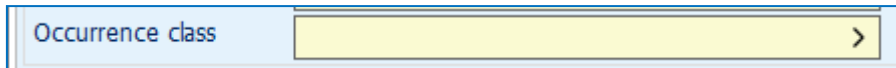


1. Report an Event

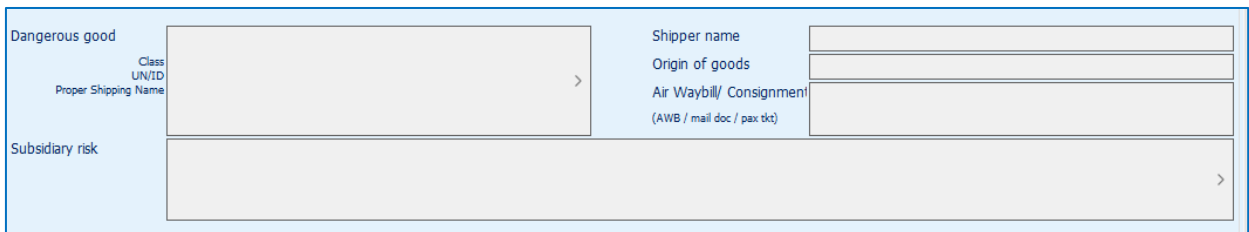
To **REPORT AN EVENT**, select the tab **Occurrence** → **New**

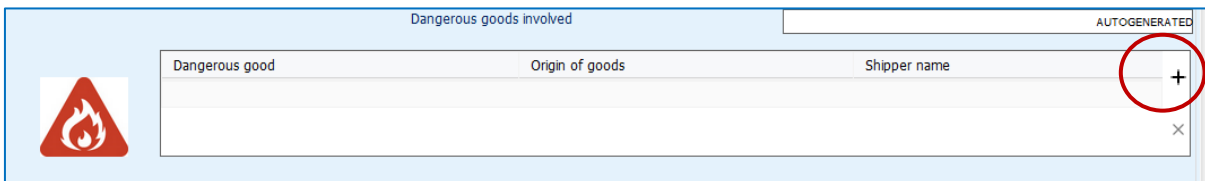
This view will appear and shall be filled in with all the informations known.

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



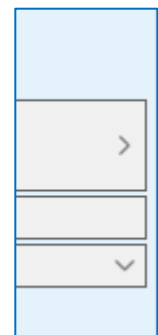
⇒ fields on **grey background** will turn into white once upon the “List fo DGs involved” will be filled in





1

When an **arrow > / v** 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



1.1 Class Number/UN number not available

The update of value list of each field is in charge of EASA.



