

BeCA's **Top 10** Reporting Tips

- 1 If in doubt, report!**

There is no harm in reporting. Names must be kept confidential and often there will be multiple reports for a single occurrence. It's up to the safety department to link them.
- 2 Be factual**

In the heat of the moment, it is sometimes difficult to remain objective, but please try to do so. Just state the facts. Tell what happened. Try to put your emotions aside when writing your report.
- 3 Use the correct form**

Depending on your reporting system there may be different reporting forms. Choose the most appropriate one or consult your safety department if you are unsure.
- 4 Use a descriptive title for your report**

Your company receives plenty of reports every day. Help them to distinguish them by adding a descriptive subject. E.g. 'Diversion due to medical pax Mr. Burns' or 'Rejected take-off due to erroneous speed indication', etc.
- 5 Be as complete as possible**

Put yourself in the shoes of the analyst. What would you like to know if you were him/her? Add dates and numbers where possible. If you don't have the information, say so, or mention 'not applicable'.
- 6 If you want to speak to someone, do so**

Either contact your safety department directly by phone or send an email requesting them to contact you. Don't hesitate to contact your pilot association for advice.
- 7 Feel free to make suggestions**

If applicable, you can include corrective actions that you and others took to solve the problem or make suggestions. Always explain your reasoning.
- 8 Add passenger names**

It might not seem useful, but not having passenger names can make a report useless. Passenger privacy is also protected by EU law. This is the company's responsibility.
- 9 Add pictures**

A picture says more than a thousand words. Do not hesitate to add photos or copies to your report or send them by email.
- 10 If you feel you were treated unfairly, contact your pilots' association**

Just Culture should not only exist on paper. If reporting got you into trouble and you don't get any response from your safety department, contact BeCA as soon as possible. An early intervention often guarantees an easy solution. It's easier trying to mediate around a table than on a battle field.

For more information, visit our webpage:
www.beca.be/occurrencereporting