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DIRECTORATE OF CIVIL AVIATION OF BOSNIA AND HERZEGOVINA

Pursuant to Articles 16 and 61, paragraph (2), of the Law on Administration (Official Gazette of BiH No: 32/02 and 102/09), and Article 14 paragraph (1) of the Bosnia and Herzegovina Aviation Law (Official Gazette of BiH, No: 39/09) Director General of the Bosnia and Herzegovina Directorate of Civil Aviation hereby issues the following

RULEBOOK
ON OCCURRENCE REPORTING
PART ONE - GENERAL PROVISIONS

Article 1
(Subject)

Subject of this Rulebook is reporting on occurrences which endanger or which, if not corrected or addressed, could endanger an aircraft, its occupants or any other person, equipment or installation affecting aircraft operations; and the reporting of other relevant safety-related information; analysis and follow-up action in respect of reported occurrences and other safety-related information; the protection of aviation professionals; appropriate use of collected safety information and the integration of information into the database; the dissemination of confidential information to interested parties for the purpose of providing such parties with the information they need in order to improve aviation safety; confidentiality of the identity of the persons reporting safety-related occurrences.

Article 2
(Terms and Definitions)

(1) Term ***'safety'*** used in the text of this Rulebook means aviation safety.

(2) (1) Terms used in this Rulebook shall have the following meaning:

a) ***'Occurrence'*** means any safety-related event which endangers or which, if not corrected or addressed, could endanger an aircraft, its crew and passengers or any other person and includes in particular an accident or serious incident;

b) ***'accident'*** means an occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

1) a person is fatally or seriously injured as a result of:
   - being in the aircraft, or,
   - direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or,
   - direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or

2) the aircraft sustains damage or structural failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes) or minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike, (including holes in the radome); or

3) the aircraft is missing or is completely inaccessible;

c) ***'serious incident'*** means an incident involving circumstances indicating that there was a high probability of an accident and is associated with the operation of an aircraft, which in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down. A list of examples of serious incidents is set out in the Annex IV to this Rulebook;

d) *'**Incident**' means an occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation*

e) **'Reporter':** is a natural person who reports the occurrence or other safety related information;

f) *'**aircraft**'*: any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface

g) ***'organisation'*** means any organisation providing aviation products and/or which employs, contracts or uses the services of persons required to report occurrences in accordance with in accordance with in accordance with Article 6, paragraph (1) of this Rulebook;

h) ***'Hazard'*** means a situation or an object with the potential to cause death or injury to a person, damage to equipment or a structure, loss of material, or a reduction of ability to perform a prescribed function;

i) ***'Safety Investigation Authority'*** means the permanent national civil aviation safety investigation authority conducting or supervising safety investigations. In Bosnia and Herzegovina that authority is Accident and Incident Investigation Unit.

j) *'**Just Culture**'*: means a culture in which front line operators or others are not punished for actions, omissions or decisions taken by them that are commensurate with their experience and training, but where gross negligence, wilful violations and destructive acts are not tolerated;

k) ***'Point of Contact'*** means the competent authority designated by the State which establishes a mechanism for independent collection, assessment, processing, analysis and storage of information on occurrences, i.e. this is the body responsible for exchange and distribution of information to interested parties. In Bosnia and Herzegovina that body is the Directorate of Civil Aviation of Bosnia and Herzegovina (hereinafter: BHDCA)

l) ***'Interested Party'*** means any natural person, any legal person or any official body, whether having its own legal personality or not, that is in a position to participate in the improvement of civil aviation safety by having access to information on occurrences exchanged by Bosnia and Herzegovina and any other state which is included in one of the categories of interested parties established by Annex II to this Rulebook;

m) ***'State Safety Programme'*** means an integrated set of legislations and activities aimed at managing civil aviation safety in Bosnia and Herzegovina;

n) *'**Safety Management System** - SMS'* means a systematic approach to managing aviation safety including the necessary organisational structures, accountabilities, policies and procedures, and includes any management system that, independently or integrated with other management systems of the organisation, addresses the management of safety ;

o) **'*Anonymisation*'** means the removal from occurrence reports of all personal details relating to the reporter and to the persons mentioned in occurrence reports and any details, including the name of the organisation(s) involved in the occurrence, which may reveal the identity of the reporter or of a third party or lead to that information being inferred from the occurrence report;

p) ***'Disidentified Information'*** means information arising from occurrence reports from which all personal information such as names or addresses of natural persons have been removed.

Article 3
(Applicability)

This Rulebook shall apply to occurrences and other safety information involving civil aircraft.

Article 4
(Objective of occurrence reporting)

(1) This Rulebook aims to improve level of aviation safety by ensuring that relevant safety information relating to civil aviation is reported, collected, stored, protected, exchanged, analysed and properly disseminated to interested parties and that safety measures and recommendations are taken on the basis of collected information.

(2) Occurrence reporting:

a) provides for better systematics and transparency of occurrences and their causes;
b) enables identification of appropriate corrective actions and areas where safety may be improved by amendment of legislation related to aircraft operations and air traffic management (ATM);
c) ensures that, where appropriate, safety action is taken in a timely manner based on analysis of the information collected;
d) ensures the continued availability of safety information by introducing rules on confidentiality and on the appropriate use of information and through the harmonised and enhanced protection of reporters and persons mentioned in occurrence reports;
e) ensures that aviation safety risks are considered and dealt with at the level of Bosnia and Herzegovina and at wider level.

(3) The sole objective of occurrence reporting is the prevention of aviation accidents and incidents and not to attribute blame, liability or pronounce sentences except for gross negligence, wilful violations or crimes.

PART TWO - MANDATORY AND VOLUNTARY OCCURRENCE REPORTING

Article 5

(Mandatory and voluntary occurrence reporting)

(1) BHDCA shall establish a unique mandatory and voluntary occurrence reporting system in Bosnia and Herzegovina.
(2) Through the mandatory occurrence reporting system each person or organisation shall inform BHDCA on each occurrence it has been involved in, or present at, and which represents actual or potential safety hazard.
(3) Through the voluntary occurrence reporting system each person or organisation shall inform BHDCA on occurrence that may not be captured by the mandatory reporting system.
(4) All aviation organisations in Bosnia and Herzegovina shall, within their organisations, establish an internal occurrence reporting system (mandatory and voluntary reporting) by designating its responsible person - authorised to receive all reports, to assess, process, analyse and store information from occurrence reports.
(5) When the organisation is not able to establish an internal occurrence reporting system, it shall directly inform BHDCA in accordance with Article 10 of this Rulebook.
(6) Organisations may establish other safety information collection and processing systems to collect details of occurrences that might not be captured by the mandatory and voluntary reporting systems. Those systems may include reporting to entities other than those set out in Article 8, paragraph (1) of this Rulebook and may involve the active participation of:
a) the aviation industry;
b) professional organisations of aviation staff.

Article 6

(Mandatory reporting)

(1) Entities that shall submit an occurrence report:
a) Operator and/or the pilot in command of aircraft for public air transport and of turbojet, or, in cases where the pilot in command is unable to report the occurrence, any other crew member next in the chain of command of an aircraft;
b) Organisation or a person engaged in designing, manufacturing, continuous airworthiness monitoring, maintaining or modifying an aircraft, or any equipment or part thereof;
c) Organisation or a person who signs an airworthiness review certificate, or a release to service in respect of an aircraft or any equipment or part thereof;
d) An air traffic service provider or a person, entrusted with responsibilities related to air navigation services as staff member;
e) a person who performs a function connected with the safety management of an airport;
f) Organisation or a person who performs a function connected with the installation, modification, maintenance, repair, overhaul, flight-checking or inspection of ground facilities that are used or are intended to be used for provision of air navigation services or navigation facilities for aircraft;
g) organisation or a person who performs a function connected with the ground handling of aircraft, including fuelling, loadsheet preparation, loading, de-icing and towing at an airport;
h) organisation for training of authorised and skilled aviation staff;
i) managing and/or responsible staff of state owned and private aviation organisations (state organisations, without Air Operator's Certificate, for transport of passengers, aero-clubs, citizens' associations and similar) or pilots of general aviation.
j) all organisations or persons authorised by BHDCA, or under BHDCA supervision, not covered by points from a) to j) of paragraph (1) of this Article.
k) Other persons having information on the occurrence.

(2) Entities specified under paragraph (1) of this Article shall, through the mandatory occurrence reporting system, report on occurrences that may represent a significant risk to aviation safety and which fall into the following categories:
(a) occurrences related to the operation of the aircraft, such as:
1) collision-related occurrences;
2) take-off and landing-related occurrences;

3) fuel-related occurrences;
4) in-flight occurrences;
5) communication-related occurrences;
6) occurrences related to injury, emergencies and other critical situations;
7) crew incapacitation and other crew-related occurrences;
8) meteorological conditions or civil aviation security-related occurrences;

(b) occurrences related to technical conditions, maintenance and repair of aircraft, such as:
1) structural defects;
2) system malfunctions;
3) maintenance and repair problems;
4) propulsion problems (including engines, propellers and rotor systems) and auxiliary power unit problems;

(c) occurrences related to air navigation services and facilities, such as:
1) collisions, near collisions or potential for collisions;
2) specific occurrences of air traffic management and air navigation services (ATM/ANS);
3) ATM/ANS operational occurrences;

(d) occurrences related to aerodromes and ground handling, such as:
1) occurrences related to aerodrome activities and facilities;
2) occurrences related to handling of passengers, baggage, mail and cargo;
3) occurrences related to aircraft ground handling and related services.

(3) List of occurrences which may represent significant risk to aviation safety (occurrences to be reported of) is given in the Annex V to this Rulebook.

Article 7

(Voluntary reporting)

(1) Voluntary occurrence reporting is the system which involves collection of all details on actual or potential safety deficiencies that may not be captured by the mandatory occurrence reporting system. Voluntary reports may be linked to a specific in-flight occurrence or may relate to hazard to safety or to something that may cause safety concern for any person.

(2) Voluntary occurrence reporting system shall be used to facilitate the collection of details of occurrences and safety-related information:
a) not subject to mandatory reporting pursuant to Article 6, paragraphs (2) and (3) of this Rulebook.
b) reported by persons who are not listed in Article 6, paragraph (1) of this Rulebook.

