



CENTRALISED OCCURRENCE REPORTING SYSTEM



GROUND HANDLING



Aircraft and aerodrome-related occurrences

- Collision or near collision on the ground or in the air, between aircraft. Collision with terrain or with an obstacle
- Runway or taxiway excursion and incursion
- Significant contamination of aircraft structure, systems and equipment arising from the handling of baggage, mail or cargo
- Push-back, power-back or taxi interference by vehicle, equipment or persons
- Foreign object on the aerodrome movement area, which has or could endanger the aircraft, its occupants or persons
- Passengers or unauthorised persons left unsupervised on the apron area
- Fire, smoke, explosions in aerodrome facilities, vicinities and equipment that have or could have endangered the aircraft, its occupants or other persons
- Aerodrome-security-related occurrences (e.g. unlawful entry, sabotage, bomb threat, etc.)

Please visit www.caa.co.za for more information



GROUND HANDLING



Degraded or total loss of service or functions

- Loss or failure of communication with aircraft, vehicles, air traffic services units or apron management service units
- Significant failure, malfunction or effect of aerodrome equipment or systems that have or could have endangered the aircraft or its occupants
- Significant deficiencies in aerodrome lighting, markings or signs

Ground-handling-specific occurrences

- Incorrect handling or loading of passengers, baggage, mail or cargo, likely to have a significant effect on aircraft mass and balance (including significant errors in load-sheet calculations)
- Boarding equipment removed, leading to the endangerment of passengers
- Incorrect stowage or securing of baggage, mail or cargo likely to endanger the aircraft, equipment or occupants or impede emergency evacuation
- Transport, attempted transportation or handling of dangerous goods that resulted in or could have resulted in unsafe conditions/operations
- Non-compliance regarding baggage or passenger reconciliation
- Non-compliance with required aircraft ground handling and servicing procedures (e.g. de-icing, refuelling or loading procedure, including positioning or removal of equipment)
- Significant spillage during fuelling operations
- Loading of incorrect fuel quantities likely to have a significant effect on aircraft endurance, performance, balance or structural strength
- Loading of contaminated or incorrect type of fuel or other essential fluids (e.g. oxygen, nitrogen, oil or potable water)
- Failure, malfunction or defect of ground handling equipment, resulting in damage or potential damage to aircraft (e.g. tow bar or GPU)
- Missing, incorrect or inadequate de-icing/anti-icing treatment
- Damage to aircraft by ground handling equipment or vehicle
- Any occurrence where human performance has directly contributed to an accident or serious incident

GOLDEN RULE

IN THE INTERESTS OF SAFETY, JUST REPORT IF YOU ARE UNSURE!

WHY IS REPORTING SO IMPORTANT?

The effective management of safety is highly dependent on the effectiveness of safety data collection, analysis and overall management capabilities.

Having a solid foundation of safety data and safety information is fundamental for safety management, since it is the basis for data-driven decision-making.

Reliable safety data and safety information is required to identify trends, make decisions and evaluate safety performance in relation to safety targets and safety objectives, and to assess risk.

PROTECTION OF SAFETY INFORMATION AND SOURCES

- Data and information are collected for safety management and safety improvement purposes and not to apportion blame, liability or for disciplinary purposes
- The identity of the reporter must be protected
- The report should not be disclosed, unless such disclosure is necessary for safety improvement.

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