

EE-MOR



DGOR

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JOINT RESEARCH CENTRE
ECCAIRS - European Coordination Centre for Accident and Incident Reporting Systems



Safety Unit

☎ (+39) 06 44596 388/362

✉ responsabilereporting@enac.gov.it

Dangerous Goods Office

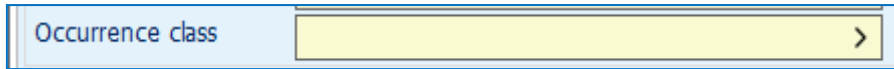
✉ merci.pericolose@enac.gov.it

1. Report an Event

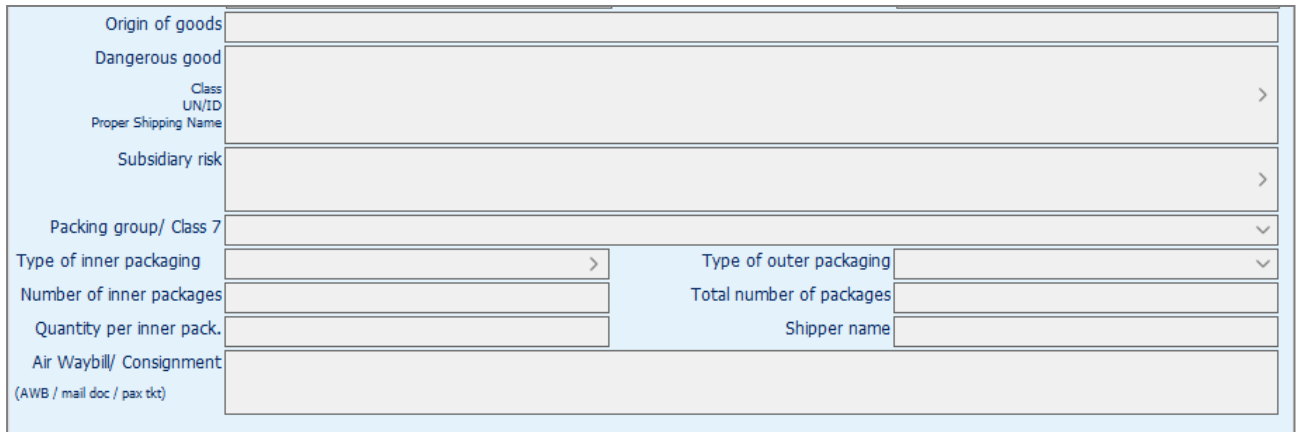
To **REPORT AN EVENT**, select the tab **Occurrence** → **New**

This view will appear and shall be filled in with all the informations known.

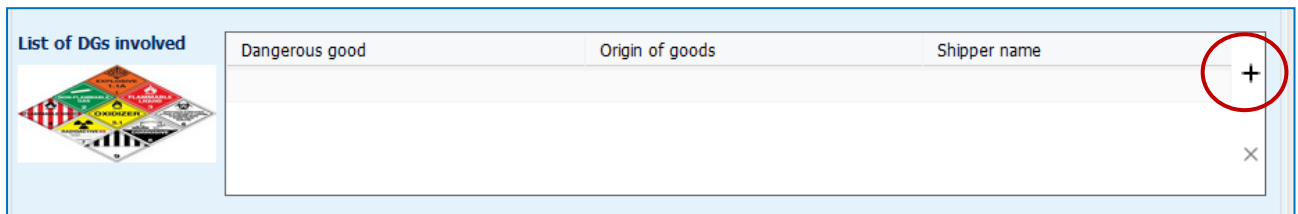
⇒ fields on **yellow background** are mandatory therefore without them report cannot be send



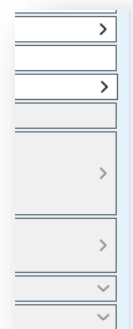
⇒ fields on **grey background** will turn into white once upon the “List fo DGs involved” will be filled in