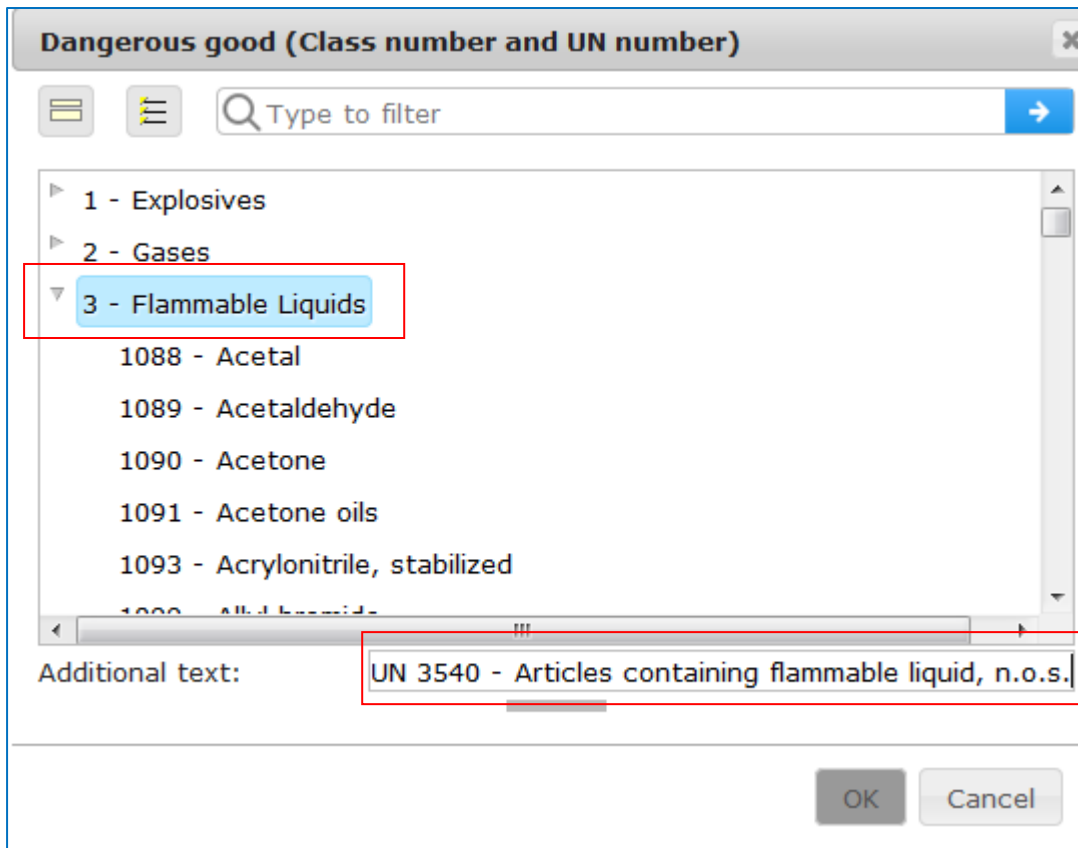
It can happen that the ICAO Doc. 9284 has been updated introducing new entries in Table 3-1 but the value list taxonomy doesn't reflect yet this amendment.



Proceed as follows:

- 1) select the Class Number, for example **3 – Flammable Liquids**
- 2) add in the “Additional text” the new UN number with the relevant description, for example: **UN 3540 - Articles containing flammable liquid, n.o.s.**
- 3) select OK

2



Dangerous good (Class number and UN number)