(3) Each organisation shall establish a voluntary occurrence reporting system to facilitate collecting:
a) of details on actual or potential safety deficiencies that might not be captured by the mandatory occurrence reporting,
b) other safety related information for which the reporter thinks that represents actual or potential hazards to aviation safety.

(4) BHDCA shall assess each received voluntary occurrence report in accordance with Article 14 of this Rulebook and analyse occurrence if it is considered that safety recommendations could be made on the basis thereof.

PART THREE - REPORTING PROCEDURE

Article 8

(Institution receiving reports)

(1) BHDCA shall be the institution responsible for independent collection, evaluation, processing, analysis and storage of details of occurrences reported pursuant to Articles 6 and 7 of this Rulebook.

(2) BHDCA shall not be responsible for processing and analysis of information on occurrences that belong to the category of accident or serious incident.

Article 9

(Manner of reporting)

(1) Occurrence report form with completed occurrence details may be forwarded to BHDCA by e-mail, fax or by mail. The occurrence may be reported by telephone and the occurrence report shall be submitted within 72 hours.

(2) Occurrence reporting forms are published at the BHDCA web page (www.bhdca.gov.ba).

(3) When the occurrence report form is not available, crucial information may be submitted to the BHDCA in a letter.

Article 10

(Obligation to report)

(1) Entities under Article 6, paragraph (1) of this Rulebook shall report to BHDCA on each occurrence specified under Article 6, paragraphs (2) and (3) as soon as possible, and in any event no later than 72 hours after becoming aware of the occurrence unless exceptional circumstances prevent this (war, earthquake, flood and other natural disasters threatening lives and health of people).

(2) If circumstances of the occurrence are assessed as extremely dangerous, BHDCA should be informed of the most significant details in the fastest possible way (e-mail, telephone, fax) and complete written report must follow within 72 hours.

(3) If the initial report is incomplete in regard of any piece of information required by this Rulebook, the following report must be complete and forwarded within 72 hours of being aware of the information.

(4) The information from the report is used only to improve safety, and not for any other purpose, i.e. the identity of the reporter and other persons mentioned in the occurrence report shall be adequately protected with the objective to promote 'just culture'.

Article 11

(Reporting within the organisation)

(1) Pursuant to established internal reporting system within its organisations, the responsible

person within the aviation organisation shall in a timely manner submit to BHDCA occurrence reports under Article 6, paragraphs (2) and (3) and Article 7, paragraph (3) of this Rulebook.

(2) Every three months the responsible person within the organisation shall submit to BHDCA cumulative information on all occurrences reported within the organisation. The reports shall be submitted in accordance with the contents provided in Annex VII (List of minimum data/information of quarterly occurrence report) to this Rulebook.

(3) When an employee submits a report falling within the occurrence defined by this Rulebook, the organisation shall inform him/her whether it has been submitted to BHDCA. If it has not, while the employee believes it should be, he/she may require the report to be forwarded or he/she may personally submit it to BHDCA.

(4) The procedure, providing for the right of submitting the individual report, shall be integrated into the reporting procedure of the organisation and clearly formulated in the relevant instructions to the employees.

Article 12

(Confidentiality of reporting)

(1) An individual may submit the occurrence report directly to BHDCA if he/she considers the report confidential.

(2) When the reporter believes that his/her identity should not be revealed, such report, marked 'CONFIDENTIAL' shall be sent to BHDCA, addressed to 'Director General' and the envelope shall be labelled 'Personal' Such report shall be respected and treated in accordance with Articles 14 and 17 of this Rulebook.

PART FOUR - ASSESSMENT, PROCESSING, ANALYSIS AND KEEPING OF OCCURRENCE INFORMATION

Article 13

(Processing of the report within the organisation)

(1) Organisations specified under Article 6, paragraph (1) of this Rulebook shall prescribe the procedures for collecting, processing, analysis and storing of occurrence information in order to identify safety hazards associated with the identified occurrences or groups of occurrences.

(2) Occurrence report shall be completely processed and analysed by the organisation submitting the report to BHDCA.

(3) Based on that analysis, each organisation shall determine cause of the occurrence, type and level of occurrence severity and appropriate corrective or preventive action, if any, required to improve aviation safety.

(4) When an organisation identifies any appropriate corrective or preventive action required to address actual or potential aviation safety deficiencies, it shall:

(a) implement that action in a timely manner; and

b) establish a process to monitor the implementation and effectiveness of the action.

(5) Each organisation shall regularly provide its employees and contracted personnel with information concerning the analysis of, and follow-up on, occurrences for which preventive or corrective action is taken.

(6) Where an organisation as a result of its analysis of occurrences or group of occurrences identifies an actual or potential aviation safety risk, it shall transmit to BHDCA within 30 days from the date of notification of the occurrence by the reporter, a report containing:

(a) the preliminary results of the analysis performed, or final results of the analysis if it is completed;

(b) any corrective or preventive actions to be taken by the organisation.

(7) The organisation shall report the final results of the analysis to BHDCA as soon as they are available and, in principle, no later than three months from the date of notification of the occurrence by the reporter.

(8) BHDCA may request organisations to transmit to it the preliminary or final results of the analysis of any occurrence of which BHDCA has been notified but in relation to which it has received no analysis or final report.

(9) Timely reporting to BHDCA on results of the analysis and taken actions may reduce or make unnecessary direct involvement of BHDCA in investigation activities.

Article 14

(Processing of reports received by BHDCA)

(1) BHDCA shall process the reports directly forwarded to BHDCA, including also reports submitted by BHDCA staff and 'confidential' reports it believes to have, or may have significant safety consequences by:

a) deciding which occurrence requires analysis by BHDCA in order to comply with the prescribed responsibilities;

b) analysing the received occurrence report and informing the reporter (if possible) on the occurrence analysis;

c) Based on BHDCA analysis, appropriate corrective or preventive action required to improve aviation safety shall be determined.

(2) The procedure for collection of additional occurrence information and analysis may be conducted by a team consisting of inspectors and other appropriately qualified persons or BHDCA staff holding authorisation for performance of those tasks, or BHDCA staff employed on Mandatory Occurrence Reporting (MOR) positions.

(3) Based on that analysis, BHDCA shall determine cause of the occurrence, type and level of occurrence severity and appropriate corrective or preventive action, if any, required to improve aviation safety.

(4) Following the identification of appropriate corrective or preventive action required to address actual or potential aviation safety deficiencies, BHDCA shall:

a) implement that action in a timely manner;
and

b) establish a process to monitor the implementation and effectiveness of the actions.

(5) BHDCA shall have access to occurrences analysis conducted by the organisation and shall appropriately monitor the implementation of actions the organisation has taken based upon the internal analysis or measures imposed by BHDCA following the conducted occurrence analysis.

(6) When BHDCA concludes that the implementation and effectiveness of the actions taken by the organisation are not adequate to address actual or potential aviation safety deficiencies, BHDCA shall order the organisation to undertake and implement appropriate additional actions.

(7) BHDCA shall use the information from Flight Data Recorder (FDR) only if necessary for adequate analysis and investigation of specific occurrences. The objective of use of such data is the completion and broadening of the report information and not checking of the data.

(8) BHDCA shall decide in what circumstances it will use that information and require the operator to keep the FDR data within the 14 days period following the occurrence, or longer if so decided. BHDCA shall within the shortest possible period notify the organisation that has submitted the report when it requires such data.

(9) In the event that BHDCA receives an occurrence report from an organisation, where the report has not been assessed and analysed, BHDCA shall make an initial report assessment and processing and shall coordinate with the organisation undertaking of actions as prescribed by Article 13 of this Rulebook.

(10) When BHDCA concludes that the occurrence analysis actions proposed by the organisation are not adequate to address actual or potential aviation safety deficiencies, BHDCA shall conduct additional analysis of that occurrence.

(11) The procedure for reception, processing and analysis of received occurrence reports in BHDCA, i.e. storing, exchange and dissemination of occurrence information shall be in detail described in the Instructions for processing and analysis of occurrence reports that shall be subsequently prescribed by BHDCA.

Article 15

(BHDCA responsibility regarding occurrence reports)

BHDCA shall be responsible for:

a) The reception, processing, assessment and analysis of received occurrence reports, and based on the conducted analysis, proposing to the BHDCA accountable personnel to plan and conduct audits and inspections.

b) Monitoring of the manner and effectiveness of the implemented actions and safety recommendations resulting from the occurrence reports.

c) Coordination and oversight of the occurrence analysis progress conducted by the organisations until development of the final report.

d) Storing and recording of all occurrences regardless of the occurrence type and classification.

e) Continued monitoring of all received occurrence reports or previously stored reports data or collected information with the objective of detection of hazard or potential safety hazard and based on that proposing of certain actions or reporting to competent safety authorities.

f) regular analysing of database to identify trends or potential hazards.

g) Search and analysis of database at the request of BHDCA employees, interested parties or Accident Investigation Unit and based on that delivery of specific information, as required, to interested parties in accordance with the provisions of this Rulebook.

h) Based on information obtained by the analysis of the occurrence reports, taking of certain measures to amend State Safety Programme (SSP), if required.

PART FIVE - RECORDS, DATA STORING AND EXCHANGE OF INFORMATION

Article 16

(Database)

(1) BHDCA shall establish an incidents database and shall keep records on relevant information on accidents and serious incidents collected or issued by Accident and Incident Investigation Unit.

(2) Minimum data entered into the database shall contain the information specified in Occurrence Report Form listed in Annex I of this Rulebook.

(3) BHDCA shall not enter the data on identity and address of the reporter into the database.

(4) BHDCA shall take into account the need for software compatibility of its database with the software of the existing databases of other states and/or EU Member States *Eccairs*

(5) The organisations shall store the data collected from the occurrence reports into the appropriate database.

(6) BHDCA shall make a special Agreement with the Accident and Incident Investigation Unit which shall regulate issues related to access to database and exchange of information in order to exercise its safety related duties and responsibilities.

(7) Database information shall be used for development of statistical data on safety level, its trends in the course of the time, development of analysis and based on that - establishment of required preventive and corrective actions. When the analysis finds out safety issues relating to other states, such information shall be forwarded to the competent authority of that state.

