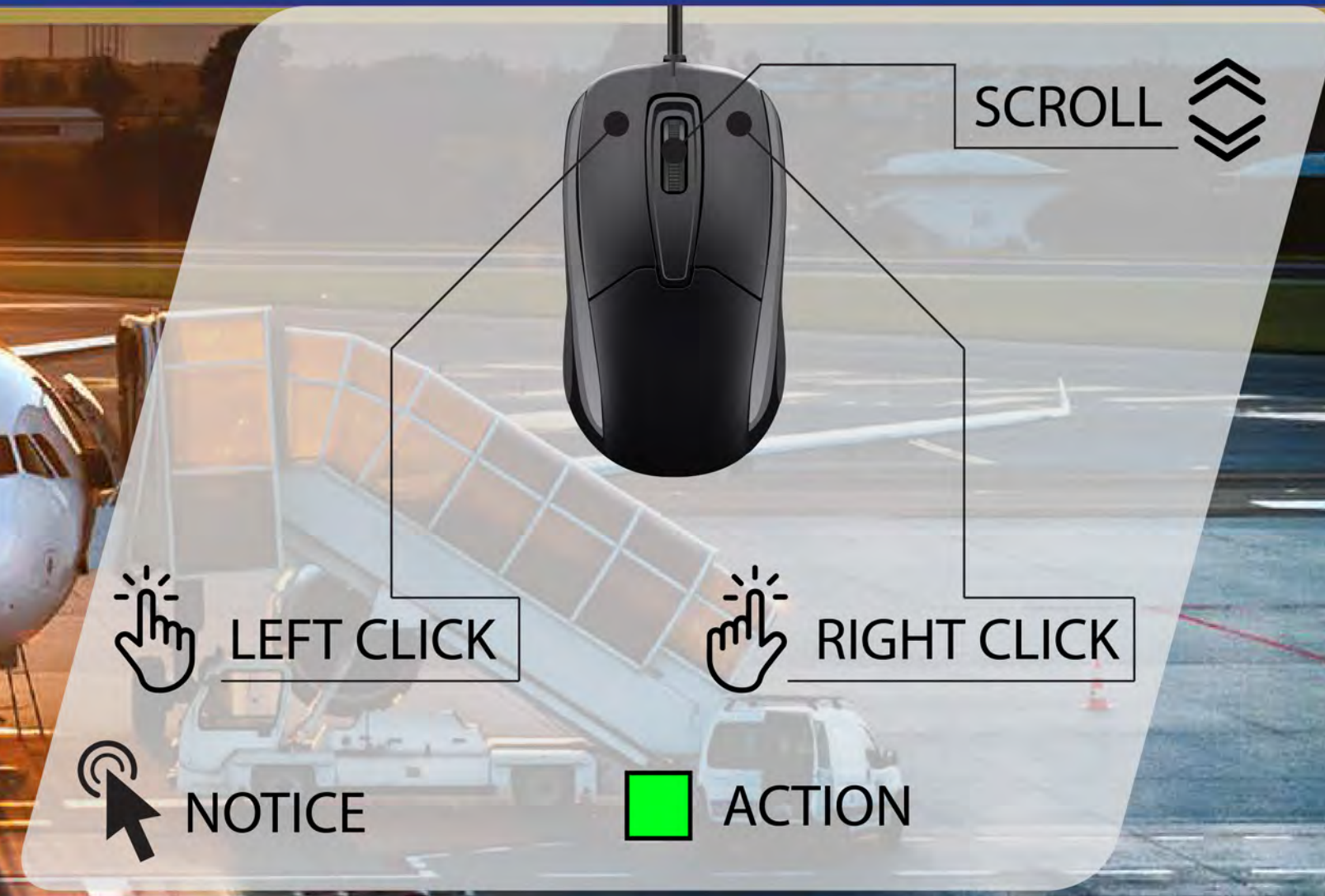


SOUTH AFRICAN



DEMONSTRATION ON HOW TO REPORT ON CORS

USER SYMBOL GUIDE



CENTRALISED OCCURRENCE REPORTING SYSTEM



News Update

Conducting Business with the SACAA

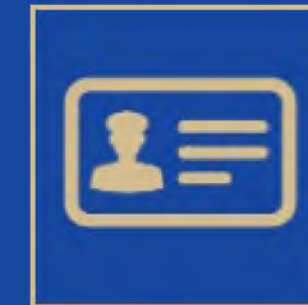
17 Aug 2022

Conducting Business with the SACAA Click on the link below to read more:
SACAA Service Standards SACAA Ethics Policy Promotion of Access to
Information SACAA Card Licenses Information

[Read More...](#)



Legal
Information



Personnel
Licensing
Information

1 ENTER SACAA WEBSITE:
caa.co.za on browser.

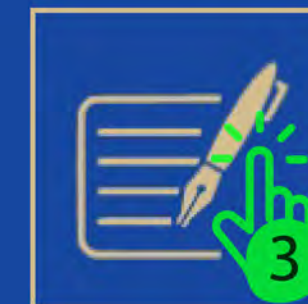
2 SCROLL down to "Reporting"

3 LEFT-CLICK on "Reporting"

Careers



Tenders



Reporting



E-Services

About our Reporting Systems

4 RIGHT-CLICK on Centralised Occurrence Reporting (CORS).





Document Search ...

