

April 2025



Aviation Reporting Portal

Occurrence reports relating to UK aircraft or occurring in the UK should be submitted using the aviation reporting portal. **The reporting portal address for UK reports has changed from e2.aviationreporting.eu to eccairs.icao.int.** The supporting information for ECCAIRS2 can still be found at 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](#).

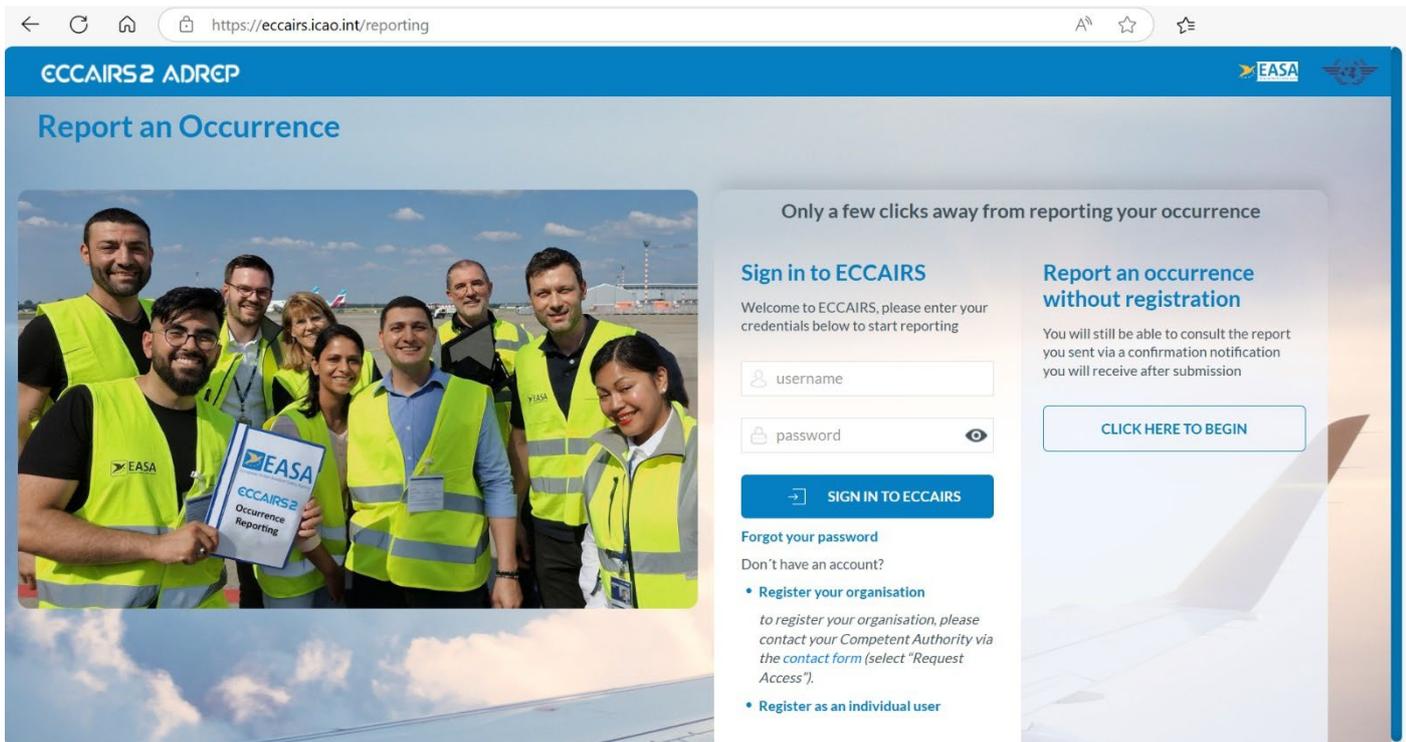
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Submitting an Occurrence Report using the Aviation Reporting Portal

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

1. Navigate to the aviation reporting portal, eccairs.icao.int/reporting



The aviation reporting portal allows you submit occurrence 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 submissions using the portal.

You can view the taxonomy browser online via aviationreporting.eu 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 have registered for an individual or organisational account, enter your username and password and press the “Sign in to ECCAIRS” button. Reports can also be submitted without registration.