Type to filter

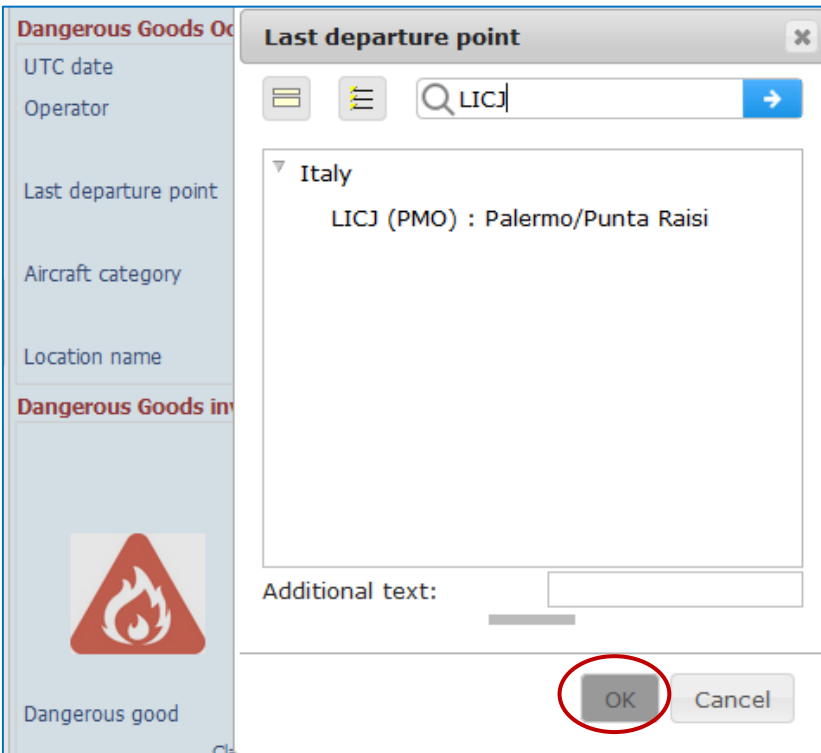
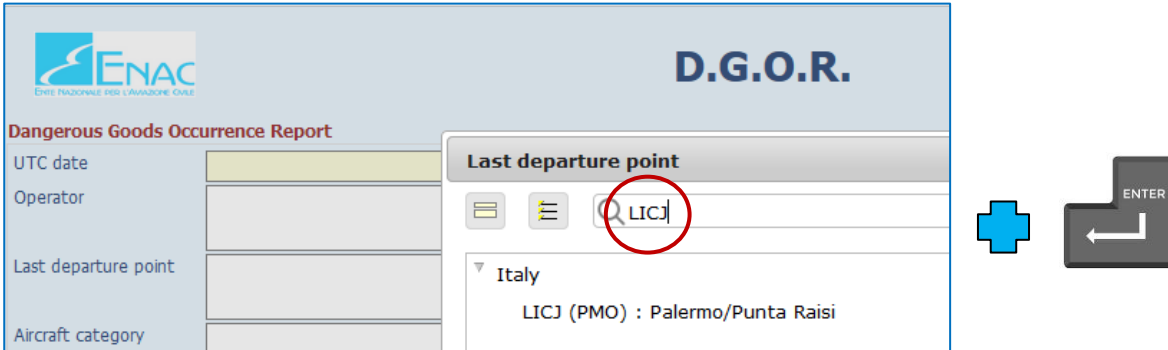
- 1 - Explosives
- 2 - Gases
- 3 - Flammable Liquids**
 - 1088 - Acetal
 - 1089 - Acetaldehyde
 - 1090 - Acetone
 - 1091 - Acetone oils
 - 1093 - Acrylonitrile, stabilized
 - 1099 - Alkyl benzenes

Additional text: UN 3540 - Articles containing flammable liquid, n.o.s.

OK Cancel

1.2 FILTER function

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



1.3 OCCURRENCE CLASSIFICATION

Please choose **ONLY** one one of the following three options:

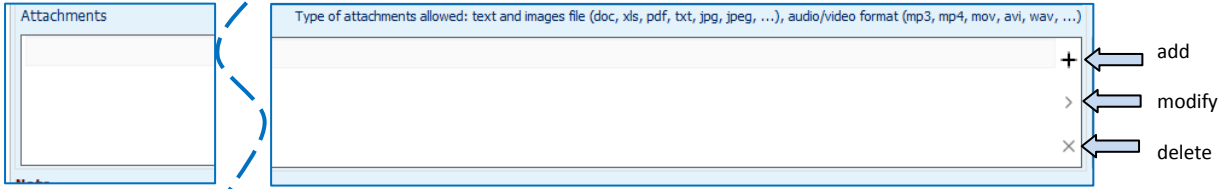
- **ACCIDENT**
- **SERIOUS INCIDENT**
- **INCIDENT**

Occurrence classification	
Occurrence category	<input type="text" value=""/>
Occurrence class	<input type="text" value=""/>