(8) The information from database shall be used only with a view of enhancing aviation safety and prevention of new incidents and accidents, and not for any other purpose, i.e. to appropriately safeguard the confidentiality of the identity of the reporter and other persons mentioned in occurrence reports with regard to fostering 'just culture'.

Article 17

(Protection of data and sources of information)

(1) Regardless of the occurrence type/classification, personal data (names or addresses of occurrence reporters) shall never be entered into BHDCA database.

(2) Each organisation shall ensure that all personal data are available only to person in the organisation responsible for receiving, processing and analysis of the occurrence, and to other staff only when absolutely only where absolutely necessary in order to investigate occurrences with a view to enhancing aviation safety. Disidentified information may be disseminated to other staff within the organisation as appropriate.

(3) BHDCA shall initiate criminal proceedings against all persons, for whom from mandatory and voluntary occurrence reports it has found out cases of:

a) wilful misconduct

b) intentional, severe and serious disregard of an obvious risk and profound failure of professional responsibility to take such care as is evidently required in the circumstances,

causing foreseeable damage to a person or property, or which seriously compromises the level of aviation safety.

(4) Employees and contracted personnel who report or are mentioned in occurrence reports collected by mandatory or voluntary occurrence reporting shall not be subject to any prejudice by their employer or by the organisation for which the services are provided on the basis of the information supplied by the reporter, except in cases specified in paragraph (3), points a) and b) of this Article.

(5) Each organisation, after consulting its staff or their representatives, shall adopt internal rules describing how 'just culture' principles, in particular the principle referred to in paragraph (4) of this Article, are guaranteed and implemented within that organisation. BHDCA may ask to review the internal rules of the organisations before those internal rules are implemented.

(6) BHDCA shall monitor the proceedings or implementation of requirements under paragraphs (4) and (5) of this Article.

(7) Employees and contracted personnel of the organisation may report to BHDCA alleged infringements of the rules established by this Article. Employees and contracted personnel shall not be penalised in any way for reporting alleged infringements.

Article 18
(Confidentiality and use of information)

(1) BHDCA, organisations and other responsible bodies shall take the necessary measures to ensure the confidentiality of the occurrence data and information in accordance with the Law on Protection of Data Secrecy (Official Gazette of BiH No: 54/05 and 12/09), and to limit the use of the information to what is strictly necessary in order to discharge their safety-related obligations. in this respect, the information shall be used in particular for risk management, safety enhancement and prevention of new incidents and accidents, i.e. for analysis of safety trends which may lead to safety recommendations or actions, addressing actual or potential safety deficiencies without attributing blame or liability.

(2) BHDCA shall make special arrangement with BiH judicial bodies, which shall regulate the matter of fairness and confidentiality and use of information.

Article 19
(Exchange and dissemination of information stored in BHDCA database)

(1) BHDCA shall ensure that the experience, based on the collected occurrence data, be exchanged between the states with the view to developing of representative and general picture of typical hazards and related causes, and for insight into safety trends in different areas of civil aviation. This will also enable acquiring of safety lessons from occurrence reports.

(2) BHDCA shall forward all pertinent safety-related information to the relevant authority of other states as soon as possible if, while collecting details of occurrences or when storing occurrence reports or carrying out an analysis, it identifies safety matters which it considers either to be of interest to other states or to possibly require safety action to be taken by other state.

(3) BHDCA shall, upon request of the EU Commission or on the basis of ECAA Agreement, submit to the EU Commission the information and data contained in BHDCA occurrence database if established that the information is of interest to the EU Commission or require taking of safety actions by the EU Commission in accordance with its responsibilities.

(4) Interested parties, specified in Annex II of this Rulebook, may require access to information contained in BHDCA database. The interested parties shall submit to BHDCA a request for delivery of information.

(5) For security reasons, the interested parties shall not be granted direct access to the BHDCA database.

Article 20
(Processing of request and passing of decision)

(1) Requests for information contained in the BHDCA database shall be submitted to BHDCA using forms that will be published at the BHDCA internet page. Those forms shall contain at least the items set out in Annex III of this Rulebook.

(2) Upon reception of the request, BHDCA shall verify that:
a) the request is made by an interested party; b) BHDCA is competent to deal with that request;
c) the request is justified and practicable.

(3) When BHDCA establishes that the other states are competent to deal with specified request, it shall transfer it to that state where appropriate.

(4) Where the request is accepted, BHDCA shall determine the amount and the level of information to be supplied to the interested party. The information supplied to the interested parties shall be limited to what is strictly required for the purpose of the request. Information unrelated to the interested party's own equipment, operations or field of activity shall be supplied only in aggregated or anonymised form. Information in non-aggregated form may be provided to the interested party if it provides a detailed written justification. That information shall be used only in accordance with Articles 16, 17 and 18 of this Rulebook.

(5) BHDCA shall supply interested parties listed in point (b) of Annex II only with information relating to the interested party's own equipment, operations or field of activity.

(6) When BHDCA receives a request from an interested party listed in point (a) of Annex II it may take a general decision to supply information on a regular basis to that interested party, provided that:
a) the information requested is related to the interested party's own equipment, operations or field of activity;
b) the decision does not grant access to the entire content of the database;
c) the decision relates only to anonymised information.

(7) BHDCA may supply information to interested parties on paper or by using secure electronic means of communication.

(8) The interested party shall use the information received pursuant to the following conditions:
a) the interested party shall use the information only for the purpose specified in the request form;

b) the interested party shall not disclose the information received without the written consent of the information provider and shall take the necessary measures to ensure appropriate confidentiality of the information received.

(9) The decision to disseminate information shall be limited to what is strictly required for the purpose of its user.

(10) BHDCA shall record each request received and the action taken pursuant to that request.

Article 21

(Content of occurrence reports)

(1) Occurrence reports 6 shall contain at least the information listed in Annex I of this Rulebook.

(2) BHDCA may include additional information into the mandatory occurrence reports, besides that specified in paragraph (1) of this Article with the view to get additional information crucial for occurrence analysis. Content of the mandatory occurrence reports and instructions for their completion are provided in Annex VI of this Rulebook.

(3) Occurrence reports shall, among other matters, also include a safety risk classification for the occurrence concerned.

(4) Organisations and BHDCA shall establish data quality checking processes to improve data consistency, notably between the information collected initially and the report stored in the database.

PART SIX - ANNUAL REPORTS AND LEAFLETS

Article 22

(Annual reports)

(1) Once a year BHDCA shall submit to the Bosnia and Herzegovina Ministry of Communications and Transport summary annual occurrence report, that it is responsible for, for the previous year no later than by 30 January.

(2) In order to to inform the public on the level of aviation safety in Bosnia and Herzegovina, BHDCA shall once a year, at the BHDCA web-page, publish annual occurrence report/safety analysis, that shall contain:

a) aggregated and anonymised information on the type of occurrences and safety-related information reported through its mandatory and voluntary reporting systems;

b) trends;

c) the action it has taken.

(3) In order to inform the public on the level of aviation safety in Bosnia and Herzegovina, BHDCA shall continuously publish results of occurrence reports analysis with anonymised information at the BHDCA web-page (www.bhdca.gov.ba).

(4) Anonymised occurrence information under paragraph (3) of this Article shall contain basic particular occurrence data, such as type of aircraft, services/involved facilities, flight phase and short description of the occurrence, frequency, risk assessment and safety recommendations.

Article 23

(Promoting of occurrence reporting culture)

BHDCA shall, in an appropriate way, promote occurrence reporting culture consisting of:

a) publishing of leaflets and posters,

b) publishing of safety brochures and bulletins

and, c) holding of seminars/workshops, or

d) lectures to the industry concerning a certain topic and issuing of guidelines,

e) adequate training of BHDCA employees,

f) regular refresher trainings,

g) specific hoc meetings.

PART SEVEN- PENAL PROVISIONS

Article 24

(Revocation, suspension of licences and warnings)

(1) BHDCA may suspend or revoke a licence or issue a warning in accordance with Article 89 of the Bosnia and Herzegovina Aviation (Official Gazette of BiH, No: 39/09).

(2) The purpose of this action is to improve safety and not to punish licence holder.

(3) When considering each individual case, BHDCA shall take into account all important information on the occurrence circumstances concerning the holder of licence/certificate/authorisation/rating.

PART EIGHT- FINAL PROVISIONS AND ENTRY INTO FORCE

Article 25

(Final provisions)

The following regulations shall cease to have effect by virtue of the entry into force of this Rulebook: Rulebook on Occurrence Reporting (Official Gazette of BiH No: 12/06 of 21/02/2006), Rulebook on Amendments to the Rulebook on Occurrence Reporting (Official Gazette of BiH No: 13/09 of 16/02/2009) and Rulebook on Takeover of Specific European Community Regulations on Reporting of Civil Aviation Occurrences (Official Gazette of BiH No: 83/10 of 11/10/2010)

Article 26

(Entry into force)

This Rulebook shall come into force eight days after publication in the 'Official Gazette of BiH'.

Ref 1-3-02-2-625-1/15
07 July 2015 Director General
Banja Luka **Djordje Ratkovica**

ANNEX I
LIST OF MINIMUM INFORMATION CONTAINED IN THE OCCURRENCE REPORT

Note: Data fields provided in occurrence reporting forms must be completed by requested information. When BHDCA is not able to include such information because it has not been provided by the organisation or the reporter, such boxes may be filled by the word: 'unknown' However, with a view to ensuring that the appropriate information is transmitted, use of that 'unknown' value should, to the best extent possible, be avoided, and the report should, where possible, be completed with the information later.

(1) COMMON MANDATORY DATA FIELDS

When entering, in their respective databases, information on every occurrence mandatorily reported and, to the best extent possible, every occurrence voluntarily reported, organisations

and BHDCA must ensure that occurrence reports recorded in their databases contain at least the following information:

1) Headline:
   a) Headline;
2) Information that should be classified:
   a) responsible entity,
   b) file number,
   c) occurrence status;
3) When the occurrence happened:
   a) UTC date;
4) Where occurrence happened:
   a) State/Area of occurrence,
   b) Location of occurrence;
5) Occurrence classification:
   a) occurrence class,
   b) occurrence category;
6) Description of the occurrence:
   a) Language of the description,
   b) occurrence description;
7) Events:
   a) Event type;
8) Risk classification.

