

FAQs:**Occurrence Reporting****Question:****Support to Design Approval Holders Investigations Between Organisations****Answer:**

Key Points: As well as reporting to competent authorities, effective mitigations also rely on reporting and investigation processes between organisations. Such reporting should take place when occurrence has an impact on, or is related to, an aircraft component covered by a separate design approval/authorisation (TC, STC, or ETSO) or for specific ATM and Aerodromes occurrences. Effective inter-organisation reporting relies on knowing where the interfaces exist, who to contact in advance of an occurrence taking place and the various responsibilities between the organisations involved.

Why is this important? Reporting to competent authorities is important but does not give all relevant parties a full picture of the situation around a safety issue. In some cases, there are other organisations that need to be aware of the occurrence and also that need to get involved in supporting the investigation. This article helps to improve understanding of where such inter organisation reporting is needed and what is involved.

Support to Design Holders' Investigations Between Organisations

The process of occurrence reporting is often considered as a hierarchical activity where the organisations report upwards to their competent authorities. However, it is also important to consider the requirements for reporting between organisations should be considered. Such reporting is important to support the investigation process and subsequent mitigating actions.

Reporting between organisations depends on a range of factors including the organisation's interfaces with other organisations, their respective safety policies and procedures, as well as the extent of contracting in accordance with ORA.GEN.205.

When Should Reporting Between Organisations Take Place?

Reporting between organization should take place when:

- It can be determined that the occurrence has an impact on, or is related to, an aircraft component covered by a separate design approval/authorisation (TC, STC, or ETSO). In this case the holders of such approval/authorisation should be informed. Any operator reporting to the design approval holder should actively support any investigations that may be initiated by that organisation. This support could include responding to information requests and making available affected components, parts or appliance. The operator should in addition consider reporting to the continuing airworthiness management organisation managing its aircraft or to the organisation maintaining its aircraft.
- For occurrences involving ATM, Aerodromes or bird/wildlife strikes, the organisation should also notify the appropriate air navigation services (ANS) provider, aerodrome operator or ground handling service provider that may also be involved in the occurrence.

How to Ensure Effective Reporting Between Organisations?

To ensure effective reporting between organisations it is important that:

- You know which organisations you interface with and have an established link/connection with them to facilitate reporting.
- Clearly articulate the relevant Safety Issue/s that have been identified.
- Agree which organisation is responsible for taking further actions, if required, and informing the competent authority.

What Procedures for Reporting Between Organisations Should Include?

Procedures for reporting between organisations should include the detail provided below. Such procedures should be included in the organisation's management system documentation.

- The scope of inter organisation reporting, considering the organisation's interfaces with other organisations, including organisations contracted in accordance with ORA.GEN.205.
- A description of the reporting mechanism, including reporting forms, means, and deadlines.
- Safeguards to ensure confidentiality of the reporter and protection of personal data.
- The responsibilities of the organisations and personnel involved in reporting, including the associated reporting to the competent authority.

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