



**GOVERNMENT OF INDIA  
O/O DIRECTOR GENERAL OF CIVIL AVIATION**

**AIR SAFETY CIRCULAR No. 2 of 2015**

**File No. AV.15011/3/ASC/2015-AS  
27<sup>th</sup> August 2015**

**Subject: Voluntary Reporting System**

**1. Introduction**

The key objective of Indian voluntary and confidential reporting system 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. Reporters are encouraged to make use of their organization's internal SMS voluntary reporting system wherever 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 Indian voluntary and confidential reporting system is already defined in the Aeronautical Information Circular 03 of 2015. However, this Air Safety Circular gives further detailed guidelines on filing of a voluntary report.

**2. Who can report?**

Personnel belonging to any of the following groups of Civil Aviation sector can contribute to aviation safety enhancement through the voluntary and confidential reporting system 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) Any other person connected with aviation

### **3. Scope of the aviations sectors / areas covered by the system**

Voluntary and confidential reports may be submitted for hazards / threats / occurrences observed in the following areas:

#### 3.1 Flight operations:

- a. Departure/en route/ approach and landing
- b. Aircraft cabin operations
- c. Air proximity events
- d. Weight and balance and performance
- e. Heavy landings when structural limits are not exceeded
- f. Unstabilized approaches

#### 3.2 Aerodrome operations:

- a. Aircraft ground operations
- b. Movement on the aerodrome
- c. Fuelling operations
- d. Aerodrome conditions or services
- e. Cargo loading

#### 3.3 Air traffic management:

- a. ATC operations
- b. ATC equipment and navigation aids
- c. Crew and ATC communications including read-back / hear-back errors

#### 3.4 Aircraft maintenance:

- a. Aircraft/engines/components maintenance and repair activities

#### 3.5 Design and manufacturing:

- Aircraft/engines/components design or production activities

#### 3.6 Approved training organizations:

- Training activities involving flight operations and maintenance

#### 3.7 Miscellaneous:

- a. Passenger handling operations related to safety
- b. Any other area impacting aviation safety

Sd/-  
(Lalit Gupta)

Joint Director General of Civil Aviation