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QUALITY OF THE OCCURRENCE REPORTS SUBMITTED TO THE DCA

1. General Information:

The Department of Civil Aviation operates a system for collecting occurrence reports in accordance with Cyprus Regulation 334/2005. The quality of the content of these reports is often poor and requires improvement.

2. Improvement of the Quality of the Reports:

The originators of the reports are requested to note the following points when preparing a report:

1. Every effort should be made so that hand written reports are clearly legible.
2. Originators should avoid reporting events that are not relevant to the safety of an aircraft, its occupants or any other person.
3. Depending on the nature of the incident, basic information (for example locations, aircraft type, date etc.) should be included in the report.
4. The content of the report should be as brief and to the point as possible.
5. Only events that have actually occurred should be reported. If the originator is not sure that an event has occurred he should not include this information in the report.
6. The reporting system is not intended to be used as a platform for raising personal or union issues.
7. Abbreviations of words and acronyms of technical terms should be avoided where practicable.

3. Other information:

Reports should be sent:

1. **By mail to:** Department of Civil Aviation, Pindarou 27, Alpha Business Centre, Block A, 1429 Nicosia.
2. **By fax to:** 00357 22 304708
3. **By email to:** tmappoura@dca.mcw.gov.cy
4. For any relevant information the contact telephone number is 22 404127.

For details of the requirement refer to Aeronautical Information Circular C03/2003.