(2) SPECIFIC MANDATORY DATA FIELDS

2.1. Aircraft-related data fields: When entering, in their respective databases, information on every occurrence mandatorily reported and, to the best extent possible, every occurrence voluntarily reported, organisations and BHDCA must ensure that occurrence reports recorded in their databases contain at least the following aircraft related information:

1) Aircraft Identification:
   a) State of Registry,
   b) Make/Model/Series
   c) Aircraft serial number,
   d) Aircraft Registration,
   e) Call sign
2) Aircraft Operation:
   a) Operator,
   b) Type of operation;
3) Aircraft Description:
   a) Aircraft Category,
   b) Propulsion Type,
   c) Mass Group (MTOW);
4) History of flight:
   a) Last departure point,
   b) Planned Destination,
   c) Flight phase;
5) Weather conditions:
   a) relevant weather.

2.2. Data fields relating to air navigation services When entering, in their respective databases, information on every occurrence mandatorily reported and, to the best extent possible, every occurrence voluntarily reported, organisations and BHDCA must ensure that occurrence reports recorded in their databases contain at least the following information related to the air navigation service or operational environment:

1) ATM related:
   a) ATM contribution,
   b) Service affected (effect on ATM service);
2) Name of ATS unit.

2.2.1.Separation minima infringement/loss of separation and airspace infringement-related data fields

When entering, in their respective databases, information on every occurrence mandatorily reported and, to the best extent possible, every occurrence voluntarily reported, organisations and BHDCA must ensure that occurrence reports recorded in their databases related to minimum separation infringement contain at least the following information loss of separation and airspace infringements:

1) Airspace:
   a) Airspace type,
   b) Airspace class,
   c) FIR/UIR name.

2.3. Aerodrome-related data fields

When entering, in their respective databases, information on every occurrence mandatorily reported and, to the best extent possible, every occurrence voluntarily reported, organisations and BHDCA must ensure that occurrence reports recorded in their databases contain at least the following airport or operational environment related information:

1) Location Indicator (ICAO indicator of the airport)
2) Location on the aerodrome

2.4. Aircraft damage or personal injury-related data fields

When entering, in their respective databases, information on every occurrence mandatorily reported and, to the best extent possible, every occurrence voluntarily reported, organisations and BHDCA must ensure that occurrence reports recorded in their databases contain at least the following aircraft damage or personal injury-related information:

1) Occurrence severity:
   a) Highest damage,
   b) Injury level;
2) Injuries to persons:
   a) Number of injuries on ground (fatal, serious, minor),
   b) Number of injuries aboard (fatal, serious, minor).

ANNEX II
INTERESTED PARTIES

(a) Interested parties which may receive information on the basis of a case-by-case decision or on the basis of a general decision are:

1) Manufacturers: designers and manufacturers of aircraft, engines, propellers and aircraft parts and appliances, and their respective associations; designers and manufacturers of air traffic management (ATM) systems and constituents; designers and manufacturers of systems and constituents for air navigation services (ANS); designers and manufacturers of systems and equipment used on the air side of aerodromes;
2) Maintenance: organisations involved in the maintenance or overhaul of aircraft, engines, propellers and aircraft parts and appliances; in the installation, modification, maintenance, repair, overhaul, flight checking or inspection of air navigation facilities; or in the maintenance or overhaul of aerodrome air side systems, constituents and equipment;

3) Operators: airlines and operators of aircraft and associations of airlines and operators; aerodrome operators and associations of aerodrome operators;
4) Air navigation services providers and providers of ATM-specific functions;
5) Aerodrome service providers: organisations in charge of ground handling of aircraft, including fuelling, loadsheet preparation, loading, de-icing and towing at an aerodrome, as well as rescue and fire-fighting, or other emergency services;
6) Aviation training organisations (ATO);
7) Organisations from other countries: governmental aviation authorities (CAA) and accident investigation authorities from other countries;
8) International aviation organisations
9) Research: public or private research laboratories, centres or entities; or universities engaged in aviation safety research or studies.

(b) Interested parties which may receive information on the basis of a case-by-case decision are:
1) Pilots (on a personal basis)
2) Air traffic controllers (on a personal basis) and other ATM/ANS staff carrying out safety-related tasks:
3) Engineers/technicians/air traffic safety electronics staff/aviation (or aerodrome) managers (on a personal basis);
4) Professional representative bodies of staff carrying out safety-related tasks.

ANNEX III
REQUEST FOR INFORMATION FROM THE BHDCA DATABASE

1) Name and surname:
   a) Function/position:
   b) Organisation:
   c) Address:
   d) Telephone:
   e) E-mail:
   f) Date:
   g) Nature of business:
   h) Category of interested party (see Annex II of this Rulebook.
2) Information requested (please be as specific as possible; include the relevant date/period for occurrences in which you are interested):
3) Reason for the request:
4) Explain the purpose for which the information will be used:
5) Date by which the information is requested:
6) The completed form should be sent in an appropriate may, as follows:
   a) By mail: BHDCA, Vojvode Pere Krece bb, 78 000 Banja Luka or
   b) E-mail: safety@bhdca.gov.ba / bhdca@bhdca.gov.ba or
   c) By fax: +387 51 921 520
7) Access to information

BHDCA shall not forward the information unless requested in accordance with requirements of this Rulebook. Interested parties commit themselves and their organisation to restrict the use of the information to the purpose it has described under point 4). Information provided on the basis of this request is made available only for the purposes of flight safety and not for other purposes such as, in particular, attributing blame or liability or for commercial purposes.

The requestor is not allowed to disclose information provided to it to anyone without the written consent of the BHDCA.

Failure to comply with these conditions may lead to a refusal of access to further information from the BHDCA database and, where applicable, to the imposition of other penalties.

8) Date, place and signature.

ANNEX IV
LIST OF EXAMPLES OF SERIOUS INCIDENTS

The below listed incidents are typical examples of incidents that are likely to be serious incidents. The list is not exhaustive and only serves as guidance with respect to the definition of 'serious incident':

1) Near collision requiring an avoidance manoeuvre to avoid a collision or an unsafe situation or when an avoidance action would have been appropriate;
2) Controlled flight into terrain only marginally avoided;
3) Aborted take-offs on a closed or engaged runway, on a taxiway, excluding authorised operations by helicopters, or from an unassigned runway;
4) Take-offs from a closed or engaged runway, from a taxiway, excluding authorised operations by helicopters, or from an unassigned runway;
5) Landings or attempted landings on a closed or engaged runway, on a taxiway, excluding authorised operations by helicopters, or from an unassigned runway, gross failures to achieve predicted performance during take-off or initial climb,
6) Fires and smoke in the passenger compartment, in cargo compartments or engine fires, even though such fires were extinguished by the use of extinguishing agents;
7) Events requiring the emergency use of oxygen by the flight crew;
8) Aircraft structural failure or engine disintegration, including uncontained turbine engine failures, not classified as an accident;
9) Multiple malfunctions of one or more aircraft systems seriously affecting the operation of the aircraft;
10) Flight crew incapacitation in flight;
11) Fuel quantity requiring the declaration of an emergency by the pilot;
12) runway incursions classified with severity A according to the Manual on the Prevention of Runway Incursions (ICAO Doc 9870) which contains information on the severity classifications;
13) Take-off or landing incidents;

14) Incidents such as undershooting, overrunning or running off the side of runways, system failures, weather phenomena, operation outside the approved flight envelope or other occurrences which could have caused difficulties controlling the aircraft, failure of more than one system in a redundancy system mandatory for flight guidance and navigation.

ANNEX V
OCCURRENCES TO BE REPORTED

The list may not be exhaustive so if assessed that some other occurrence meets the specified requirements, a report should be made on it.

Reportable occurrences are those where the safety of operation was or could have been endangered or which could have led to an unsafe condition. If in the view of the reporter an occurrence did not hazard the safety of the operation but if repeated in different but likely circumstances would create a hazard, then a report should be made. What is judged to be reportable on one class of product, part or appliance may not be so on another and the absence or presence of a single factor, human or technical, can transform an occurrence into a serious incident or accident.

Specific operational approvals, e.g. RVSM, ETOPS, RNAV, or a design or maintenance programme, may have specific reporting requirements for failures or malfunctions associated with that approval or programme.

1. OCCURRENCES RELATED TO AIRCRAFT FLIGHT OPERATIONS

A. Operation of the aircraft

(1) An avoidance manoeuvre:
   a) Risk of collision with an aircraft, terrain or other object or an unsafe situation when avoidance action would have been appropriate.
   b) An avoidance manoeuvre required to avoid a collision with an aircraft, terrain or other object.
   c) An avoidance manoeuvre to avoid other unsafe situations.

(2) Take-off or landing incidents, including precautionary or forced landings (Incidents such as under-shooting, overrunning or running off the side of runways, take-offs, rejected take-offs, landings or attempted landings on a closed, occupied or incorrect runway, runway incursions)

(3) Inability to achieve predicted performance during take-off or initial climb

(4) Critically low fuel quantity or inability to transfer fuel or use total quantity of usable fuel.

(5) Loss of control (including partial or temporary loss of control) from any cause.

(6) Occurrences close to or above decision height *(V1)* resulting from or producing a hazardous or potentially hazardous situation (e.g. rejected take-off, tail strike, engine power loss etc.).

(7) Go-around producing a hazardous or potentially hazardous situation.

(8) Unintentional significant deviation from airspeed, intended track or altitude (more than 91 m (300 ft)) from any cause.

(9) Descent below decision height/altitude or minimum descent height/altitude without the required land visual reference.

(10) Loss of position awareness relative to actual aircraft position or to other aircraft.

(11) Breakdown in communication between flight crew or between flight crew and cabin crew or air traffic control.

(12) Heavy landing - a landing deemed to require structure and landing gear check.

(13) Exceedance of fuel imbalance limits.

(14) Incorrect setting of surveillance radar (SSR) code or of an altimeter subscale.

(15) Incorrect programming of, or erroneous entries into, equipment used for navigation or performance calculations, or use of incorrect data.

(16) Incorrect receipt or interpretation of radiotelephony messages.

(17) Fuel system malfunctions or defects, which had an effect on fuel supply and/or distribution.

(18) Aircraft unintentionally departing airport manoeuvring areas.

(19) Collision between an aircraft and any other aircraft, vehicle or other ground object.

