

PHILIPPINE MANDATORY SAFETY REPORTING PROCEDURE

The Philippine mandatory safety reporting procedure encompasses the mandatory incident reporting systems. This procedure pertains to timely mandatory reporting of accidents, serious incidents, incidents and other reportable occurrences by relevant stakeholders. The stakeholders as per Civil Air Regulations, comprises certificated/approved aviation organizations such as Air Operations Certificate holders, Approved Training Organizations, Approved Maintenance Organizations, Aerodromes and Air Navigation Services- Communication Navigation Services, and independent licensed/authorized personnel (e.g. pilots, cabin crew members, air traffic controllers, maintenance personnel) and members of the public.

Note 1.— The Philippine mandatory reporting of accidents and serious incidents, as well as of defects/malfunctions/service difficulties, etc., are all covered under these procedures.

1. MANDATORY REPORTING

- 1.1 Pursuant to Philippine Civil Aviation Regulations (PCAR), CAR-ANS and CAR Safety Management it is mandatory for all stakeholders (AOC Holders, ATO, AMO, Aerodromes and Air Navigation Services (ANS-CNS) to report aviation accidents, serious incidents, incidents and other safety related occurrences (including defects/malfunctions/service difficulties) to the Civil Aviation Authority of the Philippines (FSIS and AANSOO) copy furnish Aviation Safety Analysis Division (ASAD), FSIS.
- 1.2 The list of reportable occurrences (apart from accidents) and the reporting timelines are provided in various parts of PCAR Parts, CAR-ANS and CAR SM to this procedure.
- 1.3 The reporting of mandatory occurrences is done using the Mandatory Report Forms as published in the website. All Mandatory Reports are signed by the approved/certificated organization's authorized signatory where applicable. [Remark: A procedure to be developed to address notifications received through verbal/telephone communications.]
- 1.4 In the case of accidents and serious incidents, immediate coordination with the Aircraft Accident Incident Investigation Board (AAIIB) and Operation Rescue Coordination Center (ORCC) is to be initiated, and upon receipt of such notification, to determine whether its independent investigation process is to be activated. The documented notification and reporting process to the ASAD of the CAAP shall be done as per Annex A of this document and as stated in the PCAR for other occurrences.

2. PROCESSING OF MANDATORY REPORTS

- 2.1 Upon receipt of a mandatory report, it shall be validated to ensure that all essential information has been provided by the reporter.
- 2.2 The report will then be classified into the following categories:
 - a) accident;
 - b) serious incident;
 - c) incident;
 - d) other occurrence.
- 2.3 After classification, the report record will be uploaded into the appropriate database with an assigned occurrence

reference number.

2.4 The status of each report will be categorized and updated as follows:

- a) Initial notification: For evaluation/follow-up/information as annotated.
- b) Under investigation: Investigation by AAIB/CAAP/service provider] in progress as annotated.
- c) Investigation completed: Investigation results/data received and uploaded.
- d) Closed: No further action required.

Note.— Notification and submission of accident and serious incident data reports to ICAO is the responsibility of the AAIB..

Note: Appropriate coordination and accessibility of the database has been established by CAAP and AAIB.

3. ACCIDENT/SERIOUS INCIDENT/INCIDENT CLASSIFICATION

- 3.1 The classification of accident, serious incident and other incident will be based on PCAR 13 and the CAR Safety Management as base on ICAO Annex 13 definitions.
- 3.2 Occurrences that are classified as accidents or serious incidents may require independent investigations by the Aircraft Accident Incident Investigation Board. In such cases, the assigned CAAP representative tracks the independent investigation process outcomes and provides updates to ASAD for inclusion in the database as necessary.
- 3.3 For incidents and other occurrences (including defects/malfunctions/service difficulties) that are not the subject of the State's independent investigation process, the assigned CAA representative will liaise with the relevant party for necessary follow-up investigation and report submission as applicable.

4. FOLLOW-UP/INVESTIGATION

- 4.1 For occurrences that require follow-up action or investigation by the service provider's internal safety/quality function, the relevant CAAP representative will liaise with the service provider's authorized safety/quality representative to ensure the timely follow-up and closure of the occurrence as appropriate.
- 4.2 The assigned CAAP representative monitors and determines whether CAAP intervention before, during or after a service provider's internal safety occurrence investigation and resolution process is necessary.
- 4.3 On completion and receipt of the follow-up/investigation report, the CAAP representative enters all relevant information received into the relevant database. In the case of investigation reports issued by AAIB, the CAAP representative liaises with AAIB for the necessary uploading of such data reports into the database.
- 4.4 Where CAAP administrative (enforcement) action following the conclusion of an occurrence investigation report is deemed necessary, such recommendations are forwarded by the relevant inspector to the Director General for Civil Aviation (DGCA) for approval in accordance with CAAP enforcement procedure as per CAR SM and PCAR 1.2.1.8 and the Enforcement and Resolution Manual. In the case of investigation reports issued by AAIB due consideration must be given to the objective of the investigation set forth in Annex 13.

