

Aviation Reporting Portal

Occurrence reports relating to UK aircraft or occurring in the UK should be submitted using the new look aviation reporting portal. **The portal address remains the same: aviationreporting.eu**

Regulation relating the what is reportable to the UK CAA remains the same and further information about occurrence reporting can be found on [our website](#) or on our microsite info.caa.co.uk/euexit/

The portal allows you to submit occurrence reports to the UK Civil Aviation Authority (UK CAA) using an online/offline form or E5x file. You can also submit a follow up to an existing report.

For simplicity both mandatory occurrences, as 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 UK 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](#).

Submitting an Occurrence Report using the Aviation Reporting Portal

From December 18, 2020 the existing aviation reporting portal (aviationreporting.eu) will be upgraded to reflect the launch of a new occurrence reporting database (ECCAIRS 2).

For reporters you should not notice any difference in terms of what is reportable or what information an occurrence report is required to contain. You will however have a new look form and a few additional features designed to make reporting easier and allow you to manage your occurrences using the 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 submit occurrences reports to the UK, EU member states and EASA.

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

You can also 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 and occurrence report, select report an occurrence and then 'report and 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 make the UK CAA aware 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.

The screenshot shows the ECCAIRS2 'Report an Occurrence' form. The 'Select the State you want to report to:' step is active, displaying a dropdown menu with the following options: Germany (CAA), Poland (CAA), EASA, United Kingdom (CAA), Germany (LBA), Switzerland (FOCA), and Slovenia (CAA). A callout box points to the dropdown menu with the text: 'Select the state you are reporting to using the drop-down list provided'. At the bottom of the form, there are buttons for 'CANCEL', 'SAVE AS DRAFT', and 'SUBMIT'.

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. 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 the 'Report an Occurrence Without Registration'.

The screenshot shows the ECCAIRS2 'Report an Occurrence' form with the 'Please sign in or register:' step active. It displays two options: 'SIGN IN TO ECCAIRS' and 'REPORT AN OCCURRENCE WITHOUT REGISTRATION'. The 'SIGN IN TO ECCAIRS' option includes fields for 'username' and 'password', a 'Remember me' checkbox, and a 'SIGN IN TO ECCAIRS' button. Below these fields is a link: 'Don't have an account? Click and register'. The 'REPORT AN OCCURRENCE WITHOUT REGISTRATION' option includes a 'CLICK HERE TO BEGIN' button. Two callout boxes provide instructions: 'Register for an ECCAIRS account by clicking here' points to the 'Don't have an account? Click and register' link, and 'You can report without an ECCAIRS account by clicking here' points to the 'CLICK HERE TO BEGIN' button. At the bottom of the form, there are buttons for 'CANCEL', 'SAVE AS DRAFT', and '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.

The screenshot shows the 'Report an Occurrence' form in the ECAAIRS2 system. The form is titled 'Report an Occurrence' and has a 'TAXONOMY BROWSER' link. The first three steps are: 'I report on my personal behalf', 'Select the State you want to report to: [UK]', and 'Select how do you want to report'. The 'Select how do you want to report' step is active, showing two options: 'Offline' (Download, compile and upload your reporting form) and 'Online' (Submit your report immediately). Below these options is a callout box with the text: 'Choose to reporting using the offline pdfs or online webforms by clicking one of the above'. At the bottom of the form are buttons for 'CANCEL', 'SAVE AS DRAFT', and 'SUBMIT'.

Reporting on behalf of an organisation

If you are reporting on behalf of your organisation, you will need to select the type of organisation you are reporting for by clicking one of the options below:

The screenshot shows the 'Report an Occurrence' form in the ECAAIRS2 system. The first three steps are: 'I report on behalf of my Organisation', 'Select the State you want to report to: [UK]', and 'Select your organisation sector:'. The 'Select your organisation sector:' step is active, showing five options: 'FLIGHT OPERATIONS', 'AERODROME AND GROUND HANDLING', 'ATM/ANS', 'TECHNICAL', and 'GENERAL AVIATION'. Each option has a brief description of the reporting scope. Below these options is a callout box with the text: 'Select the type of organisation you work for by clicking one of the above'. At the bottom of the form are buttons for 'CANCEL', 'SAVE AS DRAFT', and 'SUBMIT'.