 **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**

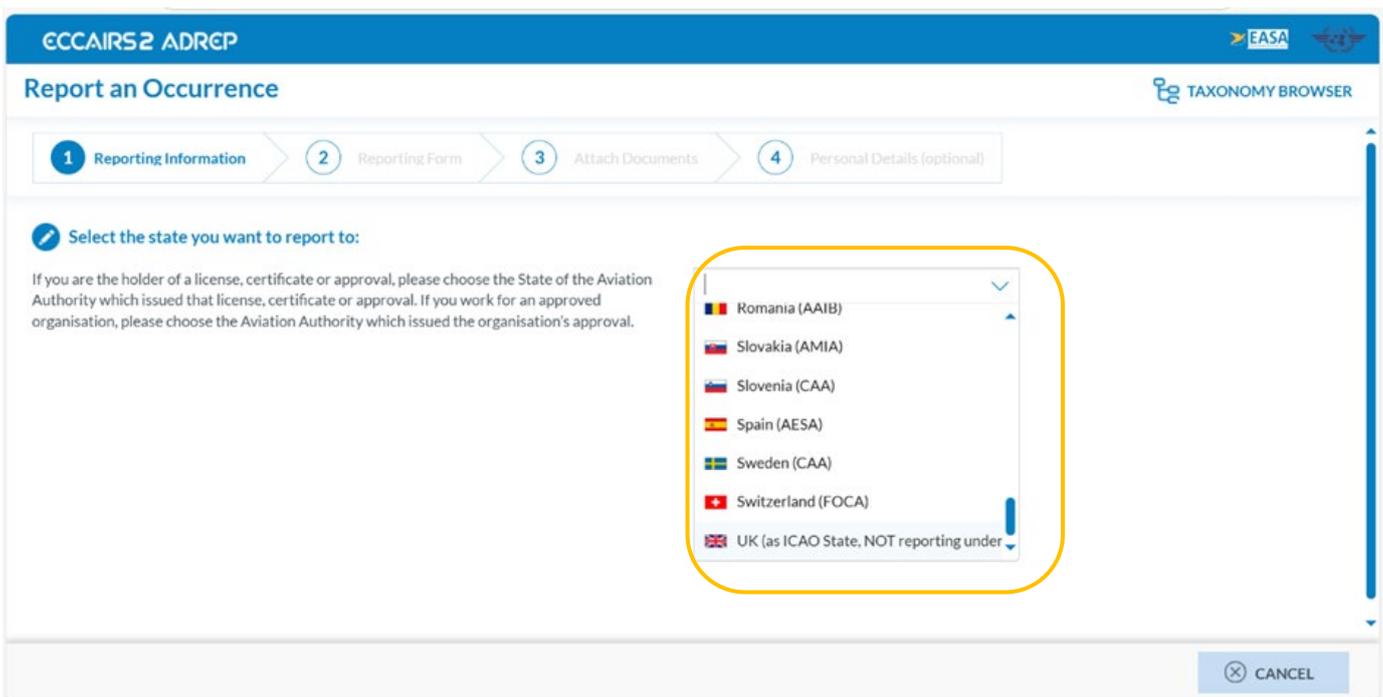
Submit a report for an Organisation, or when their services are contracted by an Organisation. If your Organisation runs its own internal reporting system then you are encouraged to report via that system and not via this site.

[CONTINUE >](#)

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.



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. 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".

Only a few clicks away from reporting your occurrence

Sign in to ECCAIRS

Welcome to ECCAIRS, please enter your credentials below to start reporting

username

password

SIGN IN TO ECCAIRS

Forgot your password

Don't have an account?

- Register your organisation
to register your organisation, please contact your Competent Authority via the contact form (select "Request Access").
- Register as an individual user

Report an occurrence without registration

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

CLICK HERE TO BEGIN

Register for an ECCAIRS account by clicking here

You can report without an ECCAIRS account by clicking here

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.

ECCAIRS2 ADREP

Report an Occurrence

TAXONOMY BROWSER

General Aviation (V3) General Aviation (V3)	DOWNLOAD PDF	ONLINE
Technical (V3) Technical (V3)	DOWNLOAD PDF	ONLINE
Aerodrome (V3) Aerodrome (V3)	DOWNLOAD PDF	ONLINE
ATM (V3) ATM (V3)	DOWNLOAD PDF	ONLINE
Flight Operation (V3) Flight Operation (V3)	DOWNLOAD PDF	ONLINE

UPLOAD PDF
Validate your PDF file
Upload PDF to submit a report

CANCEL

Choose to report using the offline pdfs or online forms using one of the above

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 above.