Centralised Occurrence Reporting (CORS)

Confidential Aviation Hazard Reporting System (CAHRS)

Tip-offs Anonymous

How to Report an Accident

	WHAT CAN BE REPORTED?	BY WHOM?	WHEN SHOULD IT BE USED?	NOTEWORTHY FEATURES
CAHRS	Aviation occurrences or hazards	Members of the public or aviation industry	To report hazards within our aviation industry, on the ground or in the air, whether real or perceived, before there is a loss of life, injury, or damage.	All reporting is confidential 
CORS	Any aviation-related occurrences and safety and security information to the regulator	Individuals or organisations	Reporting is done in support of aviation safety and security management.	Online and offline reporting 
ACCIDENT REPORTING	Accident and serious incidents	Operators, pilots and ATNS or members of the public	Immediately upon the occurrence of an incident within the South African territory or in foreign territory when it involves an aircraft registered in South Africa.	Will initiate the accident investigation process 
ANONYMOUS REPORTING	Possible fraud, corruption, misconducts, concerns, complaints and general irregularities, etc by a SACAA staff members and or SACAA clients.	Open to everyone	When anyone notices instances of possible fraud, corruption, concerns, and general irregularities.	Anonymous reporting 

CENTRALISED OCCURRENCE REPORTING SYSTEM

Document Search ...

Centralised Occurrence Reporting (CORS)

Confidential Aviation Hazard Reporting System (CAHRS)

Tip-offs Anonymous

How to Report an Accident

Centralised Occurrence Reporting System

This portal can be used by individuals and organisations to report any aviation-related occurrences and safety and security information to the regulator in support of aviation safety and security management.

[Read more here....](#)



5 RIGHT-CLICK on "Read more here..."

Confidential Aviation Hazard Reporting System

The Confidential Aviation Hazard Reporting System provides a means for all to report hazards within our aviation industry, on the ground or in the air, whether real or perceived, before there is a loss of life, injury or damage.

What is CAHRS?

Confidential Aviation Hazard Reporting System is a voluntary, non-punitive, confidential reporting system established by the South African Civil Aviation Authority (SACAA). It provides a channel for the voluntary reporting of aviation occurrences or hazards while protecting the reporter's identify.

The CAHRS system does not eliminate the need for mandatory reporting of aircraft accidents and incidents to the AIID under the existing aviation regulations. Reporters are urged to report accidents and incidents to

CENTRALISED OCCURRENCE REPORTING SYSTEM



Welcome to the Centralised Occurrence, Safety and Security Reporting Portal

6 SCROLL DOWN the page.

This portal can be used by individuals and organisations to report any aviation-related occurrences and safety and security information to the regulator in support of aviation safety and security management. The Centralised Occurrence Reporting Portal Provides;

- Online reporting.
- Off-line reporting using a PDF form that may be downloaded emailed to the address provided on the reporting page.

Reports can be submitted anonymously and confidentially. Organisations are required to have a registered user account to report occurrences. To register a user account, please send an email request to sms@caa.co.za

How to Report

Reporting for Individuals

When reporting as an individual, a new report will need to be made for each submission. Updating of previously submitted reports is not an option.

There are two ways to report an occurrence:



Reporting for Individuals



When reporting as an individual, a report will need to be made for each submission. Updating of previously submitted reports

There are two ways to report an occurrence:

You can submit your report immediately by using an online form

Submit your report immediately

You can download a form, fill it out and submit it via an upload or email.

Fill out and submit a PDF form

- 7 NOTICE "Reporting for Individuals"
- 8 NOTICE "Reporting for Organisations"
- 9 DECIDE between "Reporting for Individuals" or "Reporting for Organisations"
- NB Steps for "Reporting for Individuals" and "Reporting for Organisations" are the same
- 10 SCROLL DOWN for "Reporting for Organisations"

Reporting for Organisations



These reports may not be submitted anonymously. Accordingly your details will be required and verified upon submission.

