):

Organisational Account log on and user dashboard

Once your account is set up by the UK Authority Admin, you will receive a notification from ECCAIRS 2 notifying an account has been created using the email address supplied. Your username/Log on name will be the same as your email address. Now please click on the link to activate your account and set up a password.
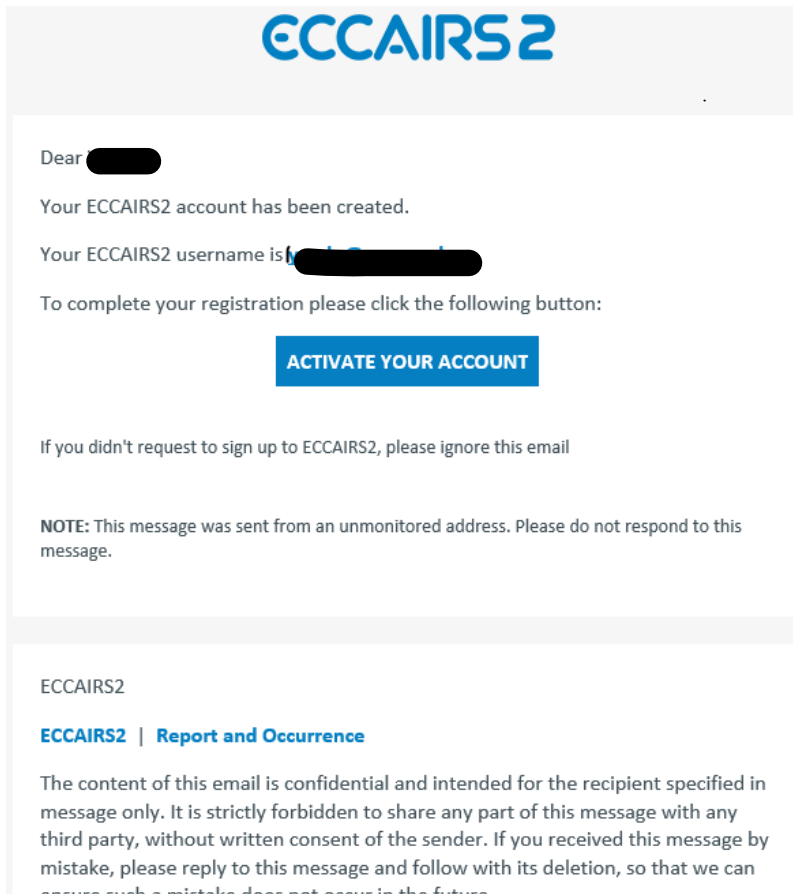
You can then log on to your Organisation Account. The landing page/dashboard will look like this:

Administration – User account management and User Roles

When setting up a new Organisation, the Authority Admin will always set up the initial user with an Organisation Administrator role. This allows reporting organisations to manage their own users internally. There are 2 roles that can be assigned to a user: "Reporter" and "Organisation Administrator". The Reporter role allows the user to raise new reports and amend reports. The Organisation Administrator role allows the user access to the "Administration" area and manage internal user accounts.

Go to the "Administration" tab on the top of your dashboard. You can read your organisation detail which was set up by the Authority Admin.

Organisation Detail

⌃ DETAIL

Organisation Name: *	UK Organisation
Organisation ID:	209
Responsible NAA :*	United Kingdom (CAA)
Sector:	Individual
Phone:	+44 ▾ 121 234 5678
URL:	url

⊗ CANCEL

You can view a list of the accounts set up within your organisation under "User accounts".

| Report an Occurrence | Taxonomy | Administration ∨ |

Click add user to create a new user account → ⊕ NEW USER

⤓ EXPORT

☐	Username ∧	Email	Disabled	Blocked	Roles	
			(All) ∨	(All) ∨		
☐	**Test account 1**	Testaccount1@caa.co.uk			Reporter Organisation Administrator	🗑 ✏ ⧉
☐	**UK_Org**	UKOrg@caa.co.uk			Reporter Organisation Administrator	
☐	**Test account 2**	Testaccount2@caa.co.uk	✓	✓	Reporter	
☐	**TestAccount**	Testaccount@caa.co.uk			Reporter ...ation Administrator	

Disable, edit or export the existing user account.

Account marked as "Disabled" means the account is inactivated. Username is still valid.

Account marked as "Blocked" means the username is no longer valid and the user is blocked completely.

|◁ ◁ **1** ▷ ▷| 10 ∨ items per page 1 - 4 of 4 items

When a new user account is created by completing the mandatory fields marked with an asterisk (*), the new account will always default to a status of "disabled". This status will change when the new user enables their account via their activation email.