1.4 ATTACHMENTS

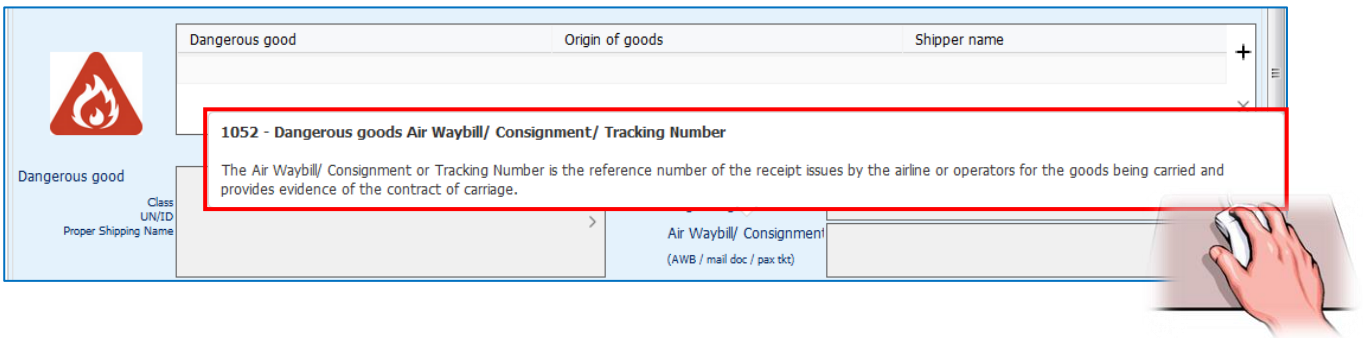
To insert **ATTACHMENTS**, select “+”.

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



1.5 GUIDANCE TO COMPILATION

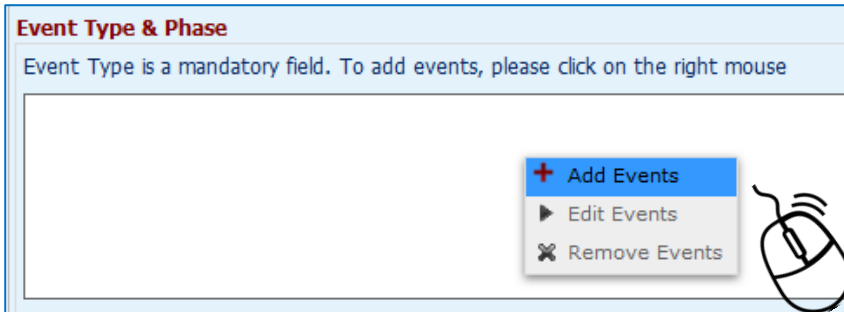
An instant help for understanding the type of information requested is achievable passing with the mouse over the **label** of each attribute.



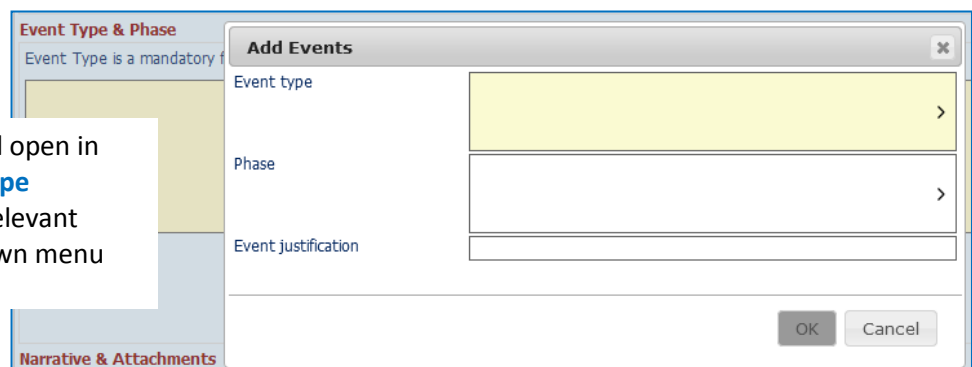
1.6 EVENT TYPE & PHASE

In the **EVENT TYPE & PHASE** 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”



a dedicated window will open in order to select **Event Type (mandatory)** with the relevant **Phase** from the dropdown menu



