

Gatwick Airport Directive

Title: Mandatory Occurrence Reporting (MOR) – (EU) 376 2014		Ref No: GAD/F:27/16
Issue Date: 08/12/2016	Effective Date: 14/11/2016	Expiry Date: 14/11/2018
<p>It is the responsibility of all employers to ensure the relevant Airport Notice is brought to the attention of their staff. However individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.</p>		
Introduction:		
<p>CAA Information Notice IN-2015/031 document outlines the release of the 'ECCAIRS European Reporting Portal' – which forms part of Regulation (EU) No. 376/2014 on the reporting, analysis and follow-up of occurrences in civil aviation. This Instruction is to draw the Gatwick Airside Community's attention to (EU) 376/2014 and their responsibilities under it. (EU) 376/2014 can be downloaded from the following location; https://www.easa.europa.eu/document-library/regulations/regulation-eu-no-3762014</p>		
Programme:		
<p><u>OCCURRENCES WHICH MUST BE REPORTED</u> Implementing Regulation (EU) 2015/1018 lays down a list of occurrences which must be mandatorily reported. The annexes of the document separate out occurrences by operating entity, (aerodrome/ground handling operations, air traffic/navigation, aircraft related occurrences). (EU) 2015/1018 can be downloaded from the following location. https://www.easa.europa.eu/document-library/regulations/commission-implementingregulation-eu-20151018</p> <p><u>REPORTING MANDATORY OCCURRENCES</u> Regulation (EU) 376/2014 requires that organisations' own systems are compatible with the ECCAIRS software. More information on this is available in the EU376 guidance material, which can be downloaded from http://ec.europa.eu/transport/modes/air/safety/doc/guidancematerial376.pdf Organisations without their own reporting software are able to report mandatory occurrences to their relevant competent authority using the European Reporting Portal – www.aviationreporting.eu The portal is available to all those working in the aviation industry – and also to the general public. Any operating carrier that does not have the facility to generate a report must request that this is completed by their handling agent.</p>		
Operational Impacts:		
<p><u>REPORTING INCIDENTS TO GATWICK AIRPORT LTD</u> Operating companies are reminded that, in addition to their responsibilities under existing GADs and directly under (EU) 376, they must report directly to the Airside Operations Department incidents falling into the following categories;</p> <ul style="list-style-type: none"> • Collisions between an aircraft and other obstacles (including vehicles) • Wildlife strike, or evidence of wildlife strike • Exceptional or unusual FOD on the movement area which has, or could have, endangered an aircraft • Push-back or taxi interference by vehicle, equipment or person • Reports of jet blast • Spillages of fuel <p>Reports must be filed within 72 hours. This is to enable prompt investigation and facilitate safety improvement. Operating companies are requested to share with Gatwick Airport Limited any occurrence reports for reportable incidents which occur on the ground at Gatwick Airport, or during the initial (take-off) or final (approach & landing) phases of flight from or to Gatwick. Gatwick Airport welcomes copies of Air Safety Reports or Mandatory Occurrence Reports filed by operating companies, which should be sent to the Head of Airside Compliance at Jerry.barkley@gatwickairport.com</p>		
Further Information:		
Any questions concerning this Directive should be addressed to the Airside Operations Manager, Tel:07803 120115		
Signatory		
Gary Cobb		
<u>for and on behalf of the Chief Executive Officer of Gatwick Airport Limited</u>		
Consultation:		
Has consultation on this Directive taken place? Yes - Consultation record held by author		
Distribution:		
FULL		