Emergency Response Activities Aligned with (EU) 376/2014 - Checklist

Occurrence Reporting for Emergency Situations

- Establish a mandatory reporting system within the organization to capture emergency-related occurrences, such as in-flight emergencies, crew incapacitation, or serious incidents.

- Ensure voluntary reporting systems are in place to capture safety concerns that may not be addressed by the mandatory system.

- Require reporting of occurrences within 72 hours of becoming aware of the event, unless exceptional circumstances apply.

- Ensure occurrences related to emergencies, injuries, and other critical situations are explicitly included in the reporting scope.

- Confirm that reports include all necessary details to support analysis and follow-up actions.

Analysis and Risk Assessment

- Develop a process to systematically analyze reported occurrences, focusing on identifying actual or potential safety hazards linked to emergency scenarios.

- Assess safety risks associated with each reported occurrence and determine appropriate corrective or preventive actions.

- Implement corrective or preventive actions in a timely manner.

- Establish a process to monitor the effectiveness of corrective actions, ensuring continuous improvement of emergency preparedness.

Data Collection, Storage, and Confidentiality

- Store all occurrence reports, including those related to emergency response, in a secure database that meets data protection requirements.

- Ensure the database uses formats compatible with the ECCAIRS system and the ICAO ADREP taxonomy.

- Disidentify personal data in occurrence reports to safeguard confidentiality and promote a Just Culture.

- Designate specific personnel responsible for handling, analyzing, and safeguarding occurrence information within the organization.

Safety Communication and Feedback

- Share preliminary results of occurrence analyses with the competent authority within 30 days, and final results no later than three months after the occurrence.

- Regularly communicate lessons learned from emergency-related occurrences to all staff, including frontline emergency responders.

- Publish an annual safety review summarizing aggregated and anonymized information, trends, and safety actions taken, including emergency preparedness improvements.

- Share analysis results and follow-up actions with external authorities and stakeholders as appropriate.

Integration with State Safety Programme and European Frameworks

- Use occurrence data and safety analysis to inform and update the State Safety Programme and State Safety Plan.

- Contribute to the European Aviation Safety Programme and the European Aviation Safety Plan through participation in the network of aviation safety analysts.

- Engage with the European Central Repository by submitting occurrence data and updates in a timely manner, including information on emergency-related events.

Risk Classification and Continuous Improvement

- Classify occurrences, including emergency situations, using the Common European Risk Classification Scheme once developed.

- Review and update risk classifications as necessary, ensuring harmonization across the organization and Member States.

- Participate in the ongoing analysis and improvement of aviation safety at Union level through collaborative data sharing and risk assessment.

Just Culture and Protection of Reporters

- Establish internal Just Culture policies that protect staff and contractors from punitive actions when reporting emergency-related occurrences, except in cases of gross negligence or willful misconduct.

- Ensure no personal details are recorded in occurrence databases and maintain the confidentiality of reporters and persons mentioned in reports.

- Adopt and implement internal rules, developed in consultation with staff representatives, that guarantee Just Culture principles and safeguard staff participation in occurrence reporting.

- Designate a national body responsible for overseeing the protection of reporters and Just Culture compliance, allowing staff to report alleged infringements without fear of reprisal.

Oversight and Regulatory Coordination

- Ensure the competent authority and/or EASA monitors the implementation and effectiveness of actions taken in response to emergency-related occurrences.

- Cooperate with judicial authorities through administrative arrangements that balance safety learning with the proper administration of justice.

- Maintain readiness for regulatory review and ensure all safety actions and reports meet oversight requirements.