

Telephone No.: 24622495 Telegraphic Address Commercial: AIRCIVIL NEW DELHI Aeronautical: VIDDYAYX E-Mail: dri@dgca.nic.in Fax: 01124629221	GOVERNMENT OF INDIA AERONAUTICAL INFORMATION SERVICES DIRECTOR GENERAL OF CIVIL AVIATION OPPOSITE SAFDARJUNG AIRPORT NEW DELHI – 110003	AIC S. No. 05/2019 <hr/> 31 st Jan, 2019
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The following Aeronautical Information Circular is issued for information, guidance and compliance.

This AIC supersedes AIC 03/2015.



(B.S. Bhullar)
 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 in spite 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 voluntary reporting system was introduced by all airlines/organizations. However, to make system more effective and encourage all personnel engaged in aviation related activities for reporting of such incidents, a voluntary 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 possess potential threat to flight safety is requested to report the same. The proforma is given in Annexure "A".

4. Processing of Reports

Once detailed report is obtained, Name & Address of the reporter and all identifying information will be kept confidential and shall not be entered in the database. An acknowledgement will be sent to the reporter. After de-identifying, the information shall be analyzed by a select group of officers who will decide the follow up action to be taken. De-identified Reports only will form part of database.

5. Feedback

Action learnt from such reports will be circulated to 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 and alternate Coordinator. The present Coordinator and alternate Coordinator are:

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Jt. Director General of Civil Aviation
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Shri M.J. Singh
Director Air Safety
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Information given will be de-identified at the level of Coordinator and alternate 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 action. However, this Voluntary Reporting System is not a substitute for statutory mandatory incident reporting system, which will continue to function.

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VOLUNTARY/CONFIDENTIAL REPORTING PERFORMA

Date: _____

Description of the occurrence/hazard/situation

Name (Optional) : _____

Address (Optional) : _____

Email (Optional) : _____

Phone No. (Optional) : _____

Note:

1. Contact details of reporter will not be disclosed.
2. Contact details are requested to enable later contact if any part of the report needs clarification.