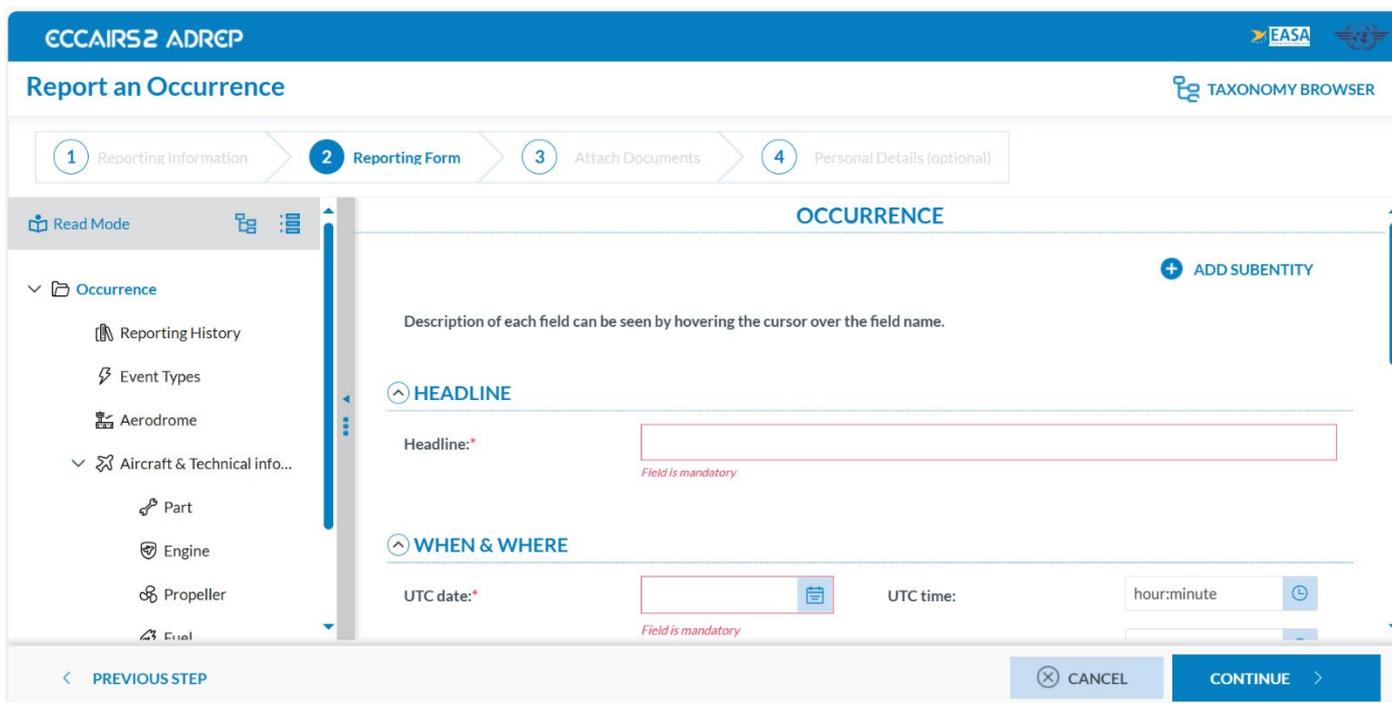
You can choose whether you want to send the report using the online webforms or the offline pdf forms that can be downloaded for completion and then uploaded to the portal.

You 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.

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 "Continue".



ECCAIRS2 ADREP EASA

Report an Occurrence TAXONOMY BROWSER

1 Reporting Information | **2 Reporting Form** | 3 Attach Documents | 4 Personal Details (optional)

OCCURRENCE + ADD SUBENTITY

Description of each field can be seen by hovering the cursor over the field name.