ANNEX A

PART I. REPORTING TIMELINES (EXAMPLE)

	<i>Notification to the CAA and/or the accident investigation authority*</i>	<i>Mandatory Report (Form XYZ) submission to the CAA and/or the accident investigation authority**</i>	<i>Investigation Report to the CAA***</i>
Accident	Immediate/ASAP	Within 24 hours	90 days
Serious incident	Immediate/ASAP	Within 48 hours	60 days
Incident	N/A	Within 72 hours	30 days (where required)
<p>* Telephone, facsimile or e-mail will in most cases constitute the most suitable and quickest means to send a notification. ** This column does not apply to members of the public. *** This column does not apply to investigation reports from the State's accident investigation authority/AAIB.</p>			

PART II. EXAMPLES OF REPORTABLE OCCURRENCES

Note.— The list below is not exhaustive and does not include accidents.

Air operator

- near collisions requiring an avoidance manoeuvre to avoid a collision or an unsafe situation or when an avoidance action would have been appropriate;
- controlled flight into terrain only marginally avoided;
- aborted take-offs on a closed or engaged runway, on a taxiway¹ or unassigned runway;
- take-offs from a closed or engaged runway, from a taxiway² or unassigned runway;
- landings or attempted landings on a closed or engaged runway, on a taxiway¹ or unassigned runway;
- gross failure to achieve predicted performance during take-off or initial climb;
- fires and smoke in the passenger compartment or cargo compartments or engine fires, even though such fires were extinguished by the use of extinguishing agents;
- events requiring the emergency use of oxygen by the flight crew;
- aircraft structural failures or engine disintegrations, including uncontained turbine engine failures, not classified as an accident;
- multiple malfunctions of one or more aircraft systems seriously affecting the operation of the aircraft;
- flight crew incapacitation in flight;
- fuel quantity requiring the declaration of an emergency by the pilot;

¹. Excluding authorized operations by helicopters.

². Excluding authorized operations by helicopters.

- runway incursions classified with severity A. The *Manual on the Prevention of Runway Incursions* (Doc 9870) contains information on severity classifications;
- take-off or landing incidents such as under-shooting, overrunning or running off the side of runways;
- system failures, weather phenomena, operations outside the approved flight envelope or other occurrences which could have caused difficulties controlling the aircraft;
- failures of more than one system in a redundancy system mandatory for flight guidance and navigation;
- [*Remark: Include any other incidents or occurrences deemed by the State as reportable under this mandatory safety reporting system.*]

Maintenance organization

- any airframe, engine, propeller, component or system defect/malfunction/damage found during scheduled or unscheduled aircraft (airframe/engines/components) maintenance activities which could possibly lead to an aircraft operational accident or serious incident (if not promptly rectified);
- All other incidents or occurrences as stated in the PCAR, CAR SM and CAR ANS as reportable under the mandatory safety reporting system.

Design and manufacturing organizations

- any design- or manufacturing-related deficiency/defect/malfunction of product or services discovered by or brought to the attention of the design/manufacturing organization which is deemed to warrant the possible issue of an emergency airworthiness directive (EAD), airworthiness directive (AD) or alert service bulletin (ASB);
- All other incidents or occurrences as stated in the PCAR, CAR SM and CAR SM as reportable under the mandatory safety reporting system

Aerodrome operator

- runway incursion (with no ATC involvement);
- runway excursion/overshoot (with no ATC involvement);
- failure or significant malfunction of airfield lighting;
- damage to the aircraft or engine resulting from contact or ingestion of foreign objects or debris on runway or taxiway;
- incidents within the aerodrome boundary involving damage to aircraft or with potential impact on aircraft ground movement safety;
- All other incidents or occurrences as stated in the PCAR, CAR SM and CAR ANS as reportable under the mandatory safety reporting system.

ANS/CNS provider

- any ANS/CNS-related equipment or system defect/malfunction/damage discovered during operation or equipment maintenance which could possibly lead to an aircraft operational accident or serious incident;
- unauthorized penetration of airspace;
- aircraft near CFIT;
- significant level bust incidents;

- loss of separation incidents;
- runway incursion (involving ATC communication);
- runway excursion/overshoot (involving ATC communication);
- any other ANS-related deficiency/defect/malfunction as reported to (and verified by) the ANS/CNS operator and which is deemed to have an impact on the safety of air navigation;
- All other incidents or occurrences as stated in the PCAR, CAR SM and CAR ANS as reportable under the mandatory safety reporting system.

Note.— Where there are other sector-specific or service-provider-specific mandatory (compulsory) reporting systems existing within the Philippines, such as per Annex 8 continuing airworthiness reporting requirements, the necessary correlation or integration with this State-wide SSP-related mandatory safety reporting procedure may need to be addressed, as appropriate.