(20) Inadvertent and/or incorrect operation of any aircraft controls.

(21) Inability to achieve the intended aircraft configuration for any flight phase (e.g. landing gear and doors, flaps, stabilisers, slats etc).

(22) A hazard or potential hazard which arises as a consequence of any deliberate simulation of failure conditions for training, system checks or training purposes.

(23) Abnormal vibration

(24) Operation of any primary warning system associated with manoeuvring of the aircraft, configuration warning, stall warning (stick shake), over speed warning unless:
   a) the crew conclusively established that the indication was false, provided that the false warning did not result in difficulty or hazard arising from the crew response to the warning;
   b) operated for training or test purposes.

(25) Activation of the Ground Proximity Warning System (GPWS/TAWS) when:
   a) the aircraft comes into closer proximity to the ground than had been planned or anticipated; or
   b) the warning is experienced in Instrument Meteorological Conditions (IMC) or at night and is established as having been triggered by a high rate of descent (Mode 1); or
   c) the warning results from failure to select landing gear or land flap by the appropriate point on the approach (Mode 4); or
   d) any difficulty or hazard arises or might have arisen as a result of crew response to the warning, e.g. possible reduced separation from other traffic. This could

include warning of any mode or type i.e. genuine, nuisance or false.

(26) GPWS/TAWS 'alert' when any difficulty or hazard arises or might have arisen as a result of crew response to the 'alert'.

(27) Airborne Collision Avoidance System Resolution Advisory (ACAS-RA)

(28) Incident caused by jet or prop blast resulting in significant damage or serious injury.

B. Emergencies

(1) Fire, explosion, smoke or toxic or noxious fumes, even though fires were extinguished.

(2) The use of any non-standard procedure by the flight or cabin crew to deal with an emergency when:
   a) the procedure exists but is not used; b) a procedure does not exist;
   c) the procedure exists but is incomplete or inappropriate;
   d) the procedure is incorrect;
   e) the incorrect procedure is used.

(3) Inadequacy of any procedures designed to be used in an emergency, including when being used for maintenance, training or test purposes.

(4) An event leading to an emergency evacuation.

(5) Depressurisation.

(6) The use of any emergency equipment or prescribed emergency procedures in order to deal with a situation.

(7) An event leading to the declaration of an emergency ('Mayday' or 'Pan').

(8) Failure of any emergency system or equipment, including all exit doors and lighting, to perform satisfactorily, including when being used for maintenance, training or test purposes.

(9) Events requiring any emergency use of oxygen by any crew member.

C. Crew incapacitation

(1) Incapacitation of any member of the flight crew, including that which occurs prior to departure if it is considered that it could have resulted in incapacitation after take-off.

(2) Incapacitation of any member of the cabin crew which renders them unable to perform essential emergency duties.

D. Injury

Occurrences, which have or could have led to significant injury to passengers or crew but which are not considered reportable as an accident.

E. Meteorology

(1) A lightning strike which resulted in damage to the aircraft or loss or malfunction of any service.

(2) A hail strike which resulted in damage to the aircraft or loss or malfunction of any service.

(3) Severe turbulence encounter – an encounter resulting in injury to occupants or deemed to require a turbulence check of the aircraft structure.

(4) A windshear encounter.

(5) Icing encounter resulting in handling difficulties, damage to the aircraft or loss or malfunction of any service.

F. Security

(1) Unlawful interference with the aircraft including a bomb threat or hijack.

(2) Difficulty in controlling intoxicated, violent or unruly passengers.

(3) Discovery of a stowaway.

G. Other occurrences

(1) Repetitive instances of a specific type of occurrence which in isolation would not be considered 'reportable' but which due to the frequency at which they arise, form a potential hazard.

(2) A bird strike which resulted in damage to the aircraft or loss or malfunction of any essential equipment.

(3) Wake turbulence encounters.

(4) Any other occurrence of any type considered to have endangered or which might have endangered the aircraft or its occupants on board the aircraft or on the ground.

2. AIRCRAFT TECHNICAL, MAINTENANCE AND REPAIR OCCURRENCES

A. Structural failures

Not all structural failures need to be reported. Engineering judgement is required to decide whether a failure is serious enough to be reported.

The following examples can be taken into consideration:

(1) Damage to a principal structural element that has not been qualified as damage tolerant (life limited element). Principal structural elements are those which contribute significantly to carrying flight, ground, and pressurisation loads, and whose failure could result in a catastrophic failure of the aircraft.

(2) Defect or damage exceeding admissible damages to a principal structural element that has been qualified as damage tolerant.

(3) Damage to or defect exceeding allowed tolerances of a structural element which failure could reduce the structural stiffness to such an extent that the required flutter, divergence or control reversal margins are no longer achieved.

(4) Damage to or defect of a structural element, which could result in the liberation of items of mass that may injure occupants of the aircraft.

(5) Damage to or defect of a structural element, which could jeopardise proper operation of systems.

(6) Loss of any part of the aircraft structure in flight.

B. Aircraft systems

The following generic criteria applicable to all systems are:

(1) Loss, significant malfunctions or defect of any system, subsystem or set of equipment when standard operating procedures could not be satisfactorily accomplished.

(2) Inability of the crew to control the system;
   a) uncommanded actions;
   b) incorrect and or incomplete response, including limitation of movement or stiffness;
   c) mechanical disconnection or failure.

(3) Failure or malfunction of the exclusive function(s) of the system (one system could integrate several functions).

(4) Interference within or between systems.
(5) Failure or malfunction of the protection device or emergency system associated with the system.
(6) Loss of redundancy of the system.
(7) Any occurrence resulting with unforeseen behaviour of a system.
(8) For aircraft types with single main systems, subsystems or sets of equipment: Loss, significant malfunction or defect in any main system, subsystem or set of equipment.
(9) For aircraft types with multiple independent main systems, subsystems or sets of equipment: The loss, significant malfunction or defect of more than one main system, subsystem or set of equipment.
(10) Operation of any primary warning system associated with aircraft systems or equipment unless the crew conclusively established that the indication was false provided that the false warning did not result in difficulty or hazard arising from the crew response to the warning.
(11) Leakage of hydraulic fluids, fuel, oil or other fluids which resulted in a fire hazard or possible hazardous contamination of aircraft structure, systems or equipment, or risk to passengers.
(12) Malfunction or defect of any indication system when this results in the possibility of misleading indications to the crew.
(13) Any failure, malfunction or defect if it occurs at a critical phase of flight and relevant to the operation of that system.
(14) Occurrences of significant shortfall of the actual performances compared to the approved performance which resulted in a hazardous situation, including braking action, fuel consumption etc.
(15) Asymmetry of flight controls; (flaps, slats, spoilers).

C. Occurrences related to specific aircraft systems

Reportable occurrences related to specific aircraft systems are:

(1) Air conditioning/ventilation system
a) complete loss of avionics cooling;
b) depressurisation.

(2) Autoflight system:
a) failure of the autoflight system;
b) significant reported crew difficulty to control the aircraft linked to autoflight system functioning;
c) failure of any autoflight system disconnect device;
d) Uncommanded autoflight mode change.

(3) Communications:
a) failure or defect of passenger address system resulting in loss or inaudible passenger address;
b) total loss of radio-communication in flight.

(4) Electrical system:
a) loss of one electrical system distribution system (AC or DC)
b) total loss or loss or more than one electrical generation system;
c) failure of the back up electrical generating system.

(5) Cockpit/cabin/cargo:
a) pilot seat control loss during flight;
b) failure of any emergency system or equipment, including emergency evacuation signalling system (all exit doors, emergency lighting);
c) loss of retention capability of the cargo loading system.

(6) **Fire protection system**:
a) fire warnings, except those immediately confirmed as false;
b) undetected failure or defect of fire/smoke detection/protection system, which could lead to loss or reduced fire detection/protection;
c) absence of warning in case of actual fire or smoke.

(7) Aircraft flight controls:
a) Asymmetry of flaps, slats, spoilers, etc;
b) limitation of movement, stiffness or poor or delayed response in the operation of primary flight control systems or their associated tab and lock systems;
c) flight control surface run away;
d) flight control surface vibration felt by the crew;
e) mechanical flight control disconnection or failure;
f) significant interference with normal control of the aircraft or degradation of flying qualities.

(8) Fuel system:
a) fuel quantity indicating system malfunction resulting in total loss or erroneous indicated fuel quantity on board;
b) leakage of fuel which resulted in major loss, fire hazard and significant equipment contamination;
c) malfunction or defects of the fuel jettisoning system which resulted in inadvertent loss of significant quantity, fire hazard, hazardous contamination of aircraft equipment or inability to jettison fuel;
d) fuel system malfunctions or defects which had a significant effect on fuel supply and/or distribution;
e) inability to transfer or use total quantity of usable fuel;

(9) Hydraulic system:
a) loss of one hydraulic system (ETOPS only);
b) failure of the isolation system to operate;
c) loss of more than one hydraulic system;
d) failure of the back up hydraulic system;
e) inadvertent Ram Air Turbine extension.

(10) Ice detection/protection system:
a) undetected loss or reduced performance of the anti-ice/de-ice system;
b) loss of more than one of the probe heating systems;
c) inability to obtain symmetrical wing de-icing;
d) abnormal ice accumulation leading to significant effects on performance or handling qualities;
e) crew vision significantly affected.

(11) Indicating/warning/recording systems:
a) malfunction or defect of any indicating system when the possibility of significant misleading indications to the crew could result in an inappropriate crew action on an essential system;
b) loss of a red emergency warning function on a system;
c) for glass cockpits: loss or malfunction of more than one display unit or computer involved in the display/warning function.

(12) Landing gear system /brakes/tyres:
a) brake fire;
b) significant loss of braking action;
c) unsymmetrical braking leading to significant path deviation;
d) failure of the landing gear free fall extension system (including during scheduled tests)
e) unwanted gear or gear doors extension/retraction;
f) multiple landing gear tyres burst.

(13) Navigation systems (including precision approaches system) and air data systems:
a) total loss or multiple navigation equipment failures;
b) total failure or multiple air data system equipment failures;
c) significant misleading indication;
d) Significant navigation errors attributed to incorrect data or a database coding error;
e) Unexpected deviations in lateral or vertical path not caused by pilot input;
f) Problems with ground navigational facilities leading to significant navigation errors not associated with transitions from inertial navigation mode to radio navigation mode.