HEADLINE

Headline:* Field is mandatory

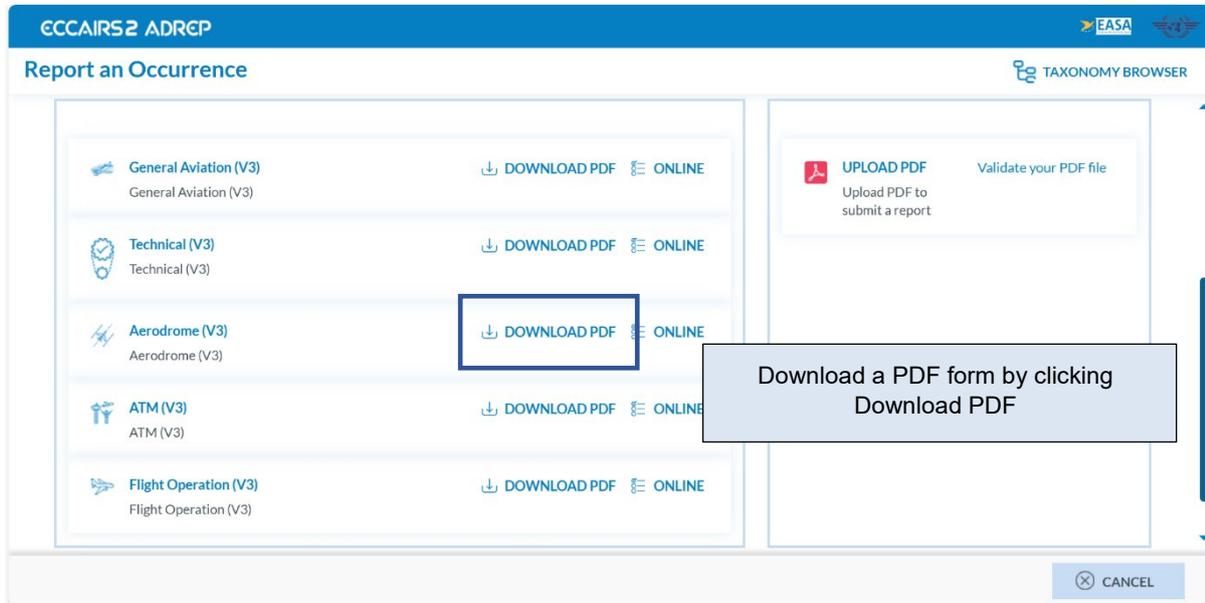
WHEN & WHERE

UTC date:* Field is mandatory UTC time: hour:minute

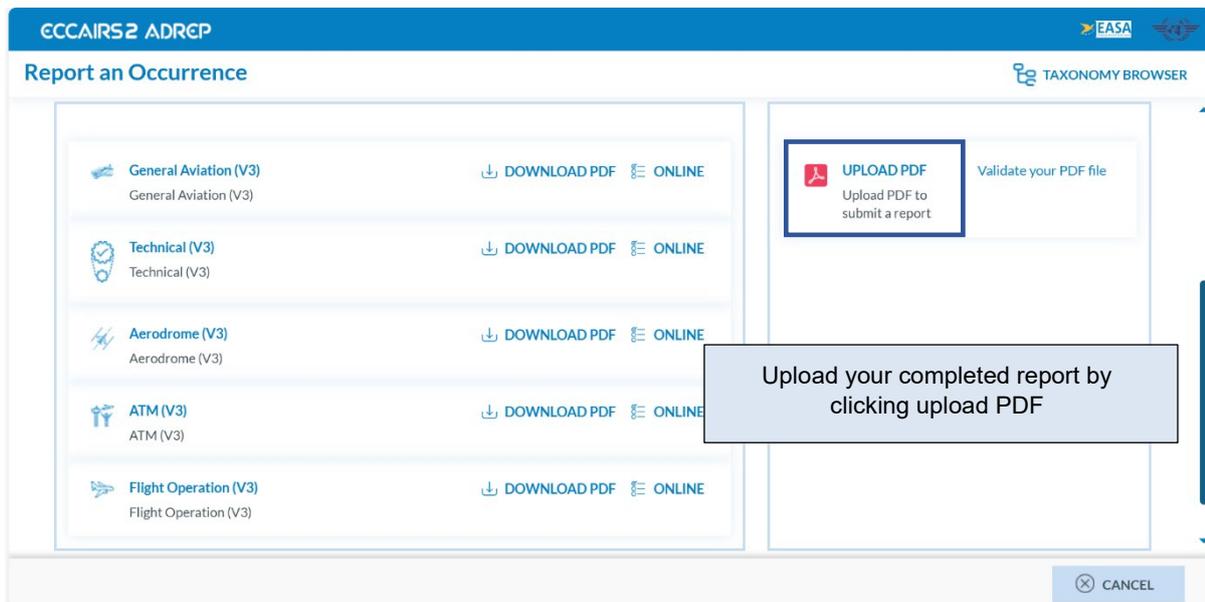
[PREVIOUS STEP](#) [CANCEL](#) [CONTINUE](#)

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 PDF” option. This will download a copy of the form in pdf format for you to complete offline.



