



Reporting of Safety Incidents (ROSI)

Website User Manual

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General Civil Aviation Authority

GCAA – IT, Contact No: 04 – 2111525, 02- 4054500

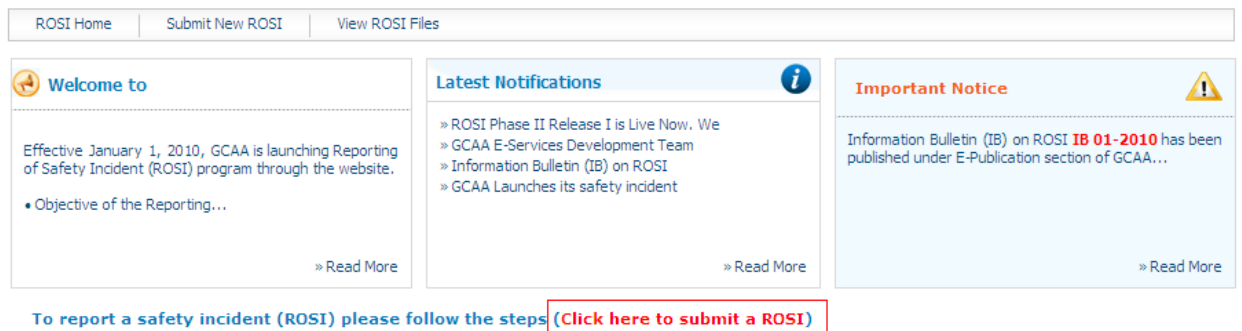
To access the ROSI form, please follow these steps

1. Open the GCAA website in Internet Explorer: (<http://www.gcaa.ae>). On home page of GCAA website click on ROSI link as shown in the figure.




The screenshot shows the GCAA website home page. At the top, there is a navigation menu with links for e-Services, e-Complaints, e-Publications, GCAA Law, Downloads, Services Rates, COSCAP-Gulf States, and MEASRM. Below the menu, there is a 'LATEST NEWS' section with a video player and a headline: 'UAE GCAA EXPANDS INTERNATIONAL COOPERATION WITH AFCAC'. To the right of the news section is a 'SERVICES' section. In this section, the 'Reporting Of Safety Incident (ROSI)' link is highlighted with a red box. Below this link, there is a sub-link 'To Report a Safety Incident ...'. The text below explains that to report a Critical or High Profile Aviation Accident/Incident, users should contact GCAA Duty Inspector (24/7) at +971506414667 immediately. It also states: 'Please do not call this number for any other purpose.' Below this, there is another service link for 'E-Audit System'.

2. On ROSI home page user will find information and latest notifications about ROSI. To submit a new incident click "[Click here to submit a ROSI](#)" link.



The screenshot shows the ROSI home page. At the top, there is a navigation menu with links for ROSI Home, Submit New ROSI, and View ROSI Files. Below the menu, there are three main sections: 'Welcome to', 'Latest Notifications', and 'Important Notice'. The 'Welcome to' section contains text about the ROSI program and a link to 'Read More'. The 'Latest Notifications' section contains a list of updates and a link to 'Read More'. The 'Important Notice' section contains information about a bulletin and a link to 'Read More'. At the bottom of the page, there is a red box containing the text: 'To report a safety incident (ROSI) please follow the steps [\(Click here to submit a ROSI\)](#)'.

3. After this you will get a window in which you have to enter your account information. Enter your user name and password and click **Login** button. After this user will be redirected to ROSI form.

<h3>Member Login</h3> <p>User Name: <input type="text"/> Enter User Name</p> <p>Password: <input type="password"/> Enter Password</p> <p><input type="checkbox"/> Remember me next time.</p> <p><input type="button" value="Login"/></p> <p>Forgot Password? Please register first if you are a new user <input type="button" value="→"/></p>	<h3>Registration Form</h3> <p>In order to Register to GCAA Portal, Please fill-up the Registration Form:</p> <p>Click here to Register</p> <p>Register first, if not registered</p> 
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If you are not already registered with GCAA, first register through the GCAA web site registration process.

Screen should look like as below. User should select ROSI eService from the E-Services list to register and use ROSI service.

