

**Aeronautical Information Circular
(AIC)**

AERONAUTICAL INFORMATION SERVICE
CIVIL AVIATION AUTHORITY OF NEPAL
BABARMAHAL, KATHMANDU

**PHONE: 977-1-4262326,
Ext. 211**

FAX : 977-1- 4262516

AFTN : VNKTYAYX

E-mail: cnsatm@mos.com.np

caanais@caanepal.org.np

AIC

001/012

01 Sep 2012

This AIC has been issued to all concerned for the information, guidance and compliance.

.....

**Director General
Civil Aviation Authority of Nepal**

Voluntary Information Reporting System (VIRS)

1. Introduction:

Accidents are the ultimate outcome of a number of past incidents, occurrences, failures or deficiencies in an organization. The improvement of the safety of civil aviation requires a better knowledge of these occurrences to facilitate analysis and trend monitoring in order to initiate timely corrective action. Voluntary Information Reporting System (VIRS) encourages people to report the occurrences, failure or deficiencies in aviation operations which cannot be gathered through mandatory reporting Mechanism. Voluntary Reporting involves the collection of any safety data on actual or potential safety deficiencies that may not be captured by the mandatory reporting requirements.

VIRS will be beneficial for the effective implementation of safety management system in service provider organizations.

2. Objective:

The purpose of this Circular is to provide interpretative material and guidance for the Voluntary Information Reporting System in order to contribute to the improvement of air safety by ensuring that relevant data on safety is reported, collected, stored, protected and disseminated.

It is not the purpose of this activity to attribute blame or liability.

3. Applicability:

This Circular applies to:

- a) all National operators operating in or outside Nepalese territory
- b) all foreign operators operating to/from and in the Nepalese territory
- c) all individuals involved in airline operations, maintenance organizations, air navigation services, aerodrome operations and training organizations within Nepal.

4. Protection to the Reporter:

Complete confidentiality of the system and strict anonymity of the reporter shall be ensured. The reporter shall be given complete protection from any probable enforcement action. However, in following circumstances the reporter shall not be eligible for protection:

- a) if the occurrences or deficiencies already in the knowledge of the oversight organizations of CAAN, or
- b) The occurrence or infringement relates to unlawful / criminal /deliberate gross negligent unsafe action.

5. Information to be reported:

Reports can be made on an operational interruption, defect, fault or other irregular circumstance that has or may have influenced the safety of an aircraft, its occupants or any other person. It is also possible to report information which as yet present no risk, but which could, if not corrected, present a potential risk for the safety of the aviation system.

6. Prospective reporters:

Anyone who witnesses or is involved or has knowledge of an occurrence, hazard or situation which he or she believes posses potential threat to flight safety is requested to report the same. This includes everyone from pilots, air traffic controllers, maintenance personnel to passengers and the general public.

7. Management of the Voluntary Information Reporting System:

The VIRS is managed totally independent from all other reporting systems. For this purpose, CAAN has designated following official as the Coordinator VIRS and the system will function under direct supervision of the Coordinator.

Deputy Director General
Civil Aviation Safety Regulation Directorate
Tel.No.: 977-1- 4261602 (Off)
Fax: 977-1-4261454
E-mail : virs@caanepal.org.np
Website: www.caanepal.org.np (for online reporting)

8. Processing of Reports:

Once detailed report is obtained, Name & Address of the reporter and all identifying information will be destroyed and shall not be entered into the computer system. An acknowledgement will be sent to the reporter. After de-identifying, the information shall be analyzed by a select group of officers who will decide the follow up action to be taken. De-identified Reports only will form part of data bank.

9. Language of the Report:

Reports may be submitted in both English and Nepali language.

10. Feedback:

Action learnt from such reports will be circulated to Members of aviation community by a Safety Bulletin. Specific problems or trend shall be brought to the attention of the appropriate authorities and preventive measures followed up.

11. Clarification:

This Voluntary Information Reporting System is not a substitute for statutory mandatory incident reporting system, which will continue to function.

End