(14) Oxygen for aircraft pressurisation:
a) for pressurised aircraft: loss of oxygen supply in the cockpit
b) loss of oxygen supply to a significant number of passengers (more than 10%), including when found during maintenance or training or test purposes.

(15) Bleed air system:
a) hot bleed air leak resulting in fire warning or structural damage;
b) loss of all bleed air systems;
c) failure of bleed air leak detection system.

D. Propulsion (engines, propellers) and auxiliary power unit (APU)

(1) Failure of engine, shutdown of engine or malfunction of any part of an engine.
(2) Overspeed or inability to control the speed of any high speed rotating component (auxiliary power unit, air starter, air cycle machine, air turbine motor, propeller or rotor).
(3) Failure or malfunction of any part of an engine or powerplant resulting in any one or more of the following:
a) non containment of components/debris;
b) uncontrolled internal or external fire, or hot gas breakout;
c) thrust in a different direction from that demanded by the pilot;
d) thrust reversing system failing to operate or operating inadvertently;
e) inability to control power, thrust or revolutions per minute;
f) failure of the engine mount structure;
g) partial or complete loss of a major part of the powerplant;
h) Dense visible fumes or concentrations of toxic products sufficient to incapacitate crew or passengers;
i) inability, by use of normal procedures, to shutdown an engine;
j) inability to restart a serviceable engine.
(4) An uncommanded thrust/power loss , change or oscillation which is classified as a loss of thrust or power control (LOTC):
a) for a single engine aircraft;
b) where it is considered excessive for the application; or
c) where this could affect more than one engine in a multi-engine aircraft, particularly in the case of a twin engine aircraft;
d) for a multi engine aircraft where the same, or similar, engine type is used in an application where the event would be considered hazardous or critical.
(5) Any defect in a life controlled part causing retirement before completion of its full life.
(6) Defects of common origin which could cause an in flight shut down rate so high that there is the possibility of more than one engine being shut down on the same flight.
(7) An engine limiter or control device failing to operate when required or operating inadvertently.
(8) exceedance of engine parameters.
(9) Foreign object damage (FOD) resulting in damage.

Propellers and transmission

(10) Failure or malfunction of any part of a propeller or powerplant resulting in any one or more of the following:
a) overspeed of the propeller;
b) development of excessive drag;

c) a thrust in the opposite direction to that commanded by the pilot;
d) a release of the propeller or any major portion of the propeller;
e) the unintended movement of the propeller blades below the established minimum in-flight low-pitch position;
f) a failure that results in excessive unbalance;
g) an inability to feather the propeller;
h) an inability to command a change in propeller pitch;
i) an uncommanded change in pitch;
j) an uncontrollable torque or speed fluctuation;
k) the release of low energy parts.

Rotors and transmission

(11) Damage of main rotor gearbox / attachment which could lead to in flight separation of the rotor assembly, and /or malfunctions of the rotor control.
(12) Damage to tail rotor, transmission and equivalent systems.

Auxiliary Power Group (APU)

(13) Shut down or failure when the APU is required to be available by operational requirements (ETOPS, MEL.)
(14) Inability to shut down the auxiliary power group (APU).
(15) Overspeed of APU.
(16) Inability to start the APU when needed for operational reasons.

E. Human factors

Human factors include any incident where any feature or inadequacy of the aircraft design could have led to an error of use that could contribute to a hazardous or catastrophic effect.

F. Other occurrences

(1) An occurrence not normally considered as reportable (furnishing and cabin equipment, water systems), where the circumstances resulted in endangering of the aircraft or its passengers.
(2) Any other event which could hazard the aircraft, or affect the safety of the occupants of the aircraft, or people or property in the vicinity of the aircraft or on the ground.
(3) Any incident where any feature or inadequacy of the aircraft design could have led to an error of use that could contribute to a hazardous or catastrophic effect
(4) A fire, explosion, smoke or toxic or noxious fumes.
(5) Failure or defect of passenger address system resulting in loss or inaudible passenger address system.
(6) Loss of pilots seat control during flight.

G. Aircraft maintenance and repair occurrences

(1) Incorrect assembly of parts or components of the aircraft found during an inspection or test procedure.
(2) Hot bleed air leak resulting in structural damage.
(3) Any defect in a life controlled part causing retirement before completion of its full life.
(4) Any damage or deterioration (fractures, cracks, corrosion, disbonding) resulting from any cause (such as flutter, loss of stiffness or structural failure) to:
a) primary structure or a principal structural element where such damage or deterioration exceeds allowable limits specified in the Repair Manual and requires a repair or complete or partial replacement of the element;
b) secondary structure which consequently has or may have endangered the aircraft;
c) the engine, propeller or rotorcraft rotor system.
(5) Any failure or defect of any system or equipment, or damage or deterioration found as a result of compliance with an Airworthiness Directive or other mandatory instruction issued by a Regulatory Authority, when:
a) it is detected for the first time by the reporting organisation implementing compliance;
b) on any subsequent compliance with the directive where it exceeds the permissible limits quoted in the instruction and/or published repair/rectification procedures are not available.
(6) Failure of any emergency system or equipment, including all exit doors and lighting, to perform satisfactorily, including when being used for maintenance or test purposes.
(7) Non compliance or significant errors in compliance with required maintenance procedures.
(8) Products, parts, appliances and materials of unknown or suspect origin.
(9) Misleading, incorrect or insufficient maintenance data or procedures that could lead to maintenance errors.
(10) Failure, malfunction or defect of ground equipment used for test or checking of aircraft systems and equipment when the required routine inspection and test procedures did not clearly identify the problem when this results in a hazardous situation.

3. OCCURRENCES RELATED TO AIR NAVIGATION SERVICES, FACILITIES AND GROUND-HANDLING

A. Aerodrome and aerodrome facilities

(1) Significant spillage during fuelling operations.
(2) Loading of incorrect fuel quantities likely to have a significant effect on aircraft endurance, performance, balance or structural strength.

B) Passenger handling, baggage and cargo

(1) Significant contamination of aircraft structure, or systems and equipment arising from the carriage of baggage or cargo.
(2) Incorrect loading of passengers, baggage or cargo, likely to have a significant effect on aircraft mass and/or balance.
(3) Incorrect stowage of baggage or cargo (including hand baggage) likely in any way to hazard the aircraft, its equipment or occupants or to impede emergency evacuation.
(4) Inadequate stowage of cargo containers or other substantial items of cargo.
(5) Transport or attempt of transport of dangerous goods contrary to prescribed procedures, including marking and packing of dangerous goods.

C. Aircraft ground handling

(1) Failure, malfunction or defect of ground equipment used for test or checking of aircraft systems and equipment when the required routine inspection and test procedures did not clearly identify the problem when this results in a hazardous situation.
(2) Non compliance or significant errors in compliance with required servicing procedures.
(3) Loading of contaminated or incorrect type of fuel or other essential fluids (including oxygen and potable water).

4. OCCURRENCES RELATED TO AIR NAVIGATION SERVICES AND FACILITIES

Occurrences related to air navigation services and facilities, which represent actual or potential safety hazard, shall be reported. This shall not prevent reporting of any occurrence, situation or circumstances which repeated in different but likely circumstances, or allowed to continue unrectified, would create safety hazard for aircraft.

A. Possibility of aircraft collision (includes specific situations where one aircraft and other aircraft/terrain/vehicle or other object/person were noticed close to each other)

a) Separation minima infringement; b) inadequate separation;
c) close controlled flight into terrain (close CFIT);
d) runway incursion which required avoidance manoeuvre.

B. Near miss or close encounter (includes specific situation which might escalate into accident or near miss if other aircraft is near by)

(1) Runway incursion which did not require avoidance manoeuvre;
(2) Overrunning or running off the side of runways;
(3) Aircraft deviation from ATC clearance;
(4) Aircraft deviation from applicable air traffic management (ATM) regulation:
   a) aircraft deviation from applicable published ATM procedures;
   b) unauthorised penetration of airspace;
   c) deviation from aircraft ATM-related equipment carriage and operations, as mandated by applicable regulations.

C. ATM-specific occurrences (includes situations where provision of safe ATM services was infringed, but safety of aircraft operations was not endangered):

(1) Inability to provide Air Traffic Management services (ATM) or to execute ATM functions:
(2) Inability to provide air traffic services (ATS);
(3) inability to provide airspace management services or to execute airspace management functions;
(4) Inability to provide air traffic flow management;
(5) Failure of communication service;
(6) Failure of surveillance service;
(7) Failure of data processing and distribution function;
(8) Failure of navigation functions;
(9) ATM security system.

D. Malfunction or deterioration in operational quality of air traffic control (ATC) navigation and radio-communication equipment.

E. Aircraft has or could have been endangered due to negligence of any ground staff member (ATC, dispatcher, maintenance).

F. Overload in operations of air traffic control service (ATC).

G. Failure or unintentional shutdown of the main operational computer ATC system resulting in distortion of normal air traffic flow.

H. Reportable ATM occurrences are also:

(1) Provision of significantly incorrect, inadequate or misleading information from any ground sources, e.g. Air Traffic Control (ATC), Automatic Terminal Information Service (ATIS), Meteorological Services, navigation databases, maps, charts, manuals, etc.
(2) Provision of less than prescribed terrain clearance.
(3) Provision of incorrect pressure reference data (i.e. altimeter setting).
(4) Incorrect transmission, receipt or interpretation of significant messages when this results in a hazardous situation.
(5) Separation minima infringement.
(6) Unauthorised penetration of airspace.
(7) Unlawful radio communication transmission.
(8) Failure of ANS ground or satellite facilities.
(9) Major ATC/ATM failure or significant deterioration of aerodrome infrastructure.
(10) Aerodrome movement areas obstructed by aircraft, vehicles, animals or foreign objects, resulting in a hazardous or potentially hazardous situation.
(11) Errors or inadequacies in marking of obstructions or hazards on aerodrome movement areas resulting in a hazardous situation.
(12) Failure, significant malfunction or unavailability of airfield lighting.

ANNEX VI
CONTENT OF MANDATORY REPORTING FORM AND INSTRUCTION FOR COMPLETING

When submitting the reports, standard reporting forms, specified by BHDCA and published at the BHDCA web-page, shall be used.