Select the roles you would like to assign to the new user's account.
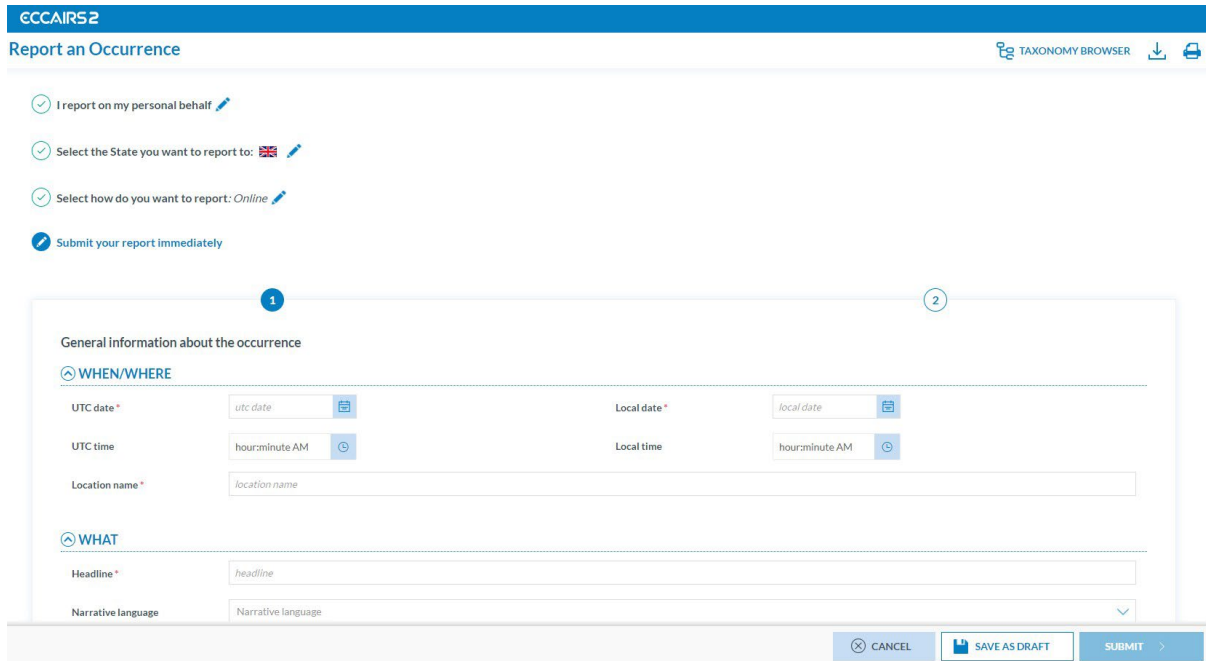
Reporting using the online webforms

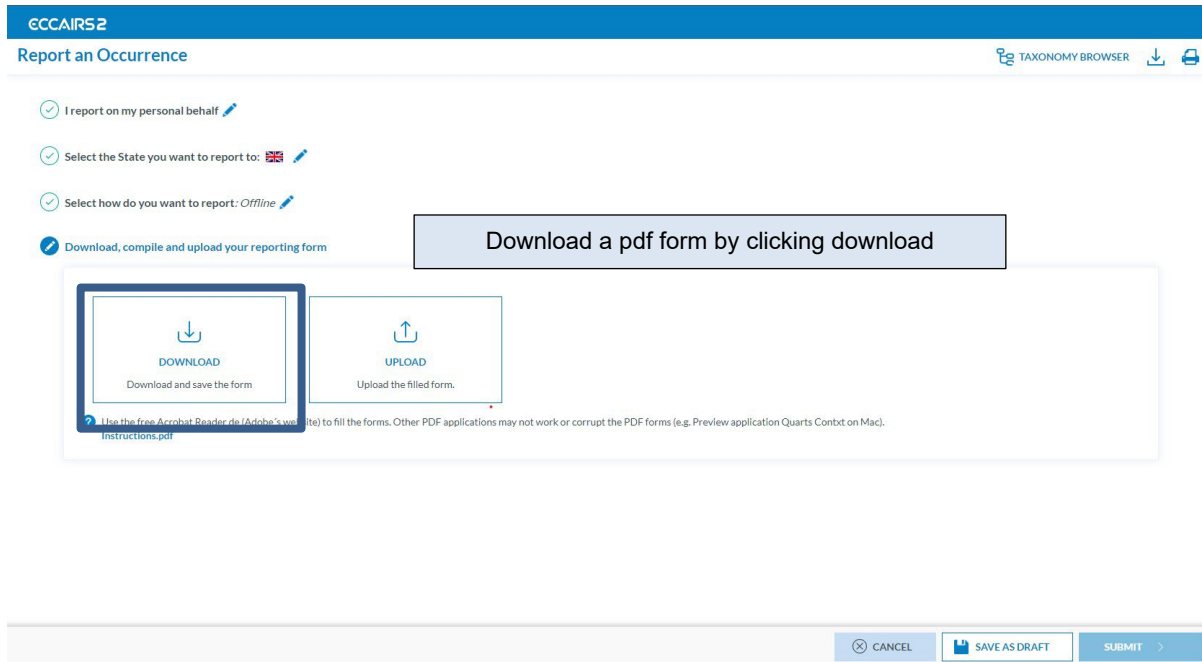If you are submitting using the online form, simply complete the mandatory sections of the form marked with an asterisk (*).

Once all fields are completed, you can progress through the form by clicking "Next" and finally submit the form by clicking "Submit".

Work through the forms by completing (at a minimum) all required fields marked with an asterisk (*)
Click next or submit to advance

You can also save a draft and return to complete your report later

Reporting using the offline PDF forms

If you are submitting a report using the offline webforms, you will need to download the form by clicking on the "download" option. This will download a copy of the form in pdf format for you to complete offline.

Once you have completed the form, you can upload it to the portal by clicking the "upload" option and selecting the files you want to upload either by clicking "select files" or dragging and dropping the files into the file upload box.

Finally, click "Submit" to send your report to the UK CAA.