

## Occurrence reporting

### 1. Introduction

- 1.1 The Civil Aviation Directives SCAA CAD AIRW/10, Aviation Directives SCAA CAD AIRW/10(Vb), Aviation Directives SCAA CAD AIRW/10(Vc), Aviation Directives SCAA CAD AIRW/10(Vd) and Aviation Directives SCAA CAD AIRW/11 incorporate Regulation (EU) No 1321/2014, as amended, as the technical standard applicable in the Seychelles for the continuing airworthiness of aircraft and aeronautical products, parts and appliances.
- 1.2 This Airworthiness Notice sets out to give general guidance on the procedure to be followed by operators/organizations to report and process mandatory occurrences.

### 2. Reporting

#### 2.1 General

All discrepancies, defects or damages which may affect the safe operation of a Seychelles registered aircraft, engines and components or which endanger or which, if not corrected or addressed, would endanger an aircraft, its occupants, any other person, equipment or installation affecting aircraft operations must be reported as soon as practicable, but not exceeding 72 hours from identification of the condition. The report shall be submitted via SCAA Occurrence Reporting portal using the following URL:

<https://scaa.centrik.net/SMS/Case/ExternalReport.aspx?ReportingSubsystemId=6e37cffa-dd9a-42fd-8a4b-d2652cdc6d4d>

The reporter or reporting organization should submit report as soon as practical within 72 hours with no delay for any corrective actions or internal investigation reports associated with the occurrence. It is perfectly acceptable to submit the report on the first opportunity based on available information. The updates might be provided later in the updated report at the follow-up stage for the initial report.

The organizations CAMO, CAO, AMO and MTO shall promote safety reporting culture among its personnel to ensure timely reporting in accordance with the approved procedures and regulations.

## 2.2 Reportable Occurrences

SCAA document GEN 2017/02/001 issued February 2017 laying down a list of classifying occurrences in civil aviation to be mandatorily reported. The Reportable Occurrences shall be in conformity with the technical guidance of [GEN 2017/02/001](#) and Regulation (EU) [2015/1018](#).

AMC-20 'General Acceptable Means of Compliance for Airworthiness of Products, Parts and Appliances' provides further details on occurrence reporting (AMC 20-8).

[https://www.easa.europa.eu/sites/default/files/dfu/amc-20\\_amendment\\_22.pdf](https://www.easa.europa.eu/sites/default/files/dfu/amc-20_amendment_22.pdf)

## 3. Procedures and Management of occurrences

SCAA approved CAMO, CAO, AMO and MTO shall establish procedures to collect, report, evaluate, process, retain the details of the occurrences.

As applicable, the organizations above shall produce a follow-up report. The report shall provide the details of the actions taken by the organization to prevent similar occurrences in future. This report shall be made available to the SCAA.

In addition, the organization shall conduct the risk analysis related to the occurrence. The aim of such analysis shall be the identification of all possible root causes and safety hazards.

Upon the result of the analysis the appropriate corrective or/and preventive actions shall be implemented to improve aviation safety. These may involve troubleshooting and reliability programmes, maintenance data, liaison with OEM and modifications as well as HF issues, procedures and practices, competence assessment and training.

## 4. Effectivity

This Notice becomes effective from the date of issue.