Organisations may, internally, use other reporting forms that should be guided by the BHDCA model form.

1. OCCURRENCE REPORT RELATED TO AIRCRAFT OPERATIONS

Mandatory data fields for any occurrence category are the following: 1 to 17, 39, 40. (if applicable), 41, 42. (if applicable), 43 and 44.

Other items in the report should be completed depending on the occurrence category, type and content.

Contents and instruction for completing aircraft operations-related occurrence report:

Report number

BHDCA shall enter the file number for acting upon.

(1) Occurrence category

Mark the appropriate box to specify the reported occurrence category.

Except for occurrence report related to aircraft operations, other forms, such as bird strike form or transport of dangerous goods form, shall be used for the reported occurrence type.

(2) Type of aircraft

Enter aircraft manufacturer and type (e.g. Airbus, A-320)

(3) Aircraft registration

Enter complete aircraft registration mark.

(4) Aircraft serial number

Enter aircraft serial number.

(5) Aircraft category

Enter aircraft category (A, B, C, D, E or heavy, medium, light)

(6) Propulsion type

Enter propulsion type (jet, turbo prop, piston etc.)

(7) Maximum take off weight

Enter certified MTOW

(8) Operator/owner

Enter name of aircraft operator or owner.

(9) Number of log book

Enter the number from aircraft technical log book (TLB) to which occurrence is related, if applicable.

(10) Occurrence date

Enter the date of occurrence.

(11) Time of occurrence

Enter UTC of the occurrence.

(12) Occurrence location

Enter location indicator for known geographical location navigation facility or position in relation to geographical latitude/longitude. If significant, use 3-letter IATA code, 4-letter ICAO code or simple language.

(13) Last departure point

Enter last departure point either as 3-letter IATA code, 4-letter ICAO code or geographical coordinates for latitude/longitude in simple language.

(14) Destination point

Enter destination point either as 3-letter IATA code, 4-letter ICAO code or geographical coordinates for latitude/longitude in simple language.

(15) Flight number

Enter prefix and flight number if allocated.

(16) Call sign

Enter call sign (e.g. BON 103 or Air Bosna or E7 AAN etc.)

(17) Landed at

Enter landing point either as 3-letter IATA code, 4-letter ICAO code or geographical coordinates for latitude/longitude in simple language.

(18) Flight phase

Mark appropriate box in accordance with flight phase in which the occurrence happened.

(19) Flight purpose

Mark appropriate box in accordance with the nature of conducted flight operations

(20) Consequences

Mark appropriate box to specify occurrence consequences on the flight

(21) Passengers/Crew

Enter total number of passengers and total number of active members of flight crew.

(22) Rules of the air

Specify whether the flight was conducted by VFR or IFR flight rules.

(23) Altitude/flight level

Enter aircraft altitude and specify units of measurement (feet, metres, flight level, etc.)

(24) Speed

Enter aircraft speed and specify units of measurement (knots, mp/h, mach, km/h, etc.)

(25) Aircraft mass

Enter approximate aircraft mass at the time of occurrence and specify units of measurement.

(26) ATA code

Enter the relevant identification system code (ATA code)

(27) Flight conditions

Enter flight conditions (VMC or IMC) if relevant for the occurrence.

(28) Meteorological conditions

Enter actual weather at the time of occurrence if relevant

(29) Significant weather

Enter type of significant weather using presented codes (L - Light, M - Medium, S - Serious) if relevant

(30) Runway designator (RWY)

Enter occurrence runway or heliport designator if applicable (RWY 12 etc.)

(31) Runway (RWY) conditions

Mark appropriate box to indicate condition of the runway or heliport and, if relevant, enter the measured runway visual range.

(32) Braking

Mark appropriate box to indicate friction as experienced/measured if the friction force has been significant occurrence factor.

Use space (39) 'Description of occurrence' to define particulars and to specify whether the occurrence happened at runway, taxiway or apron.

(33) Aircraft configuration

Enter number of autopilot systems that have been on, if any

Enter ON or OFF if there is a single autopilot

Enter ON or OFF if the autothrottle was used.

Indicate the position of landing gear strut by entering UP/DOWN/in transit

Enter flap angle in degrees, if extended

Enter position of ailerons and spoilers

(34) PED interferences

State PED type (mobile telephone, portable computer etc.) and PED location (seat number, cabin baggage, cargo compartment, etc) if proved or suspected that the occurrence was caused by PED interference (Portable Electronic Devices carried by passengers).

Mark appropriate box if occurrence was proved (interference stopped when the device was turned off) or suspected.

Use space (39) 'Occurrence description' for additional explanations.

(35) Warnings
Mark appropriate box if ACAS/TCAS or GWPS warning sounded.
If TCAS, specify whether it was RA (resolution advisory) or TA (traffic advisory).

(36) Transponder
Enter the set transponder code if relevant for the navigation relevant occurrence

(37) Pilot in command
Enter the name of the pilot-in-command and mark the box of pilot operating the aircraft if applicable

(38) Co-pilot
Enter the name of the co-pilot and mark the box of pilot operating the aircraft if applicable

(39) Occurrence description
Describe the occurrence and its circumstances

(40) Damage to aircraft or injury of persons relevant to the described occurrence
Describe the degree of aircraft damage and level of injuries of persons; number of injuries on the ground (fatalities, serious injuries, minor injuries); number of injuries aboard (fatalities, serious injuries, minor injuries).

(41) Risk classification
Enter risk classification in relation to established risk assessment matrix

(42) Attachments
Enter other relevant pieces of information, such as photographs, reports or drawings if available and applicable.

(43) Type of report and occurrence status
Mark type of the report

a) Finding notification with complete results of investigation. Further submitting of report is not envisaged.
b) Initial finding notification. The report does not contain all required pieces of information or investigation results. Supporting report is required.
c) Supporting report after previous finding notification, report on investigation results or additional information related to the report, marked as initial findings.

State reference number and date of initial report related to the organisation.

(44) Data on the reporter
Enter appropriate information about the reporter.

2. OCCURRENCE REPORT RELATED TO TECHNICAL CONDITIONS, MAINTENANCE AND REPAIR OF AIRCRAFT

Occurrence report form related to technical conditions, maintenance and repair of aircraft may be used by persons or organisations to inform about occurrences during maintenance and repair of aircraft, as required by this Rulebook.

Mandatory data fields for any occurrence category are the following: 1 to 7, 17, 18, 19, 21 and 22.

Other items in the report should be completed depending on the occurrence type and content.

This report shall be used when aircraft is on the ground or in the course of maintenance and repair.

Contents and instructions for completing the occurrence report related to technical conditions, maintenance and repair of aircraft:

Report file number
BHDCA shall enter the file number for acting upon.

(1) Occurrence category
Mark the appropriate box to specify the reported occurrence category.

(2) Aircraft type and manufacturer
Enter the name of the aircraft manufacturer and aircraft type.

(3) Aircraft serial number
Enter aircraft serial number.

(4) Aircraft registration
Enter complete aircraft registration mark.

(5) Operator/owner
Enter name of aircraft operator or owner.

(6) Date and time of occurrence
Enter date and time of occurrence (when the malfunction occurred or was detected).

(7) Organisation
Enter the authorisation number and name of maintenance organisation

(8) Manufacturer notified
State whether the aircraft or component manufacturer was informed about the occurrence

(9) Operator notified
State whether the aircraft operator was informed about the occurrence

(10) Number in the aircraft log book (aircraft technical log book)
Enter number of sequence from aircraft technical log book (TLB) to which the finding is related, if applicable

(11) Detection phase
Mark appropriate box to determine if the aircraft was subject to scheduled or non-scheduled maintenance.

(12) Malfunction
State whether the occurrence finding resulted from compliance with airworthiness directive
Enter number of airworthiness directive relating to malfunction.

(13) Aircraft data
Enter data on total number of aircraft flight hours and cycles since date of production, since overhaul date and since latest check/inspection.
This part must be completed if the finding is aircraft related (breakings, cracks, corrosion, disbonding).

(14) Defective component
Enter name of the aircraft manufacturer, name in accordance with IPC (illustrated parts catalogue), number of type, serial number and relevant code for system identification (ATA code)if finding contains defective components.
Enter time and cycles of used component since production, overhaul or repair/inspection and date of production, overhaul or latest repair/inspection.

(15) Supplemental type certificate
Enter ST number, part name and number if the finding is related to issuance of supplemental type certificate.

(16) Opinion on malfunction cause and condition of defective part
Mark box or boxes that best describe malfunction causes.
If malfunction causes were multiple, be as objective as possible in identifying causes:

a) Design - does the product fulfil its intended function or it was required to operate outside the projected scale of work.
b) Manufacturer - was the product properly made and adequately processed.
c) Fatigue - does malfunction show typical fatigue symptoms and what operations caused its development?
d) Corrosion - environment and age are closely related.
e) Inadequate maintenance - poor maintenance due to lack of data, irregular maintenance or inspection interval, incorrect procedures, inadequate quality control, lack of adequate training.
f) Human factor - irregularities caused by omission of staff and are maintenance related (omissions in compliance with correct instructions, use of inadequate equipment and tools, use of incorrect fuel or lubricants)
g) Unapproved parts - could be linked to staff and improper maintenance, especially in false parts.
h) Operational causes - malfunction caused by inadequate, unintended or uncommanded operation.
i) Other reasons or opinions
j) Describe condition of the part if applicable

(17) Occurrence description

Describe the occurrence and its circumstances

(18) Damage to aircraft or injury of persons relevant to the described occurrence

Describe the degree of aircraft damage and level of injuries of persons; number of injuries on the ground (fatalities, serious injuries, minor injuries); number of injuries aboard (fatalities, serious injuries, minor injuries).

(19) Risk classification

Enter risk classification in relation to established risk assessment matrix

(20) Attachments

Enter other relevant information such as photographs, reports or drawings if available and applicable.

(21) Type of report and occurrence status

Mark type of the report:

a) Finding notification with complete results of investigation. Further submitting of report is not envisaged.
b) Initial finding notification. The report does not contain all required pieces of information or investigation results. Supporting report is required.
c) Supporting report after previous finding notification, report on investigation results or additional information related to the report, marked as initial findings.

State reference number and date of initial report related to the organisation.