Depending on the nature of the report, you may receive an E5Y file via email, which will permit you to submit updates to the report.

If an organisation already has an established internal reporting system, then reporting into the internal system is encouraged. Where an organisation does not have an established internal reporting system, then reports submitted on behalf of an organisation, or reports related to services contracted by the organisation, should be submitted using the link

CENTRALISED OCCURRENCE REPORTING SYSTEM

Reporting for Organisations

These reports may not be submitted anonymously. Accordingly your details will be required and verified upon submission.

Depending on the nature of the report, you may receive an E5Y file via email, which will permit you to submit updates to the report.

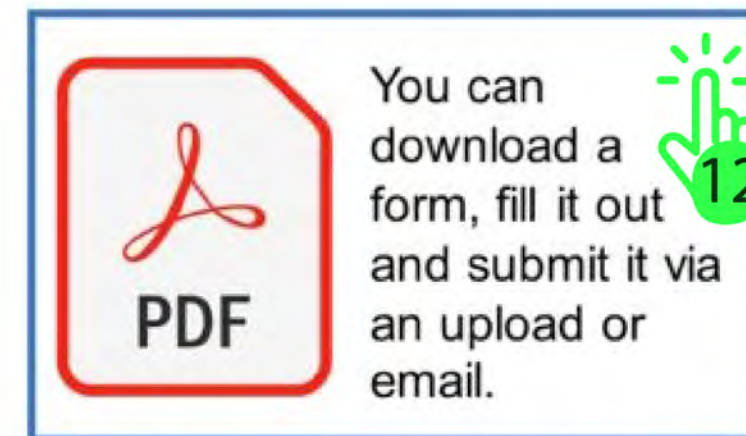
If an organisation already has an established internal reporting system, then reporting into the internal system is encouraged. Where an organisation does not have an established internal reporting system, then reports submitted on behalf of an organisation, or reports related to the organisation, should be submitted using the links.

There are two ways to report an occurrence:

- 11** LEFT-CLICK for an online submission (ECCAIRS)
- NB** Online submissions require user name and password.
- OR
- 12** LEFT-CLICK for a fillable PDF form (Downloadable)
- NB** Fillable PDF does not require user name and password.



Submit your report immediately



Fill out and submit a PDF form



ONLINE SUBMISSION (ECCAIRS)

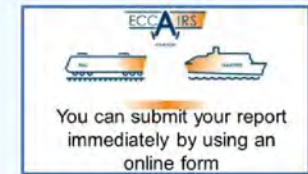
- 13** LEFT-CLICK and enter Username and Password
- 14** LEFT-CLICK on "Login" to gain access to ECCAIRS
- NB** If password needs to be changed
- 15** LEFT-CLICK on "Change Password" to change password

The screenshot shows the ECCAIRS login interface. At the top, there is the South African Civil Aviation Authority logo. Below it, the form contains the following elements:

- Repository:** A dropdown menu currently set to "ECCAIRS5EXTERNAL".
- Language:** A dropdown menu currently set to "English".
- Username:** An empty text input field.
- Password:** An empty password input field.
- Change Password:** A purple text link.
- Login:** A button.
- Quit:** A button.

Three green hand icons with numbers are overlaid on the form to indicate the steps:

- 13:** Points to the Username and Password input fields.
- 14:** Points to the Login button.
- 15:** Points to the Change Password link.



USER PASSWORD CHANGE

- 16** LEFT-CLICK and enter Username and Old Password
- 17** LEFT-CLICK and enter New Password and Confirm Password
- 18** LEFT-CLICK on "Change" to change password
- NB** These steps are not compulsory and only required when user wants to change password

The screenshot shows a web form for changing a password. At the top, there is a header with the South African Civil Aviation Authority logo and the text 'SOUTH AFRICAN CIVIL AVIATION AUTHORITY'. Below the header, the form contains the following fields and buttons:

- Repository:** A text box containing 'ECCAIRSSEXTERNAL'.
- Username:** An empty text box.
- Old Password:** An empty text box.
- New Password:** An empty text box.
- Confirm Password:** An empty text box.
- Buttons:** Two buttons at the bottom, 'Change' and 'Cancel'.

Three green hand icons with numbers are overlaid on the form to indicate the steps:

- 16:** A hand icon pointing to the Username and Old Password fields.
- 17:** A hand icon pointing to the New Password and Confirm Password fields.
- 18:** A hand icon pointing to the 'Change' button.

