



EAC

No. 00_22

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Voluntary Reporting System (VRS)

1. Introduction

In aviation, the consequences of human slip-ups (errors) take on meanings far beyond the events themselves. An event you might think is insignificant can play a huge role in improving safety.

For every effect there is a cause and for every cause there is an effect. It is a never-ending loop. There are always important and influential factors in all processes. This is what we sometimes call "condition". It is condition that leads the cause inevitably (unavoidably) to its effect. These environmental factors are the condition that creates the development process taking the cause to its effect. The key point is: we must remove bad condition from and introduce good condition into the process.

The purpose of establishing the Voluntary Reporting System (VRS) is hopefully that it will play the role of good condition and lead those not so good causes to better effects.

2. System Set Up Background:

Although Mandatory Occurrences Report (MOR) for incidents have already exists and are regulated under ECAR 39 and working satisfactorily and considerable efforts made to ensure that it is not used to attribute blame.

Still the proportion of true human factor occurrences which are being reported still remains small.

Failure to report such occurrence is usually consider as belonging to unwillingness or hesitance in admitting personal errors to an employer (owner) or to the Regulatory Authority. In order to encourage the reporting of such occurrences, a confidential reporting system was introduced by all the Service Providers.

However, to make system more effective and encourage all personnel engaged in aviation related activities for reporting of such incidents or any safety concern a confidential, reporting system in ECAA has been introduced.

3. Confidentiality

Complete confidentiality of the system and strict anonymity of the reporter shall be ensured. Whereas anonymous reports will also be accepted but it is requested that reporter give his identity to enable later contact if any part of the report needs clarification.

4. Information to be reported:

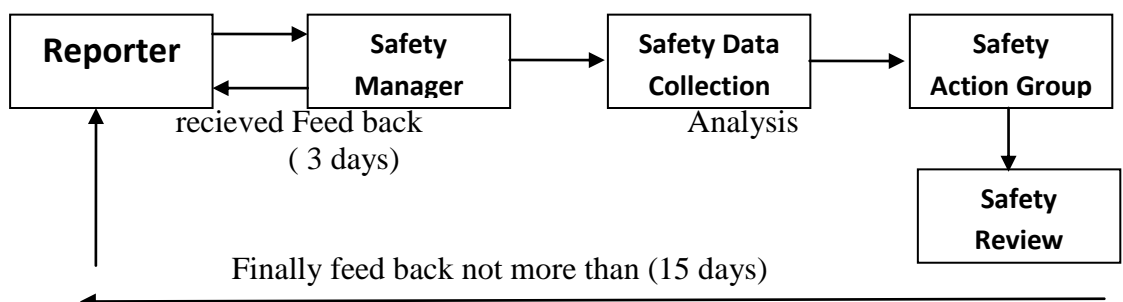
Anyone who witnesses or is involved or has knowledge of an occurrence, hazard or situation which he or she believes poses potential threat to Safety is requested to report .

The chance of receiving reports of personal mistake will be very slim. However, large numbers of currently unreported operational violations, unsafe dispatch, improper maintenance, poor crew coordination and poor communication problems may be reported in a voluntary Reporting System. Otherwise, what explanation can there be for our high accident rate?

In depth study and analysis of the reports relies on the experts.

This system has already established a consultation group (SAG)from various fields. Depending on the nature of each case, respective experts will be invited to provide expert opinions of the subject. Before the reports are handed over to the experts, any details, which may lead to the identification of the persons involved, will be removed.

5. Voluntary Reporting System:



6. Safety Review Board /Safety Committee

7. **Monitors the operations of the system**, they are responsible for setting up the system's operational strategy, budget control, project progress control , result review and circulation of that information, which can be revealed to the public.

8. Committee Member**9. Chair by head of ECAA****10. Vice President****11. Head of central administrative departments****12. Executive Secretary -- Safety Manager,****13. Safety Action Group (SAG)**

14. **The major function of the SAG** is report receiving/handling, data entry and circulation of that information to Technical Managers from Egyptian Civil Aviation with actual working experience and expertise, depending on the nature of individual report; the number of Safety Action Group (SAG) will depend on actual number of reports received.

15. **Safety Manager** can act as the focal point of the group to arrange the recommendation to Safety Review Board (SRB)

16. Processing of Reports:

Once detailed report is obtained Name and Address of the reporter and all identifying information will be destroyed by the Safety Manager and shall not be entered into the computer system.

17. **An acknowledgement** will be sent to the reporter.

18. **After de-identifying**, the information shall be analyzed by the Safety Action Group SAG who will recommend action to be taken.

The action to be taken suggested will flow to the SRB /Safety Committee for Approval deidentified Reports only will form part of Safety data bank to help ECAA to put appropriate defences to avoid reoccurrence.

19. Feedback:

Initial feedback not more than 3 working days

Final feedback not more than 15 days

Lesson learnt from such reports will be circulated to all concerned personnel by the head of ECAA Safety Bulletin.

20. **Specific problems** or trend shall be brought to the attention of the appropriate Service Providers and preventive measures followed up.

21. Submission and Management of Voluntary Reporting System

22. **Voluntary Reporting System** will function under Safety General Manager of ECAA.

23. Report submission will be via the following means :

Ministry of Civil Aviation Site

Safety Reporting System

Voluntary Reporting

24. ECAA Safety Manager Email :

Magdy.ryad@civilaviation.gov.eg

Tel . No: 22677617

Fax No: 22688232

Secured box at Ministry of Civil Aviation

25. Information given will be de-identified at the level of management.

It is assured that no punitive action will be taken on such voluntary reporting made unless infringement relates to unlawful/criminal/ Deliberate gross negligent unsafe actions. However, this Voluntary Reporting System is not a substitute for statutory mandatory incident Reporting system, which will continue to function.

26. Voluntary Safety Report (Electronic Form)**27. Reporter Details**

Full Name

Email a Dress

Contact Number

Organization & Position

- May CAA safety manager contact you for more details Yes No

- Can this report be used for the purpose of promoting Yes No safety awareness

Detailed Description

Pls fully describe the hazard

Date of occurrence

Time:

Location :

Description :

- What action do you believe can improve safety in this case? Yes No
 - Have you reported this elsewhere? Yes No
- If yes, pls provide details.

Likelihood & Severity

In your opinion, what is the likelihood and severity for a similar recurrence ? pls circle the numbers in the table below.

| Severity | | Probability / Frequency | |
|----------|--------------|-------------------------|--------------------|
| 5 | Catastrophic | 5 | Certain / Imminent |
| 4 | Severe | 4 | Probable |
| 3 | Major | 3 | Likely |
| 2 | Minor | 2 | Occasional |
| 1 | Negugible | 1 | Remote /Unlikely |