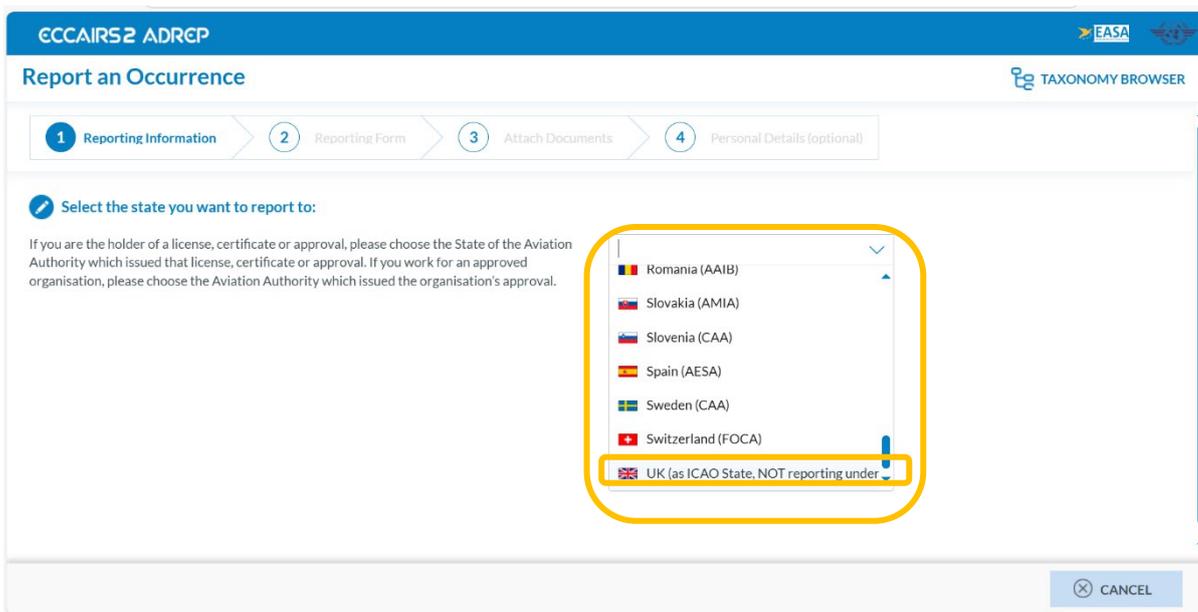
Once you have completed the form, you can re-upload it to the portal by clicking the “upload” option and selecting the files you want to upload either by clicking ‘select files’ or dragging and dropping the files into the file upload box.



Reporting on behalf of an organisation

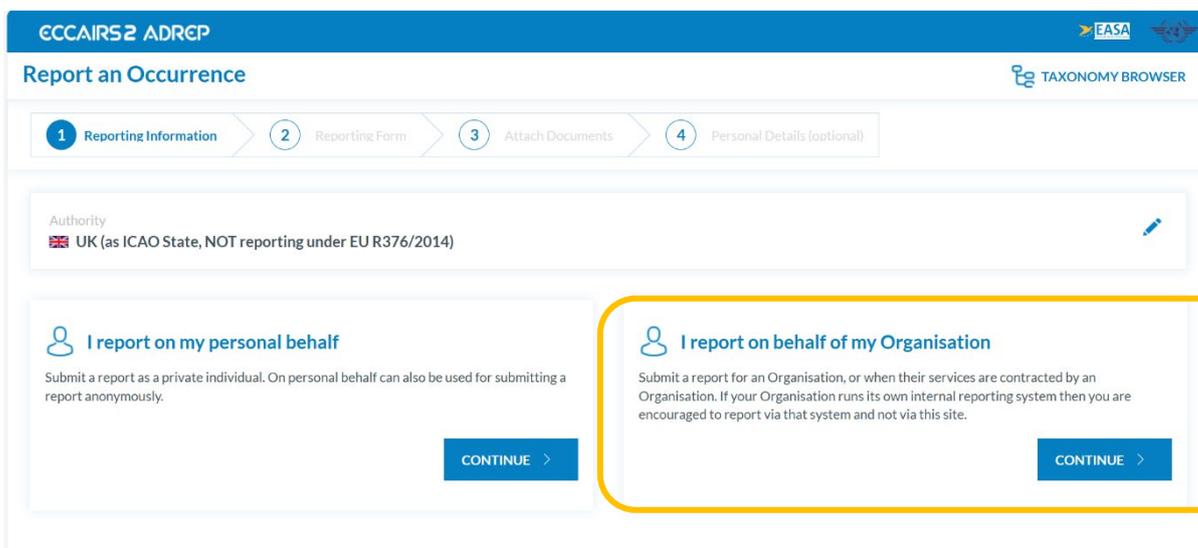
ECCAIRS 2 supports a reporting journey for organisational users.

