



Safety Management System

Operational Safety Instruction

Mandatory Occurrence Reporting (EU376/2014)

09th December 2019

ASSMS_OSI_065

v2.0

It is the responsibility of all employers to ensure that relevant OSIs are brought to the attention of their staff. However, individuals remain responsible for their own actions and those who are in any doubt should consult their Supervisor or Manager.

1. Introduction

1.1 The 'ECCAIRS European Reporting Portal' forms part of Regulation (EU) No. 376/2014 on the reporting, analysis and follow-up of occurrences in civil aviation. This Instruction is to draw the Heathrow Airside Community's attention to (EU) 376/2014 and their responsibilities under it.

1.2 (EU) 376/2014 can be downloaded from the following location;
<https://www.easa.europa.eu/document-library/regulations/regulation-eu-no-3762014>

1.3 OSI_065 v1.0 is hereby cancelled.

1.4 Red bars have been added to the left-hand side of this document to draw the reader's attention where changes or clarifications have been incorporated.

2. Definitions

Abbreviation	Description
ECCAIRS	European Co-ordination Centre for Aviation Incident Reporting Systems

3. Safety Procedure

3.1 Occurrences Which Must Be Reported

3.1.1 Implementing Regulation (EU) 2015/1018 lays down a list of occurrences which must be mandatorily reported. The annexes of the document separate out occurrences by operating entity, (aerodrome/ground handling operations, air traffic/navigation, aircraft related occurrences).



- 3.1.2** (EU) 2015/1018 can be downloaded from the following location.
<https://www.easa.europa.eu/document-library/regulations/commission-implementing-regulation-eu-20151018>

3.2 Reporting Mandatory Occurrences

- 3.2.1** Regulation (EU) 376/2014 requires that organisations' own systems are compatible with the ECCAIRS software. More information on this is available in the EU376 guidance material, which can be downloaded from <http://ec.europa.eu/transport/modes/air/safety/doc/guidancematerial376.pdf>
- 3.2.2** Organisations without their own reporting software are able to report mandatory occurrences to their relevant competent authority using the European Reporting Portal – www.aviationreporting.eu. The portal is available to all those working in the aviation industry – and also to the general public.

3.3 Reporting Incidents to Heathrow

- 3.3.1** Operating companies are reminded that, in addition to their responsibilities under existing OSI's and directly under (EU) 376, they must report directly to the Airside Safety Department incidents falling into the following categories;
- 3.3.1.1** Collisions between an aircraft and other obstacles (including vehicles)
 - 3.3.1.2** Wildlife strike, or evidence of wildlife strike
 - 3.3.1.3** Exceptional or unusual Foreign Object Debris on the movement area which has, or could have, endangered an aircraft
 - 3.3.1.4** Push-back or taxi interference by vehicle, equipment or person
 - 3.3.1.5** Reports of jet blast
 - 3.3.1.6** Spillages of fuel
- 3.3.2** This is to enable prompt investigation and facilitate safety improvement.
- 3.3.3** Operating companies are required to share with Heathrow any occurrence reports for reportable incidents which occur on the ground at Heathrow, or during the initial (take-off) or final (approach & landing) phases of flight from or to Heathrow.
- 3.3.4** Copies of Air Safety Reports or Mandatory Occurrence Reports filed by operating companies, must be sent to the Aerodrome Safety and Assurance team at airside_safety@heathrow.com



3.3.5 Heathrow encourages voluntary safety reports and observations which may help improve safety. These should be sent to airside_safety@heathrow.com

3.4 Enquiries

3.4.1 All enquiries on this Instruction should be directed to the Aerodrome Safety and Assurance Team at airside_safety@heathrow.com

4. References

Regulation (EU) No. 376/2014

<https://www.easa.europa.eu/document-library/regulations/regulation-eu-no-3762014>

Regulation (EU) 2015/1018

<https://www.easa.europa.eu/document-library/regulations/commission-implementing-regulation-eu-20151018>

<http://ec.europa.eu/transport/modes/air/safety/doc/guidancematerial376.pdf>

www.aviationreporting.eu