User Name: *

Email: *

User's Type:

Title:

First Name:*

Last Name:*

Initial:

Company:

PO Box:

Job Title: *

Mobile: *

Phone:

Fax:

Address Line 1:

Address Line 2:

Country: *

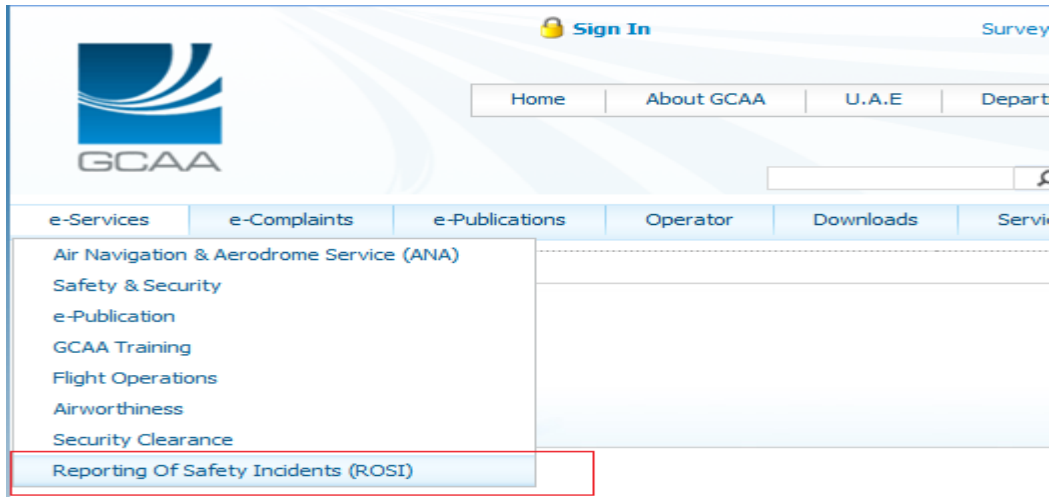
City: *

E-Services:

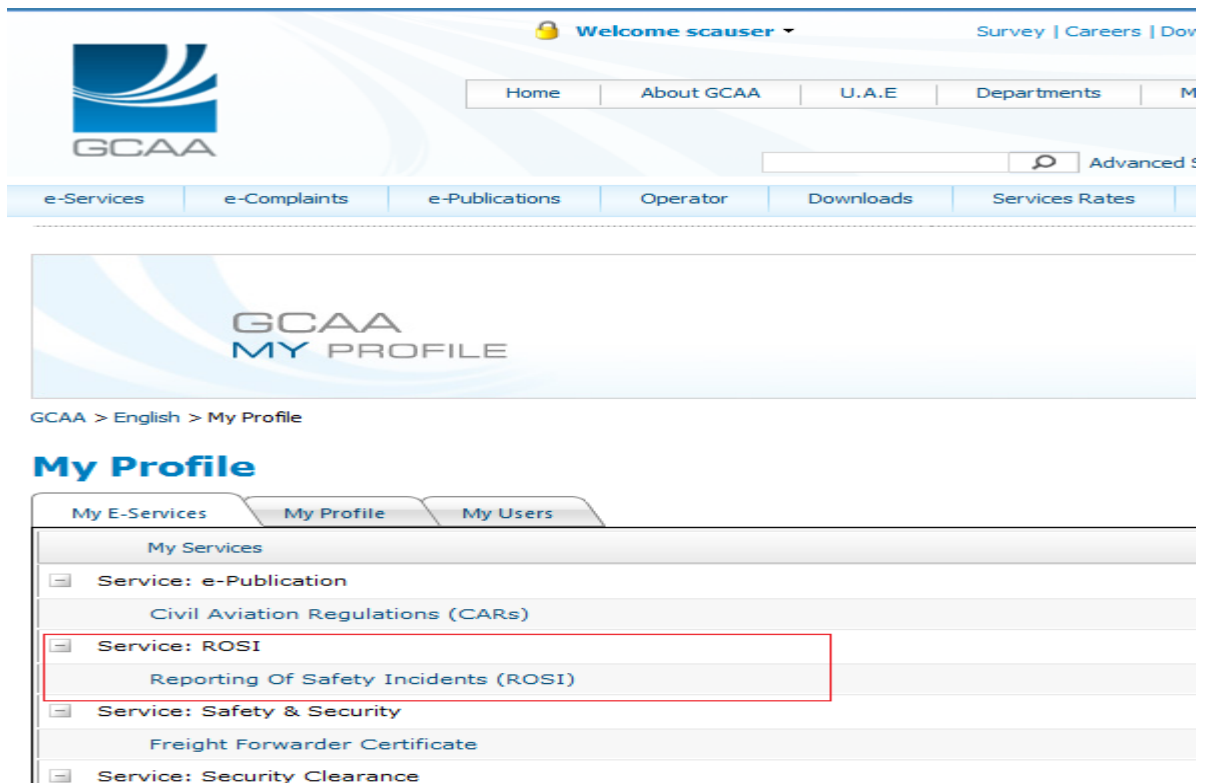
Select	Applications
<input type="checkbox"/>	eService: Airworthiness
<input type="checkbox"/>	eService: e-Training
<input type="checkbox"/>	eService: Flight Operations
<input checked="" type="checkbox"/>	eService: ROSI
<input type="checkbox"/>	Reporting Of Safety Incidents (ROSI)

ROSI Service (indicated by a red arrow pointing to the checked ROSI option)

4. After registration you'll receive an email notification about your user name and password. You can use it later for GCAA website authentication.