Firstly, select your competent Authority/State on the “Report an Occurrence” page.



The screenshot shows the 'Report an Occurrence' page in the ECCAIRS2 ADRCP system. The page has a blue header with 'ECCAIRS2 ADRCP' and 'EASA' logos. Below the header, there's a 'Report an Occurrence' title and a 'TAXONOMY BROWSER' icon. A progress bar at the top indicates four steps: 1. Reporting Information, 2. Reporting Form, 3. Attach Documents, and 4. Personal Details (optional). The main content area is titled 'Select the state you want to report to:' and includes instructions: '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.' A dropdown menu is open, showing a list of countries with their flags: Romania (AAIB), Slovakia (AMIA), Slovenia (CAA), Spain (AESA), Sweden (CAA), Switzerland (FOCA), and UK (as ICAO State, NOT reporting under EU R376/2014). The UK option is highlighted with a yellow box. A 'CANCEL' button is visible at the bottom right.

If you are reporting on behalf of your organisation, please select the “I report on behalf of my Organisation” option.

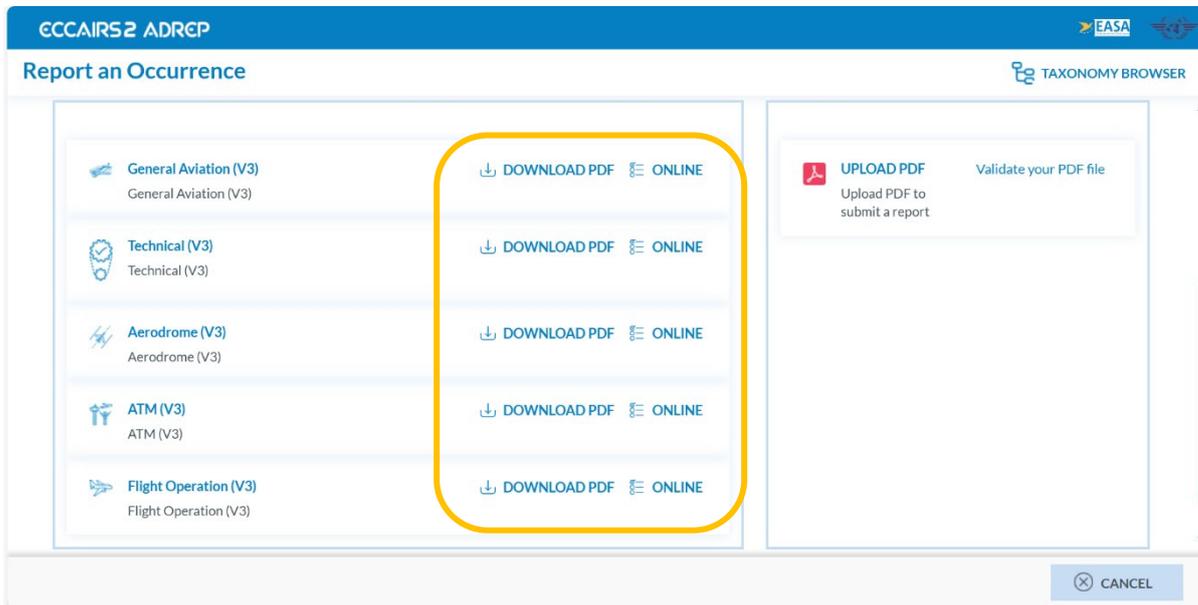


The screenshot shows the 'Report an Occurrence' page with the 'Authority' field set to 'UK (as ICAO State, NOT reporting under EU R376/2014)'. Below this, there are two reporting options. The first option is 'I report on my personal behalf', which includes the text: 'Submit a report as a private individual. On personal behalf can also be used for submitting a report anonymously.' The second option, 'I report on behalf of my Organisation', is highlighted with a yellow box and includes the text: '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.' Both options have a 'CONTINUE >' button.