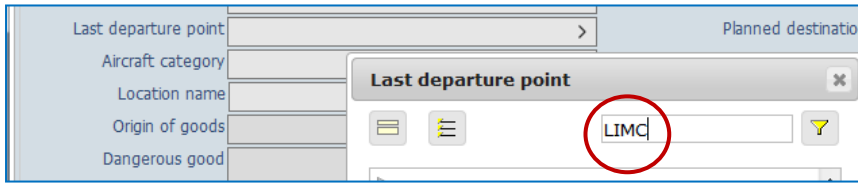
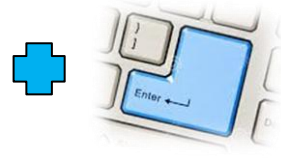
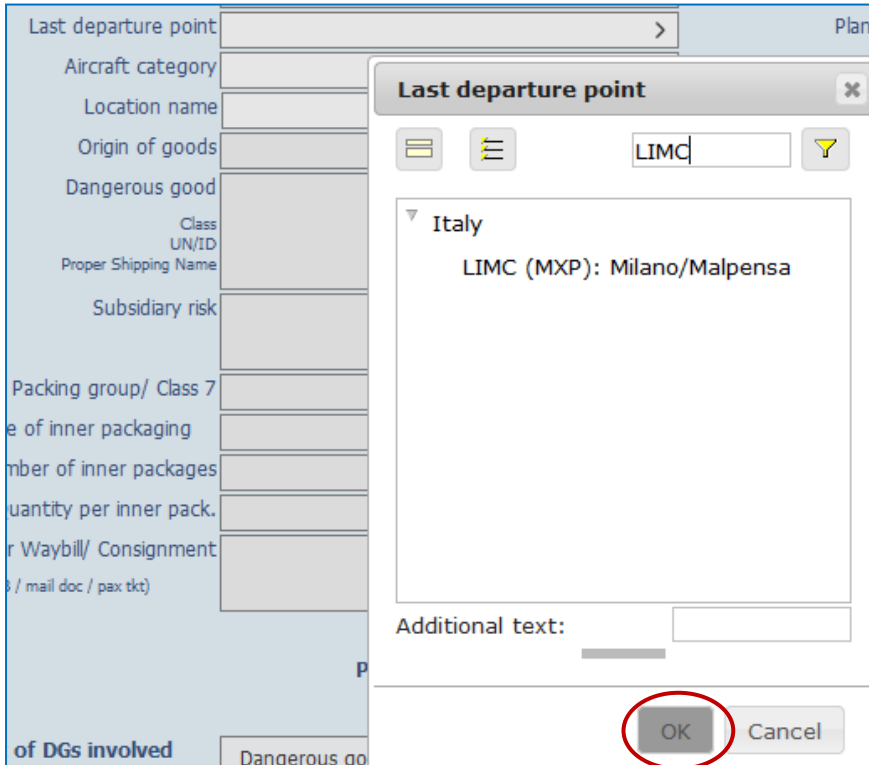
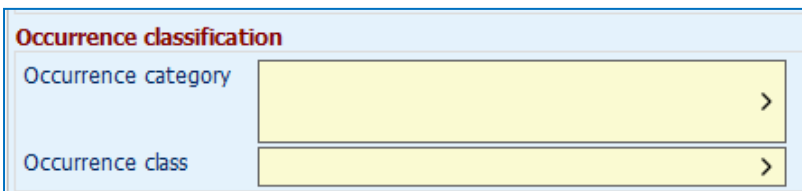

2



When an “**arrow** →↓” is on the right side of the field, select it to **OPEN A MENU** and/or sub-menu to select item from the taxonomy list



Using **FILTER** function: to speed up and optimize the search information, type a keyword and press "ENTER". Then press "OK" to confirm the selection made