(22) Data on the reporter

Enter appropriate information about the reporter.

3. OCCURRENCE REPORT RELATED TO AIRPORT AND GROUND-HANDLING

Occurrence report form relating to airports and ground-handling may be used by persons or organisations to report on an occurrence at airport.

All items should be completed for any occurrence category, however, mandatory items are: 1 to 8, 10 and 11.

Other items in the report should be completed depending on the occurrence category, type and content.

This form shall also be used for heliports, airfields or terrains.

Contents and instructions for completing the occurrence report related to airports and ground-handling:

Report number

BHDCA shall enter the file number for acting upon.

(1) Occurrence category

Mark the appropriate box to specify the reported occurrence category.

(2) ICAO airport indicator

Enter airport name as 3-letter IATA code, 4-letter ICAO code or in simple language. (e.g. LQSA or Sarajevo airport or SJJ)

(3) Occurrence date

Enter the date of occurrence.

(4) Time of occurrence

Enter UTC of the occurrence.

(5) Occurrence location at the airport

Enter more correct and precise occurrence location.

(6) Occurrence description (complaint/damage/deficiency/failure/ hazard/service/violation)

Describe the occurrence and its circumstances

(7) Damage to aircraft or injury of persons relevant to the described occurrence

Describe the degree of aircraft damage and level of injuries of persons; number of injuries on the ground (fatalities, serious injuries, minor injuries); number of injuries aboard (fatalities, serious injuries, minor injuries).

(8) Risk classification

Enter risk classification in relation to established risk assessment matrix

(9) Attachments

Enter other relevant information such as photographs, reports or drawings if available and applicable

(10) Type of report and occurrence status

Mark the type of report

a) Finding notification with complete results of investigation. Further submitting of report is not envisaged.
b) Initial finding notification. The report does not contain all required pieces of information or investigation results. Supporting report is required.
c) Supporting report after previous finding notification, report on investigation results or additional information related to the report, marked as initial findings.

State reference number and date of initial report related to the organisation.

(11) Data on the reporter

Enter appropriate information about the reporter.

4. OCCURRENCE REPORT RELATED TO AIR NAVIGATION SERVICES AND FACILITIES

Occurrence report form relating to air navigation services and facilities may be used by persons or organisations to report on an occurrence relating to air navigation.

Mandatory data fields for any occurrence category are the following: 1, 5, 6, 11, 12, 14 and 15.

Other items in the report should be completed depending on the occurrence category, type and content.

Contents and instructions for completing the occurrence report related to air navigation services and facilities:

Report number

BHDCA shall enter the file number for acting upon.

(1) Occurrence category
Mark the appropriate box to specify the reported occurrence category.

(2) ATM-safety related occurrence
Mark the appropriate box to specify the reported occurrence type

(3) ATM-specific safety related occurrence
Mark the appropriate box to specify the reported occurrence type

(4) Involved
State number of aircraft involved into occurrence, if applicable.
Mark the appropriate box if vehicles, persons, animals, military aircraft or other have been involved into occurrence.
Enter the name of ATS unit involved into occurrence.

(5) Occurrence location
Enter notification for known geographical location or describe the occurrence location in a simple manner/language. Enter occurrence altitude and geographical latitude and longitude if applicable

(6) Date and time of occurrence
Enter date, month, year and UTC of the occurrence.

(7) Information on aircraft involved into occurrence
Provided space for data is for two aircraft, if more than two aircraft have been involved, describe the additional aircraft in 'Occurrence description' or in additional form.

- **Call sign**
Enter the aircraft call sign.
- **Type/make**
Enter name of aircraft manufacturer and type
- **Aircraft registration**
Enter complete aircraft registration mark.
- **Departure point**
Enter departure point either as 3-letter IATA code, 4-letter ICAO code or position with geographical latitude/longitude or in simple language.
- **Destination point**
Enter destination point either as 3-letter IATA code, 4-letter ICAO code or geographical coordinates for latitude/longitude or in simple language.
- **SSR - code**
Enter the allocated secondary surveillance radar code.
- **Altitude, approved**
Enter the approved aircraft altitude and specify units of measurement (feet, AGL/MSL, metres, flight level).
- **Altitude, actual**
Enter aircraft altitude at the moment of occurrence and specify units of measurement (feet, AGL/MSL, metres, flight level).
- **Mode C**
Enter Mode C, if in use
- **Rules of the air**
Mark the box if the flight was conducted by VFR (visual flight rules), IFR (instrumental flight rules) or SVFR (special visual flight rules). Mark the appropriate box for day or night flight conditions.
- **Operator/owner**
Enter name of aircraft operator or owner.
- **Flight phase at the time of occurrence**
Mark appropriate box in accordance with flight phase in which the occurrence happened.
- **Type of provided ATM service**
Mark the box for provided ATM service
- **Airspace classification**
Mark the box for the occurrence airspace category.
- **Othe airspace areas**
Mark the box for appropriate restricted area.
- **Type of report submitted by the aircraft (Information source)**
State or mark type of report submitted by the aircraft.
- **Type of the control warning system**
Mark the type of the activated warning system

(8) Duty air traffic controller (working position)
Mark the box for the appropriate air traffic controller working position at the time of safety occurrence.

- **Overload of duty air traffic controller**
Mark the box that corresponds to the situation at the time of safety occurrence
- **More aircraft than prescribed in the allocated area**
Mark the box that corresponds to the situation at the time of safety occurrence
- **Controller worked longer than prescribed by working hours**
Mark the box that corresponds to the situation at the time of safety occurrence
- **Time elapsed since last rest period**
Enter appropriate value

(9) Meteorological conditions
Mark the box that corresponds to the situation at the time of occurrence and add values for wind speed, visibility, cloud base, temperature and atmospheric pressure.

- **Did meteorological conditions influence the occurrence**
Mark the box that corresponds to the situation at the time of occurrence.

(10) CNS failure of the system/device
Mark the box for failure of individual system/device.

- **Date and time of putting the system/device back into operation.**
State data when the system or device was put back into operational function.
- **Level of influence upon functioning of ATM service**
Mark the box which corresponds to the severity level influencing the ability to provide ATM services at the time of occurrence.

(11) Occurrence description
Describe the occurrence and its circumstances

(12) Risk classification
Enter risk classification in relation to established risk assessment matrix

(13) Attachments
Enter other relevant information such as photographs, reports or drawings if available and applicable.

(14) Type of report and occurrence status
Mark the type of report
a) Finding notification with complete results of investigation. Further submitting of report is not envisaged.
b) Initial finding notification. The report does not contain all required pieces of information or investigation results. Supporting report is required.
c) Supporting report after previous finding notification, report on investigation results or additional information related to the report, marked as initial findings.

State reference number and date of initial report related to the organisation.

(15) Data on the reporter
Enter appropriate information about the reporter.

ANNEX VII

LIST OF MINIMUM DATA/INFORMATION CONTAINED IN QUARTERLY OCCURRENCE REPORT

A) OCCURRENCES RELATED TO AIRCRAFT OPERATION

(1) Annual traffic volume expressed in number of aircraft operations and number of flight hours;
(2) Total number and category of occurrences related to aircraft operations involving information on extent of damage. Information should be classified according to the flight phase, flight rules, type of operation and airspace class including influence of ATM system to threats (direct, indirect, no influence) and classified according to severity level and frequency.
(3) Proposal of prevention actions for all occurrences, whether prevention actions have been implemented and how, whether actions have been effective or not.

B). OCCURRENCES RELATED TO AIRCRAFT TECHNICAL CONDITION, MAINTENANCE AND REPAIR

(1) Category and number of reported occurrences with short description, risk classification for all occurrences including information on extent of damage.
(2) Proposal of prevention actions for all occurrences, whether prevention actions have been implemented and how, whether actions have been effective or not.

C) OCCURRENCES RELATED TO AIRPORTS/AIRFIELDS AND GROUND-HANDLING

(1) Airport/airfield name and ICAO code;
(2) Category and number of reported occurrences with short description, risk classification for all occurrences including information on extent of damage.
(3) Proposal of prevention actions for all occurrences, whether prevention actions have been implemented and how, whether actions have been effective or not.

D) OCCURRENCES RELATED TO AIR NAVIGATION SERVICES AND FACILITIES

(1) Total number of accidents.
(2) Total number of incidents classified according to safety serenity level, aircraft operations and persons aboard in accordance with ESARR 2, GUI 1, Attachment A.
a) Serious incidents;
b) Major incident;
c) Significant incident;
d) Not determined;
e) No safety effect.
(3) Total number of ATM-specific occurrences, classified according to safety serenity level impacting ability to provide ATM services in accordance with ESARR 2, GUI 1, Attachment B. They cover the following:
a) Total inability to provide safe ATM services;
b) Serious inability to provide safe ATM services*;*
c) Partial inability to provide safe ATM services*;*
d) Ability to provide safe but degraded ATM services;
e) Not determined;
f) No effect on ATM services*;*
g) Failure of the system/function of A/G communication (continuous mandatory communication is disabled)
h) Failure of the system/function of airspace surveillance (continuous mandatory aircraft tracking is disabled)
i) Failure of the system/function of data processing/distribution (continuous mandatory data exchange within ATS and/or between ATS and aircraft is disabled);
j) Failure of the navigation system/equipment.
(4) Information on extent of damage.
(5) Proposal of prevention actions for all occurrences, whether prevention actions have been implemented and how, whether actions have been effective or not.

E) OTHER OCCURRENCES

(1) List all occurrences that could not be classified into the above categories.
(2) List all occurrences notified by the voluntary occurrence reporting system.
(3) Risk classification for all occurrences, including the extent of damage.
(4) Proposal of prevention actions for all occurrences, whether prevention actions have been implemented and how, whether actions have been effective or not.

ANNEX VIII

ADDRESS AND TELEPHONE FOR SUBMITTING OCCURRENCE REPORTS

E-mail: safety@bhdca.gov.ba
Fax: +387 51 921 520
Phone: +387 51 921 522
Address: Direkcija za civilno vazduhoplovstvo BiH
(BHDCA)
Vojvode Pere Krece bb
78 000 Banja Luka
Bosnia and Herzegovina

When the report is sent by mail, below the name of the institution (BHDCA) it should be stated: 'Attn: Director General'