

RA 3108 – Air Traffic Management Equipment Approved Organization Scheme – Occurrence Reporting

Rationale

Air Traffic Management (ATM) Approved Organization Scheme (AAOS) organizations that support the UK MOD to provide and / or install ATM Equipment, and / or provide technical services that support ATM Equipment, are required to ensure that Occurrences, including near misses and findings in the condition of ATM Equipment or delivery of services, are reported. If Occurrences are not reported, there is a Risk that ATM Equipment may be used in an unsafe condition, and it will prevent timely trend analysis. This RA sets out the requirement for Occurrence reporting, to ensure adequate Occurrence reporting systems are in place.

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Regulation 3108(1)

Unsafe Condition Reporting

3108(1) The AAOS organization **shall** report to the relevant departments of the MOD any unsafe condition of ATM Equipment that has resulted, or may result, in a Hazard to Air Safety.

Acceptable Means of Compliance 3108(1)

Unsafe Condition Reporting

1. The AAOS organization **should** maintain documented procedures for recording, reporting and informing the MOD of ATM Equipment unsafe conditions. These procedures **should** be formally agreed with the designated MOD authority.
2. All Accidents, Incidents, near-misses and failures of Safety controls **should** be reported and investigated to a suitable depth in order that Causes are understood, lessons identified, promulgated and implemented and trends analysis enabled.

Guidance Material 3108(1)

Unsafe Condition Reporting

3. Timely and accurate Occurrence reporting is required across Defence ► **Air Environment** ◀ to notify all relevant agencies of actual and potential Hazards, initiate further investigation where appropriate to identify root Causes, and enable data capture and analysis.

Regulation 3108(2)

Internal Occurrence Reporting

3108(2) The AAOS organization **shall** establish an internal Occurrence reporting system to enable the collection and evaluation of all Occurrence reports.

Acceptable Means of Compliance 3108(2)

Internal Occurrence Reporting

4. The internal Occurrence reporting system **should** be defined in the AAOS organization Exposition.
5. The internal Occurrence reporting system **should** identify adverse trends, investigation processes, corrective actions taken, or to be taken, by the organization to address deficiencies and include evaluation of all known relevant information relating to Occurrences and a method to circulate the information as necessary.
6. An organization **should** establish a pro-active and engaged Safety culture which encourages Occurrence reporting, and recognizes, at all levels of Occurrence reporting, investigation and management, that error is a normal part of human activity.

**Acceptable
Means of
Compliance
3108(2)**

7. The internal reporting system **should** ensure that actions are taken internally to address Safety Hazards.
8. The system **should** provide feedback to report originators, both on an individual and more general basis, to ensure their continued support for the scheme.

**Guidance
Material
3108(2)**

Internal Occurrence Reporting

9. The aim of Occurrence reporting is to identify the factors contributing to Incidents and to make the system resistant to similar errors. An Occurrence reporting system will enable and encourage free and frank reporting of any Safety related Occurrence (including potential Occurrences).

**Regulation
3108(3)**

MOD Sponsored Reporting Action

- 3108(3) The AAOS organization **shall** respond to MOD sponsored reporting action in a form and manner established by the MAA.

**Acceptable
Means of
Compliance
3108(3)**

MOD Sponsored Reporting Action

10. Extant MOD procedures for Occurrence reporting **should** be used, including the use of the Air Safety Information Management System (ASIMS). Details are published in:
 - a. RA 1410¹.
 - b. MAM-P² Chapters 9.1 – Fault reporting.
 - c. MAM-P Chapter 11.1 – Defence Air Environment Quality Policy.
 - d. Air Publication (AP) 600³ Chapter 2.1.4 – Status Reporting – Air Traffic Management Equipment.
11. When responding to MOD sponsored reporting action, the AAOS organization **should** ensure that all pertinent information about the condition of the ATM Equipment and evaluation results are included.

**Guidance
Material
3108(3)**

MOD Sponsored Reporting Action

12. If AAOS organizations or Subcontracted organizations do not have direct access to ASIMS, a manual version of the Defence Air Safety Occurrence Report (DASOR) may be used and submitted through the service organization with which they are Contracted.

¹ Refer to RA 1410 – Occurrence Reporting and Management.

² Refer to the Manual of Maintenance Airworthiness – Process (MAM-P).

³ Refer to AP600 - RAF Information & CIS Policy.