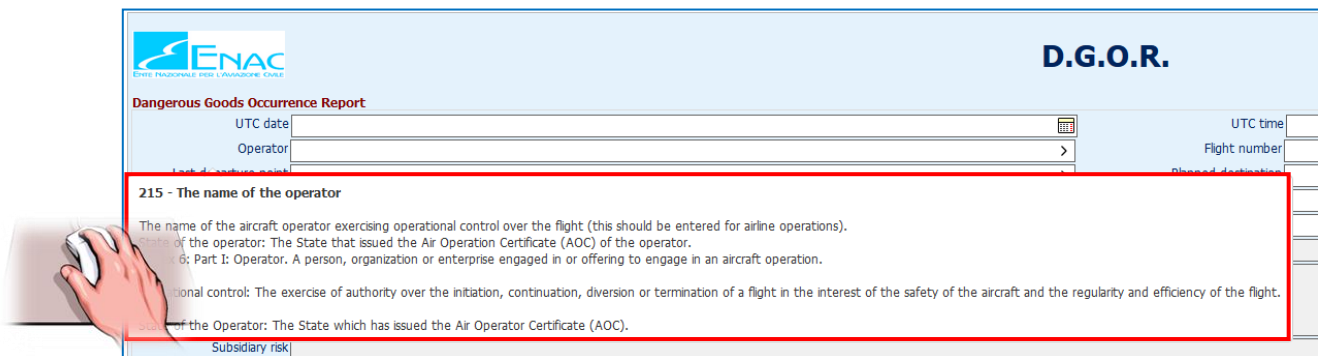
Choose **ONLY** one among the following 3 options:
ACCIDENT
SERIOUS INCIDENT
INCIDENT

To insert **ATTACHMENTS**, select "+".

It's possible to attach doc/pdf/xls/jpg/jpeg/png/gif/mp3/mp4/avi/ ...



An instant help for understanding the type of information requested is achievable passing the mouse over the **label** of each attribute.



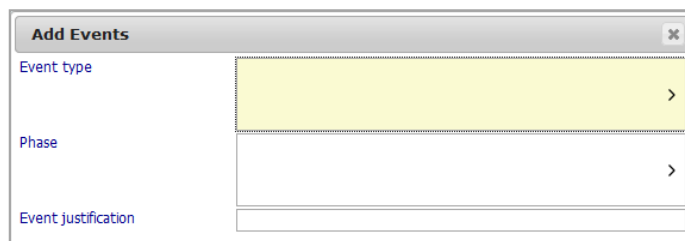
In the **EVENT & FACTORS** section, **Type of Events and relevant Phase** should be reported according to a chronological sequence.

To add **Events**, mouse right click inside the section and select **“+ Add Events”**



4

a dedicated window will open in order to select items from the dropdown menu



2. Save / Send an occurrence

After entering data in the view, the following options apply:

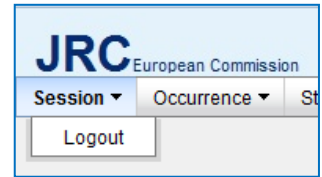
SAVE (to save the occurrence)

SAVE & CLOSE (to save the occurrence and close it, without lose it) **-The occurrence will be automatically send to ENAC and you'll receive an email as confirmation.**

CLOSE (to close the occurrence without saving it and lose data entered)

3. Logout

At the end of the work session, it is strongly recommended to **LOGOUT** from the system to avoid that it remains connected.



4. Follow-Up

Follow-up

Parties informed

▶ Please specify in the "additional text" the name of the parties informed (i.e.: ANSV, FOCA, CAA UK, etc.)

Analysis / follow up

Details on the analysis development and follow up.

Risk assessment

Details on the risk assessment done

Corrective actions

Details on the actions proposed/done

Conclusions

Details on the conclusions for the organisation

Through this section, in accordance with R376 art. 13 c.4, Organizations report to ENAC **within 30 days** from the first event notification:

- a. preliminary results, if any, arising from the analysis carried on
- b. any proposed or already implemented corrective action.

The Organization shall report final assessment of the analysis, if requested, as soon as possible and, in principle, **within 3 months** from the date of the first event notification. At any time, ENAC may request the Organizations to transmit the preliminary or final results of the analysis of any reported event, but for which ENAC did not receive any monitoring or received only preliminary results.