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 the report that's been submitted.

Reporting without an account

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



ECCAIRS 2 ADREP

Report an Occurrence

- General Aviation (V3)
General Aviation (V3)
DOWNLOAD PDF ONLINE
- Technical (V3)
Technical (V3)
DOWNLOAD PDF ONLINE
- Aerodrome (V3)
Aerodrome (V3)
DOWNLOAD PDF ONLINE
- ATM (V3)
ATM (V3)
DOWNLOAD PDF ONLINE
- Flight Operation (V3)
Flight Operation (V3)
DOWNLOAD PDF ONLINE

UPLOAD PDF Validate your PDF file
Upload PDF to submit a report

CANCEL

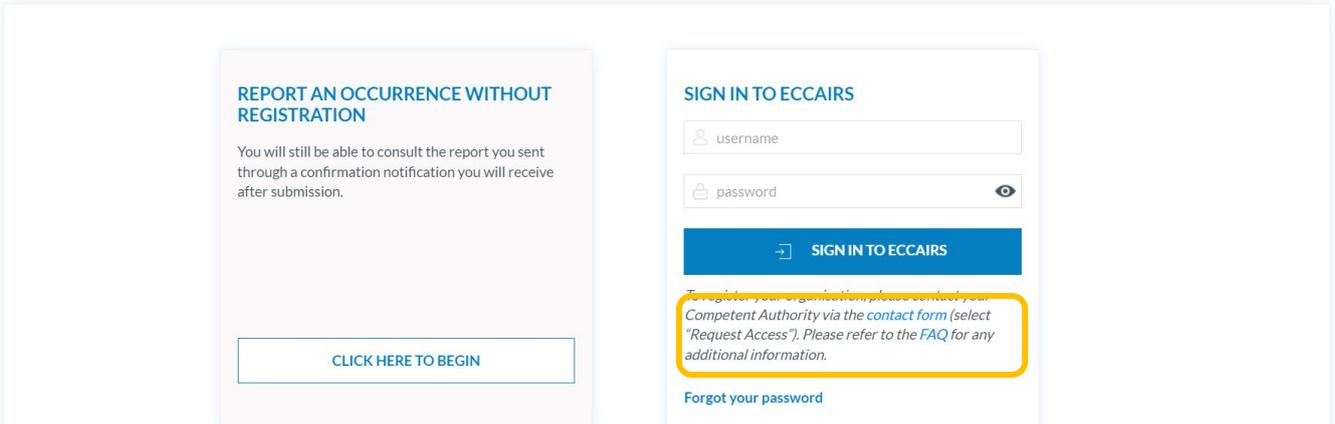
You can also choose to submit your reports in an e5x format. This is an ECCAIRS compatible file format that is based on an xml file. For more details on e5x reporting, please see our [occurrence reporting](#) webpage or contact safety.intelligence@caa.co.uk.

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:



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 

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):

