



**How to fill out and submit off-line occurrence reports
for**

General Aviation

as

“on my personal behalf”



Scope

The term “*on my personal behalf*” defines submission of a reportable occurrence by an individual that is not employed by an organisation active in the field of aviation or by an organisation that contracts or uses your services.

Note: if your organisation maintains its own internal reporting system then you are encouraged to report via your organisation’s system, instead of using the Aviation Safety Reporting Portal.

Individuals who do not fall in the above category are advised to report an occurrence using the “*on behalf of your organisation*” option available on the Aviation Safety Reporting Portal.

Off-line Reporting

Off-line reporting consists of entering data also when you are not on-line, that is, when no active connection to the Internet is required or available. Off-line reporting is made possible by providing electronic forms, called off-line forms, which you download and edit. After filling out the off-line form, you upload it for further processing by the web site. In practice, when you submit the off-line form it will be send to your competent authority.

Reporting on personal behalf allows providing contact details, like name, organisation and e-mail address. Neither of this information is mandatory, however if you indicate an e-mail address you will receive a confirmation e-mail containing the submitted data. Make sure this account is able to receive e-mails and has no restrictions in matter of size or attachments. In the case you provide your contact details (name and/or telephone number) you give your competent authority the possibility to contact you if, for instance, they want to enquire for further information or for more details on the submitted report.

Reporting Forms

At the current status, one off-line reporting form is available:

General Aviation

Use this form if you are involved in a General Aviation Organisation (i.e. during the operation of non-complex motor powered aircraft, sailplanes and lighter-than-air vehicles).

Important: This form is available also for reporting ‘*on behalf of my organisation*’ but with a different layout. If you report ‘*on behalf of my organisation*’ use the one available under the ‘*I report on behalf of my organisation*’ section of the reporting portal, and not this one.



Download and Submit

The empty form can be downloaded from the Aviation Safety Reporting Portal by clicking on the icon; below the icon is the form's name:



It is advised to download an empty form each time you want to report an occurrence. For convenience you may want to keep a copy of the empty form on your PC and use this for reporting new occurrences, however occasionally you should bring up-to-date the form downloading it from the Aviation Safety Reporting Portal to make sure you are using the most recent version available.

After filling out the off-line form (see next section), you upload it by clicking on this icon:



Note: Upload the document you have edited, not a printout copy or similar because it will be rejected.

To make sure a report is submitted by an individual, the system will ask you to type a text composed of a particular combination of numbers and characters, visualised by a so-called *Captcha*, in the input box. Below is a sample (the text to type would be '3rgEQ'):



If you cannot read the text in the *captcha*, click on the green button at the right for loading a different combination.

You may keep a local copy of the submitted form for future reference.



Fill Out the Form

To fill out the form you must use a PDF reader application supporting PDF forms and embedded scripting. The forms available on the Aviation Safety Reporting Portal have been tested using the freely available PDF reader 'Adobe Acrobat Reader DC'. Download this application from WWW.ADOBE.COM. Adobe Acrobat Reader DC is available for a variety of operating systems.

Important: Other PDF readers, e.g. PDF preview in Internet browsers, have not been tested and might or might not work. For that reason it is highly recommended to use Adobe Acrobat Reader DC. For instance the PDF Preview application Quartz PDF Context on Apple Mac PCs corrupts the off-line forms. Do not use this application.

The forms are built from various sections distributed over different pages. Go through all pages and fill out all information considered relevant for the outcome of the occurrence. Keep it simple and report only the facts. The following elements represent the minimal amount of data a usable report should contain:

- Local date
- State
- Location (place or nearest landmark)
- Headline
- Narrative

Data Fields

Off-line forms contain a variety of data entry fields, also known as 'controls'. The following rules apply for the various types of controls:

Date fields (e.g. Local date)

- Fixed format ISO 8601 (YYYY-MM-DD)

Time fields (e.g. Local Time)

- hh:mm (based on 24 hr clock)

Combined Date Time fields

- Fixed format ISO 8601 (YYYY-MM-DD HH:mm, based on 24 hr clock)

Drop Down lists (e.g. Language selector)

- Typing a letter brings you to the first row starting with this letter
- Typing the letter again brings you to the second row, etc.
- The first entry of the drop down list represents an empty value, which is used to indicate that the data entry field contains no value, i.e. 'empty'.



Multiple selection lists (e.g. Occurrence category)

- Hold down the [Ctrl] key to select more than one value
- The first entry of the list represents an empty value

Multilevel selects (e.g. ICAO region/State/Area or Aircraft Category)

- Fill out the series of Drop Downs from left to right or top to bottom
- The contents of the second drop down in sequence will depend on the value selected in the first, the third from the second, and so forth

Radio buttons (e.g. Weather relevant)

- The first radio button represents an empty value

Geographical co-ordinates (e.g. Latitude and Longitude)

- DD.mmmm... (Decimal Degrees format, like used in for instance Google)

Use of 'Empty' and 'Unknown'

Exceptions excluded, each data entry field allows giving no value or selecting the 'Empty' equivalent (see above). No value or 'empty' means that the information is either not available or not relevant for the report. This is a perfectly legitimate value.

Some data entry fields include the element 'Unknown'. Use this value only if an attempt to obtain the information was made but at the time of reporting it is not available and you want to indicate that to some extent you consider the missing information relevant for the occurrence. Do not use this to indicate 'I don't know' because this is expressed by no value or by 'empty'.



Thank you for your contribution to improving aviation safety!