

Telephone No : 24622495 Telegraphi Address: Commercial: AIRCIVIL New Delhi Aeronautical : VIDDYAYX Email: akc.dgca@nic.in Fax No. : 011 24616715	GOVERNMENT OF INDIA AERONAUTICAL INFORMATION SERVICES DIRECTOR GENERAL OF CIVIL AVIATION OPPOSITE SAFDARJUNG AIRPORT NEW DELHI-110003	S.No. 04/2008 19 th March, 2008
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The following Circular is issued for information, guidance and compliance.



(Kanu Gohain)
Director General of Civil Aviation

Voluntary Reporting System

1. Brief description:

Mandatory Reporting System for incidents and accidents already exists and is regulated under the proviso of Rules. Though Mandatory Reporting System is working satisfactorily yet inspite of safeguards incorporated in the system and considerable efforts made to ensure that it is not used to attribute blame, still the proportion of true human factor occurrences which are being reported still remains small. This is common drawback with all Mandatory Reporting System as experienced worldwide.

Failure to report such occurrence is usually attributed to reluctance in admitting personal errors to an employer or to the Regulatory Authority. In order to encourage the reporting of such occurrences, a confidential reporting system was introduced by all the airlines/organizations. However, to make system more effective and encourage all personnel engaged in aviation related activities for reporting of such incidents a confidential reporting system in DGCA has been introduced.

2. Confidentiality

Complete confidentiality of the system and strict anonymity of the reporter shall be ensured. Whereas anonymous reports will also be accepted but it is requested that reporter give his identity to enable later contact if any part of the report needs clarification.

3. Information to be reported:

Anyone who witnesses or is involved or has knowledge of an occurrence, hazard or situation which he or she believes poses potential threat to flight safety is requested to report the same.

4. Processing of Reports:

Once detailed report is obtained Name and Address of the reporter and all identifying information will be destroyed and shall not be entered into the computer system. An acknowledgement will be sent to the reporter. After de-identifying, the information shall be analyzed by a select Group of the officers who will decide the follow up action to be taken. De-identified Reports only will form part of data bank.

5. Feedback:

Action learnt from such reports will be circulated to Members of aviation community by a DGCA Safety Bulletin. Specific problems or trend shall be brought to the attention of the appropriate authorities and preventive measures followed up.

6. Management of Voluntary Reporting System

Voluntary Reporting System will function under direct supervision of the coordinator.

The present Coordinator is:

A.K. Chopra,
Joint Director General of Civil Aviation
Telephone No. (O) 24629539
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Email : akc.dgca@nic.in

Information given will be de-identified at the level of Coordinator.

It is assured that no punitive action will be taken on such voluntary reporting made unless infringement relates to unlawful/criminal/deliberate gross negligent unsafe actions. However, this Voluntary Reporting System is not a substitute for statutory mandatory incident reporting system, which will continue to function.

**NO RECORD OF YOUR
NAME AND ADDRESS
WILL BE KEPT**

WE ASK THAT YOU GIVE YOUR IDENTITY ONLY TO ENABLE US TO CONTACT YOU IF WE ARE NOT CLEAR ABOUT ANY PART OF YOUR ACCOUNT

Name.....

Address.....

.....

Phone No.....

Background to the incident

Brief Personal details:		
Crew Position	Total flying hours	Hours on type

Details of incident: <i>Please complete those boxes which are relevant</i>			
Date	Time GMT/Local	Aircraft Type	No. of Crew
Flight: From: To:	IFR/VFR	Location of Incident	Phase of Flight
Type of Operations		Weather Conditions IMC/VMC	

Please write your Account of the occurrence/hazard

Lessons Learnt/Suggestions, if any: