

EASA Part 145 EASA Part 145 Occurrence reporting - EASA.145.A.60	
Name of Auditee	
Date of Audit	
Name of Auditor	
Audit Standard EASA Part 145 IR, AMC & GM	
<i>Additional Guidance is shown in Bold Italics – Basic Questions include Management & Oversight –Ownership of Procedures - Competence & Training “as required” Completeness, Compliance & Validity of Procedures. In all cases identify the reference of MOE and Associated Procedure</i>	
Audit Criteria	Compliant Y or N – Provide MOE /Associated Procedure Reference for Compliance or detail Corrective Action Request & Reference
145.A.60 Occurrence reporting Regulation (EU) 2021/1963 (a) As part of its management system, the organisation shall establish and maintain an occurrence reporting system, including mandatory and voluntary reporting. For organisations that have their principal place of business in a Member State, a single system may be established to meet the requirements of Regulation (EU) No 376/2014 and its implementing acts and of Regulation (EU) 2018/1139 and its delegated and implementing acts. (b) The organisation shall report to its competent authority and to the design approval holder of the aircraft or component any safety-related event or condition of an aircraft or component identified by the organisation which endangers or, if not corrected or addressed, could endanger an aircraft, its occupants or any other person, and in particular any accident or serious incident. (c) The organisation shall also report any such event or condition that affects an aircraft to the person or organisation that is responsible for the continuing airworthiness of that aircraft in accordance with point M.A.201 of Annex I (Part-M) or point ML.A.201 Annex Vb (Part-ML), as applicable. For events or conditions that affect aircraft components, the organisation shall report to the person or organisation that requested the maintenance. (d) For organisations that do not have their principal place of business in a Member State: (1) the initial mandatory reports shall: (i) appropriately safeguard the confidentiality of the identity of the reporter and of the persons mentioned in the report;	

<p>(ii) be made as soon as practicable, but in any case within 72 hours after the organisation has become aware of the occurrence unless exceptional circumstances prevent this;</p> <p>(iii) be made in a form and manner established by the competent authority;</p> <p>(iv) contain all pertinent information about the condition known to the organisation;</p> <p>(2) where relevant, a follow-up report that provides details of the actions the organisation intends to take to prevent similar occurrences in the future shall be made as soon as those actions have been identified; those follow-up reports shall:</p> <p>(i) be sent to the entities referred to in points (b) and (c) to which the initial report was sent;</p> <p>(ii) be made in a form and manner established by the competent authority.</p>	
<p>AMC1 145.A.60 Occurrence reporting ED Decision 2022/011/R GENERAL</p> <p>(a) Where the organisation holds one or more additional organisation certificates within the scope of Regulation (EU) 2018/1139 and its delegated and implementing acts:</p> <p>(1) the organisation may establish an integrated occurrence reporting system covering all certificate(s) held; and</p> <p>(2) single reports for occurrences should only be provided if the following conditions are met:</p> <p>(i) the report includes all relevant information from the perspective of the different organisation certificates held;</p> <p>(ii) the report addresses all relevant specific mandatory data fields and clearly identifies all certificate holders for which the report is made; and</p> <p>(iii) the competent authority for all certificates is the same and such single reporting was agreed with that competent authority.</p> <p>(b) The organisation should assign responsibility to one or more suitably qualified persons with clearly defined authority, for coordinating action on airworthiness occurrences and for initiating any necessary further investigation and follow-up activity.</p> <p>(c) If more than one person are assigned such responsibility, the organisation should identify a single person to act as the main focal point for ensuring that a single reporting channel is established to the accountable manager. This should in particular apply to organisations holding one or more additional organisation certificates within the scope of Regulation (EU) 2018/1139 and its delegated and implementing acts where</p>	

the occurrence reporting system is fully integrated with that required under the additional certificate(s) held	
AMC2 145.A.60 Occurrence reporting ED Decision 2022/011/R The organisation should share relevant safety-related occurrence reports with the design approval holder of the aircraft or component in order to enable it to issue appropriate service instructions and recommendations to all relevant parties. Liaison with the design approval holder is recommended to establish whether published or proposed service information will resolve the problem or to obtain a solution to a particular problem.	
GM1 145.A.60 Occurrence reporting ED Decision 2022/011/R MANDATORY REPORTING — GENERAL (a) For organisations having their principal place of business in a Member State, Regulation (EU) 2015/1018 lays down a list classifying occurrences in civil aviation to be mandatorily reported. This list should not be understood as being an exhaustive collection of all issues that may pose a significant risk to aviation safety and therefore reporting should not be limited to items listed in that Regulation. (b) AMC-20 ‘General Acceptable Means of Compliance for Airworthiness of Products, Parts and Appliances’ provides further details on occurrence reporting (AMC 20-8A).	
GM1 145.A.60(b) Performance of maintenance ED Decision 2022/011/R Depending on the case, the ‘design approval holder’ will be the holder of a type certificate, a restricted type certificate, a supplemental type certificate, a European Technical Standard Order (ETSO) authorisation, a major repair design approval, a major change design approval or any other relevant approval or authorisation for products, parts and appliances deemed to have been issued under Commission Regulation (EU) No 748/2012	
All Audit Findings have been transferred to corrective action requests	
Signature	Name
Audit Closed QM Signature	
Date	