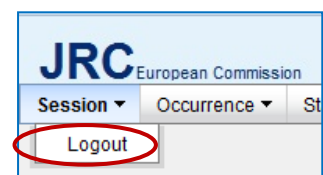
2. Save / Send an occurrence

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

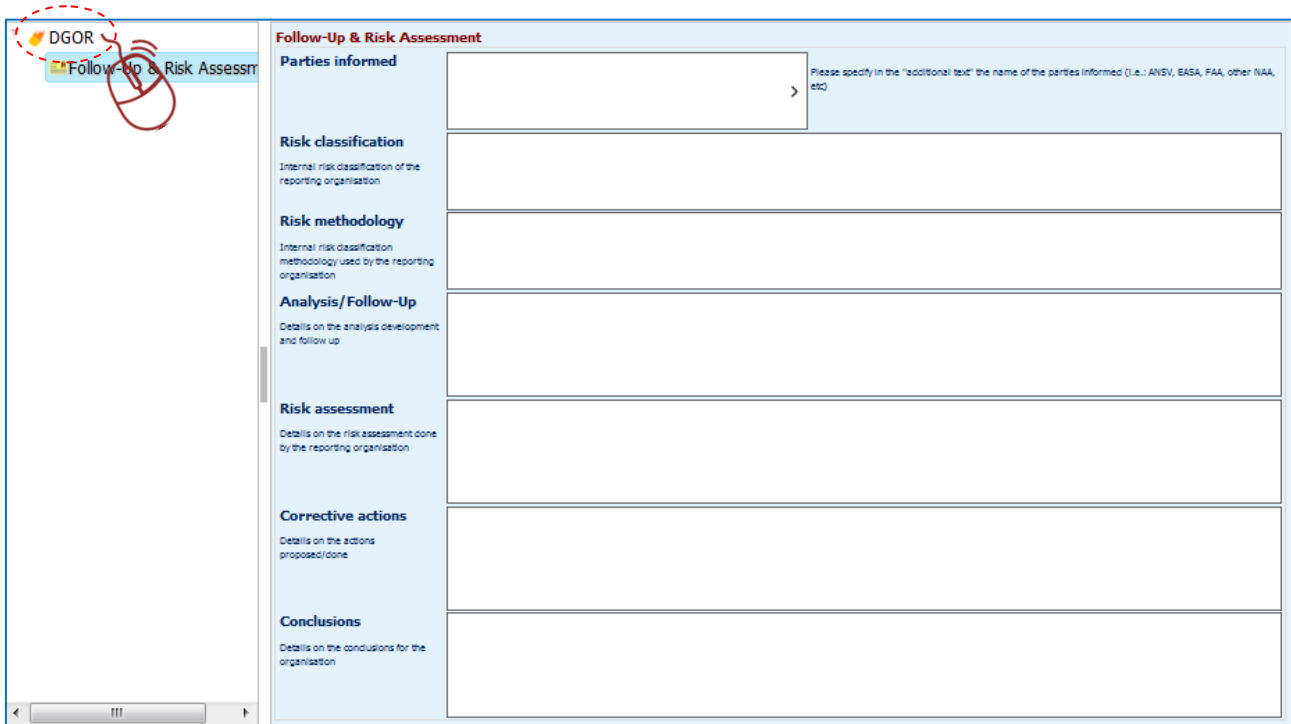
- **SAVE** (to save the occurrence)
- **SAVE & CLOSE** (to save the occurrence and close it, without lose it) **-The occurrence will be automatically send to ENAC and you'll receive an email as confirmation.**
- **CLOSE** (to close the occurrence without saving it and lose data entered)

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 & Risk Assessment	
Parties informed	<input type="text"/>
Risk classification	<input type="text"/>
Risk methodology	<input type="text"/>
Analysis/ Follow-Up	<input type="text"/>
Risk assessment	<input type="text"/>
Corrective actions	<input type="text"/>
Conclusions	<input type="text"/>

6

To select this topic “**Follow-Up & Risk Assessment**” click with the right mouse on the name *DGOR* of the view.

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.

**** intentionally left blank****



Safety Unit

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