

## QB15

OCCURRENCE  
REPORTING

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
<b>ADR.OR.C.030 (a)</b>			
1	Does the aerodrome operator have a system in place to report to the Competent Authority any accident, serious incident and occurrence, as defined in Regulation EU No. 376/2014?		
<b>ADR.OR.C.030 (b)</b>			
2	Does the system include the reporting to the Competent Authority (and to the designers of the aerodrome equipment) any malfunctions, technical defects or irregular circumstances that has, or may have endangered safety?		
<b>EU 376/2014, Art 4.1</b>			
3	Has the aerodrome identified and promulgated the list of reportable occurrences?		
<b>ADR.OR.C.030 (c)</b>			
4	Are the forms used made in the form and manner established or supported by the Competent Authority?		
<b>ADR.OR.C.030 (d) and EU 376/2014, Art 4.7</b>			
5	Does the system enable the reporting of any incident within 72 hours of the aerodrome operator identifying the condition to which the report relates?		
<b>AMC1 ADR.OR.C.030 (a-d)</b>			

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6	Do the procedures for occurrence reporting include: (a) description of the applicable requirements for reporting; (b) description of the reporting mechanism, including reporting forms, means and deadlines; (c) personnel responsible for reporting; (d) description of the personnel responsible for identifying root causes and the actions that may need to be taken to prevent similar occurrences in the future.		
<b>ADR.OR.C.030 (e)</b>			
7	Does the aerodrome produce follow-up reports to provide details of actions taken to prevent similar occurrences in the future?		
<b>EU 376/2014, Art 5.1, 5.6</b>			
8	Does the reporting system include voluntary reporting of occurrences or other safety-related information that may not be captured by the mandatory reporting system? (See ADR.OR.D.030) Does it include reporting to the CAA?		
<b>EU 376/2014 Art 6.1</b>			
9	Is the occurrence reporting system at the aerodrome managed independently? (Information received from voluntary and mandatory reporting systems may		

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	be integrated into a single system)		
<b>EU 276/2014 Art 6.1</b>			
10	Has the Aerodrome operator designated one or more persons to independently handle the collection evaluation, processing, analysis and storage of detail of occurrences reporting.		
<b>EU 276/2014 Art 6.1</b>			
11	Does the aerodrome operator ensure that information received from reports is used only for safety purposes?		
<b>EU 276/2014 Art 6.1</b>			
12	Does the Aerodrome operator safeguard the confidentiality of the identity of the reporter and persons mentioned in occurrence reports, with a view to promoting a 'just culture'?		
<b>EU 376/2014, Art 6.5</b>			
13	Is occurrence data stored In one or more databases?		
<b>EU 376/2014, Art 7.1</b>			
14	How does the aerodrome ensure that mandatory data fields (EU 376/2104, Annex 1) are completed?		
<b>EU 376/2014, Art 7.2</b>			
15	Do all reports include a safety risk classification? (An organisation can use any risk classification but the CAA will subsequently classify it		

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	using the 'common European risk classification scheme'		
<b>EU 376/2014 Art 7.3, 7.4</b>			
16	Has the Aerodrome Operator established data quality checking process to improve consistency?  (Reports sent to the CAA should be compatible with ECCAIRS, either by using the CAA online system or through their database being capable of producing an appropriate ECCAIRS format report.		
<b>EU 376/2014 Art 13.1</b>			
17	Has the Aerodrome operator developed a process to analyse occurrences to identify safety hazards?		
<b>EU 376/2014 Art 13.1</b>			
18	Has the Aerodrome operator established a process to ensure corrective/preventative action is implemented in a timely manner?		
<b>EU 376/2014 Art 13.2</b>			
19	Is there a process to monitor implementation and effectiveness of the action?		
<b>EU 376/2014 Art 13.3</b>			
20	Are employees and contracted personnel regularly provided with information concerning analysis and follow-up of occurrences for which action is taken?		

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<b>EU 376/2014 Art 13.4</b>			
21	<p>When an actual or potential aviation safety risk is identified following analysis of occurrences, is there a process to:</p> <ul style="list-style-type: none"> <li>• Transmit preliminary results and any action to be taken within 30 days from the date of notification of the occurrence?</li> <li>• Report final results of analysis, where required no later than 3 months from the date of the notification of the occurrence?</li> </ul>		
<b>EU 376/2014 Art 16.2</b>			
22	<p>Is there a process to ensure that personal details are made available within the organisation only where absolutely necessary to investigate occurrences?</p>		
<b>EU 376/2014 Art 16.11</b>			
23	<p>Has the Aerodrome operator adopted rules (covering employees and contracted personnel) describing how 'just culture' principles are upheld?</p>		