

# PHILIPPINE VOLUNTARY SAFETY REPORTING SYSTEM

The Philippine Voluntary Safety Reporting System (PVSRS), as a minimum, defines:

- a) the objective of the reporting system;

The key objective of the Philippine voluntary safety reporting system (PVSRS) is to enhance aviation safety through the collection of reports on actual or potential safety deficiencies that would otherwise not be reported through other channels. Such reports may involve occurrences, hazards or threats relevant to aviation safety. This system does not eliminate the need for mandatory reporting of aircraft accidents and incidents to the relevant authorities under the existing aviation regulations. Reporters are encouraged to make use of their organization's internal SMS voluntary reporting system where applicable, unless they have no access to such a system or the incident or hazard is deemed beyond the scope of their organization's purview.

The Philippine VSRS is a voluntary, non-punitive, confidential reporting system established by the Civil Aviation Authority Philippines (CAAP). It provides a channel for the voluntary reporting of aviation occurrences or hazards while protecting the reporter's identity.

- b) the scope of the aviation sectors/areas covered by the system;

The PVSRS covers areas such as:

- a) Flight operations:
  - i) departure/en route/approach and landing;
  - ii) aircraft cabin operations;
  - iii) air proximity events;
  - iv) weight and balance and performance.
- b) Aerodrome operations:
  - i) aircraft ground operations;
  - ii) movement on the aerodrome;
  - iii) fuelling operations;
  - iv) aerodrome conditions or services;
  - v) cargo loading.
- c) Air traffic management:
  - i) ATC operations;
  - ii) ATC equipment and navigation aids;
  - iii) crew and ATC communications.
- d) Aircraft maintenance:
  - i) aircraft/ engine/ component maintenance and repair activities.
- e) Design and manufacturing:
  - i) aircraft/ engines/ components design or production activities.
- f) Approved training organizations:
  - i) training activities involving flight operations.
- g) Miscellaneous:
  - i) passenger handling operations related to safety;
  - ii) etc.

- c) who can make a voluntary report;

If you belong to any of these groups, you can contribute to aviation safety enhancement through the PVSRS by reporting on occurrences, hazards or threats in the aviation system:

- a) flight and cabin crew members;
- b) air traffic controllers;
- c) licensed aircraft engineers, technicians or mechanics;
- d) employees of maintenance, design and manufacturing organizations;
- e) aerodrome ground handling operators;
- f) aerodrome employees;
- g) general aviation personnel;
- h) etc.

- d) when to make such a report;

You should make a report when:

- a) you wish for others to learn and benefit from the occurrence or hazard report, but are concerned about protecting your identity;
- b) there is no other appropriate reporting procedure or channel;
- c) you have tried another reporting procedure or channel without the issue having been addressed.

- e) how reports are processed;

The PVSRS pays particular attention to the need to protect the reporter's identity when processing all reports. Every report will be read and validated by the administrator. The administrator may contact the reporter to make sure he understands the nature and circumstances of the occurrence/hazard reported and/or to obtain the necessary additional information and clarification.

When the administrator is satisfied that the information obtained is complete and coherent, he will de-identify the information and enter the data into the [Name of system] database. Should there be a need to seek inputs from any third party, only the de-identified data will be used.

The PVSRS form, with the date of return annotated, will eventually be returned to the reporter. The administrator will endeavor to complete the processing within ten (10) working days if additional information is not needed. In cases where the administrator needs to discuss with the reporter or consult a third party, more time may be needed.

If the administrator is away from his office for a prolonged period, the alternate administrator will process the report. Reporters can rest assured that every PVSRS report will be read and followed through by either the administrator or the alternate administrator.

#### *Feedback to the aviation community*

Relevant de-identified reports and extracts may be shared with the aviation community through periodic publication so that all can learn from the experiences. Relevant authorities and parties can also review their policy and plan for improvements.

If the content of a PVSRS report suggests a situation or condition that poses an immediate or urgent threat to aviation safety, the report will be handled with priority and referred, after de-identification, to the relevant organizations as soon as possible to enable them to take the necessary safety actions.

f) how to contact the PVSRS administrator;

You are welcome to call the Aviation Safety Analysis Division of the] to enquire about the PVSRS or to request a preliminary discussion with the PVSRS administrator before making a report. The administrator and alternate administrator can be contacted during office hours from Monday to Friday at the following telephone numbers

PVSRS Administrator	<b>Ms. MARIA CORAZON M LUNA</b>
Alternate Administrator	<b>Ms. MARIVIE ABBAS</b>
Tel.	<b>+63 2 79442151</b>
Email:	<a href="mailto:asad.rsdfs@gmail.com">asad.rsdfs@gmail.com</a>
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