Session ▾ Occurrence ▾ Help ▾

New
View
Change View

- SACAA_Airworthiness
- AVSEC_GENERAL_REPORTING
- SACAA_AERODROME
- SACAA_AIRPROX
- SACAA_BIRDS_WILDLIFE
- SACAA_FLIGHT_OPERATIONS
- SACAA_RUNWAY_INCURSION


You can submit your report immediately by using an online form

Query Library:

OCCURRENCE SUBMISSION ON ECCAIRS ONLINE ✕

To Complete the occurrence form:

Step 1: Click on Occurrence drop down menu

Step 2: Click on NEW to select a template

Step 3: Select the desired template/Form

Step 4: Complete the form (Complete both occurrence and aircraft information on the left pane)

Step 5: Click on the file on the menu, select Save and Close to submit the occurrence

Don't show this message anymore

OK

ONLINE SUBMISSION (ECCAIRS)

- 19** NOTICE popup instructions to aid completing the online form (LEFT-CLICK "OK" to exit)
- 20** LEFT-CLICK OCCURRENCE> NEW> and select category

- Occurrence
- Aircraft **23**
- Other Aircraft Involved

SOUTH AFRICAN CIVIL AVIATION AUTHORITY

Section/Division: South African Civil Aviation Autho Form Number: CA 183-416

Telephone Number: 011-545-1000 Email: csr@caa.co.za

Physical address: Ikhaya Lokundiza, 16 Treur Close, Waterfall Park, Bekker Street, Midrand, Gauteng

Postal address: Private Bag X73, Halfway House 1685 www.caa.co.za



ONLINE SUBMISSION (ECCAIRS)

- 21** LEFT-CLICK on open space and complete relevant information
- 22** NOTICE leaving the pointer over the white area displays further information about that field
- 23** LEFT-CLICK on "Aircraft" to enter aircraft details

FLIGHT OPERATIONS REPORTING FORM

Reporter Information

(Free Text Entry Field)

Name
Company
Function
Phone Number
Email



Occurrence Basic Data

Occurrence category > Detection phase >

Aircraft Airborne? >

24 - Occurrence

General information and classification of the occurrence **22**

Where

State/area of occ > Occurrence Location Name

> Latitude of occurrence >

> Longitude of occurrence >

When

Date and Time are UTC. (Date Format YYYY-MM-DD, Time format: HH:MM)



ONLINE SUBMISSION (ECCAIRS)

24 LEFT-CLICK File>Save and Close once satisfied with all entries made

SOUTH AFRICAN CIVIL AVIATION AUTHORITY
Section/Division: South African Civil Aviation Autho
Form Number: CA 183-416
Telephone Number: 011-545-1000 Email: csr@cab.co.za
Physical address: Ikhaya Lokundiza, 16 Treur Close, Waterfall Park, Bekker Street, Midrand, Gauteng
Postal address: Private Bag X73, Halfway House 1685 www.caa.co.za

FLIGHT OPERATIONS REPORTING FORM

Reporter Information

(Free Text Entry Field)

Name
Company
Function
Phone Number
Email

Occurrence Basic Data

Occurrence category

Detection phase

Aircraft Airborne?

Occurrence class

Where

State/area of occ

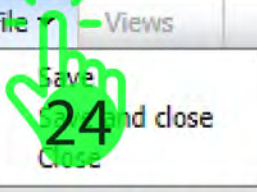
Occurrence Location Name

Latitude of occurrence

Longitude of occurrence

When

Date and Time are UTC. (Date Format YYYY-MM-DD, Time format: HH:MM)



Other Aircraft Involved

Forms

Forms for Aviation Safety and Security Reporting By an Organisation

Download a PDF copy and submit a report offline.

- General Aviation
- Aerodromes
- Airworthiness
- Runway Incursions
- AIRPROX
- Birds / Wild
- Aviation Security Breaches
- Flight Operations



OFFLINE SUBMISSION (pdf)

- 25** RIGHT-CLICK correct reporting form and save on your computer
- 26** NOTICE for aircraft accidents and serious incidents, contact details provided
- 27** LEFT-CLICK on relevant areas, fill required details and save file once complete
- 27** Send form as attachment to csr@caa.co.za or AvsecBreachesReporting@caa.co.za

24 Hour Contact For Accident Or Serious Incident Reporting

Email: AiidInbox@caa.co.za /

+27 (0) 60 991 9915



CENTRALISED OCCURRENCE REPORTING SYSTEM



Each organisation is requested to nominate a person/s who will undertake responsibility for management of CORS login credentials.

The nominated personnel/s details:

- ✈ Company Name
- ✈ Reponsible Person/s Name and Surname
- ✈ Designation
- ✈ Email address
- ✈ Contact nummber/s

To be sent to SACAA at sms@caa.co.za



END OF DEMONSTRATION

CENTRALISED OCCURRENCE REPORTING SYSTEM