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 completed and then re-uploaded to the portal.

You can also choose to submit your reporting in an e5x format. This is an ECCAIRS readable 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.

ECCAIRS 2

Report an Occurrence TAXONOMY BROWSER Download Print

- I report on behalf of my Organisation
- Select the State you want to report to: UK
- Select your organisation sector: *Flight operations*
- Select how do you want to report**

There are 3 ways to report an occurrence. Please select one:

<p>Offline</p> <p>Download, compile and upload your reporting form</p>	<p>Online</p> <p>Submit your report immediately</p>	<p>UPLOAD ESX FILES</p> <p>Use ESX Files to submit a report</p>
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Important information

- [Protection of personal data](#)
- [More information on the benefits of reporting](#)

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

Reporting using the online webforms

If you are submitting using the online form, simply complete the mandatory sections of the form, marked with and *

Once all fields are completed you can progress through the form by clicking next, and finally submit it by clicking 'Submit'

ECAIRS2

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: *Online*
- Submit your report immediately

1

2

General information about the occurrence

WHEN/WHERE

UTC date *

Local date *

UTC time

Local time

Location name *

WHAT

Headline *

Narrative language

Work through the forms by completing (at a minimum) all required fields marked with a *

Click next or submit to advance

You can also save a draft a 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.

The screenshot shows the 'Report an Occurrence' form in the ECCAIRS2 system. The form is titled 'Report an Occurrence' and includes a 'TAXONOMY BROWSER' link. The form is divided into several sections, each with a checkmark and a pencil icon for editing:

- I report on my personal behalf
- Select the State you want to report to: UK
- Select how do you want to report: *Offline*
- Download, compile and upload your reporting form**

In the 'Download, compile and upload your reporting form' section, there are two buttons: 'DOWNLOAD' (Download and save the form) and 'UPLOAD' (Upload the filled form). The 'DOWNLOAD' button is highlighted with a blue box. A callout box points to the 'DOWNLOAD' button with the text: 'Download a pdf form by clicking download'. Below the buttons, there is a note: 'Use the free Acrobat Reader de (Adobe's website) to fill the forms. Other PDF applications may not work or corrupt the PDF forms (e.g. Preview application Quarts Conbt on Mac). Instructions.pdf'. At the bottom of the form, there are three buttons: 'CANCEL', 'SAVE AS DRAFT', and 'SUBMIT'.

Once you have completed the form you can then re-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.

The screenshot shows the 'Report an Occurrence' form in the ECCAIRS2 system, similar to the previous one. The form is titled 'Report an Occurrence' and includes a 'TAXONOMY BROWSER' link. The form is divided into several sections, each with a checkmark and a pencil icon for editing:

- I report on behalf of my Organisation
- Select the State you want to report to: UK
- Select your organisation sector: *Flight operations*
- Select how do you want to report: *Offline*
- Download, compile and upload your reporting form**

In the 'Download, compile and upload your reporting form' section, there are two buttons: 'DOWNLOAD' (Download and save the form) and 'UPLOAD' (Upload the filled form). The 'UPLOAD' button is highlighted with a blue box. A callout box points to the 'UPLOAD' button with the text: 'Upload you completed report by clicking upload and either clicking select files or drag and drop the file into the upload area'. Below the buttons, there is a note: 'Use the free Acrobat Reader de (Adobe's website) to fill the forms. Other PDF applications may not work or corrupt the PDF forms (e.g. Preview application Quarts Conbt on Mac). Instructions.pdf'. At the bottom of the form, there is a file upload area with a 'Select files...' button and a 'Drop files here to upload' area. At the bottom of the form, there are three buttons: 'CANCEL', 'SAVE AS DRAFT', and 'SUBMIT'.

Finally, click submit to send you report to the UK CAA.