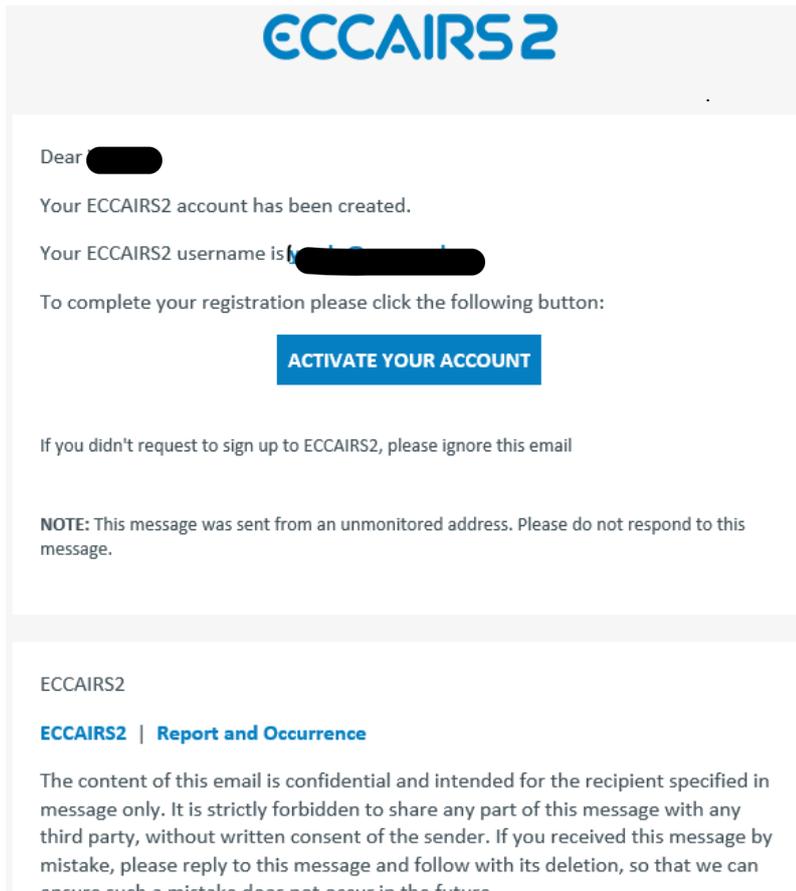
Job title:

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 E2 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 password.



You can then log on to your Organisation Account. The landing page/dashboard will look like this:

ECCAIRS2 - SRIS2

Report an Occurrence Taxonomy Administration

Welcome back [User Name] 0 Draft User Reports 2 Sent User Reports 8 Sent Organisations

Access to ECCAIRS2 knowledge base

For users to review ESX file upload results. Only applicable for Organisations submitting reports in the ESX format.

ESX RESULTS

Turn on the slider to see reports submitted by yourself only

Lock symbol means the report is being amended by someone within your organisation

Report version number will get updated every time the report is edited and submitted.

Click on 3 dots for option menu to edit, view or export report

You can access three different areas when you click on the top ribbon on your dashboard.

Click "Report an Occurrence" to create new MOR report.

Click on "taxonomy" to see the latest version of UK CAA custom Taxonomy.

"Administration" is where the user management function sits. It is where the Organisation Administrator sets up new users within your organisation.

Date	Report Number	Responsible Authority	Status	Reported by me	M2M
13-May-2022	OR-00000000000005682 v0.1	United Kingdom > CAA	SENT	✓	
03-May-2022	OR-00000000000005645 v0.0	United Kingdom > CAA	DRAFT		
03-May-2022	OR-00000000000005644 v0.1	United Kingdom > CAA	SENT	✓	
29-Apr-2022	OR-00000000000001797 v0.4	United Kingdom > CAA	SENT		
03-Dec-2021	OR-00000000000003245 v0.1	United Kingdom > CAA	SENT		
03-Dec-2021	OR-00000000000003245 v0.1	Belgium > CAA	SENT		
03-Dec-2021	OR-00000000000003244 v0.1	United Kingdom > CAA	SENT		
07-Sep-2021	OR-00000000000002517 v0.2	United Kingdom > CAA	SENT		
11-Jun-2021	OR-00000000000001057 v0.1	United Kingdom > CAA	SENT		

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	Disable, edit or export the existing user account.
	TestAccount	Testaccount@caa.co.uk			Reporter Organisation Administrator	

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

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

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.

User Account Details

Account Type: **Organisation**

Authority*: United Kingdom (CAA)

Username*:

Description:

Creation Date: Modification Date:

Last Activity:

Disabled Blocked

PROPERTIES

First Name: Last Name:

Phone: +44 121 234 5678 Email Address*:

Preferred Language*: English

Job Title:

Country:

Organisation: UK Organisation

User Account Details

PROPERTIES

First Name: Last Name:

Phone: +44 121 234 5678 Email Address*:

Preferred Language*: English

Job Title:

Country:

Organisation: UK Organisation

ROLES

Role ^ Select

Organisation Administrator	<input type="checkbox"/>
Reporter	<input type="checkbox"/>