5. After you log in, your name will appear at the top. Move your mouse over E-Services, and select ROSI.



6. The ROSI site will open now. Using ROSI form, you can report safety incident and receive confirmation.

Reporting of Safety Incident

ROSI Classification	Level 1	ROSI Categorization	Time/Date Ref :	10-Jun-2010
	Level 2		Is 2nd A/C Involved ?:	No
	Level 3		Person Preparing Report :	ana-aa
			Position : *	Software Engineer
			Licence /Company Identification# :*	2233
			Organization Name : *	GCAA Test

PART I - GENERAL

1.Date	2.Time(UTC)	3.Aircraft Type	4.Flight #/Call sign	5.Reg #	6.From	7.To	8.Operator's Name	9.Flight Rules
	00 00							IFR
10.PILOT IN COMMAND (PIC)		11.CO-PILOT		12.Jump Seat Occupant				
13.Cabin Crew		14.Cabin Crew		15.Cabin Crew				
16.Cabin Crew		17.Cabin Crew		18. Witness/ Other observer:Specify				
19.Cabin Crew		20.Base		21.Others				

PART II - PHASE OF FLIGHT AT THE TIME OF INCIDENT / IRREGULARITY

<input type="checkbox"/> Parked	<input type="checkbox"/> Take Off	<input type="checkbox"/> Descent	<input type="checkbox"/> Go-around	1.Landing Station If Different	2.Time(UTC):OUT	3.Time(UTC):IN
<input type="checkbox"/> Push Back	<input type="checkbox"/> Climb	<input type="checkbox"/> Approach	<input type="checkbox"/> Holding	4.Actual Weight at Landing	00 00	00 00
<input type="checkbox"/> Taxi	<input type="checkbox"/> Cruise	<input type="checkbox"/> Landing			5.EMERGENCY AUTHORITY USED OR EMERGENCY DECLARED ? IF YES,TO WHOM	
Exact Location:						

PART III - AIRCRAFT CONFIGURATION AT THE TIME OF INCIDENT/IRREGULARITY

1.Time(UTC)	2.Flight Level	3.Position	4.Air Speed (IAS and Match)	5.TAT	6.Actual Mass	7.Flap Setting	8.Fuel Qty at Incid/Irreg
00 00							
9.Auto Pilot Engaged	10.Auto Pilot Mode	11.Auto Throttle Engaged		12.Engines Running	13.Amt Of Fuel Dumped		
<input type="radio"/> No <input type="radio"/> Yes		<input type="radio"/> No <input type="radio"/> Yes		<input type="radio"/> No <input type="radio"/> Yes			

PART IV - METEOROLOGICAL CONDITIONS AT THE TIME OF INCIDENT / IRREGULARITY

1.Day/Night/Twilight	2.Flight conditions	3.Ceiling	4.Visibility(VIS/RVR)	5.Wind Dir/Speed	6.Temp (°c)	7.Dew PT (°c)	8.Altim
Day	<input type="radio"/> VMC <input type="radio"/> IMC						

PART V - AERODROME CONDITIONS AT THE TIME OF INCIDENT / IRREGULARITY

1.Taxiway conditions	2.Runway Condition	3.Contamination Type & Depth					
SAT	SAT	<input type="checkbox"/> Snow <input type="checkbox"/> Chemical <input type="checkbox"/> ICE <input type="checkbox"/> Water <input type="checkbox"/> Sand Depth Fig:					
4.Runway used	5.ERS	6.Markings	7.Lightings				
	Available	YES	YES				
Markings Remarks				Lightings Remarks			

PART VI INCIDENT / SAFETY ISSUE (CHECK ALL ITEMS AS APPROPRIATE)*

<p>1. Equipment Failure, Airplane Damage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Engine Failure /Shutdown <input type="checkbox"/> Turning Rotor Failure <input type="checkbox"/> Fire or Warning <input type="checkbox"/> Smoke or Fumes <input type="checkbox"/> Flight Controls <input type="checkbox"/> Pressurization <input type="checkbox"/> Maintenance on the ground <input type="checkbox"/> Other <p>* Dangerous Goods Incident</p> <ul style="list-style-type: none"> <input type="checkbox"/> Leaking or Damaged DG <input type="checkbox"/> Undeclared DG <p>** Detailed DG Incident Reports to be submitted through ICAO format</p>	<p>2. Operational Safety Issue</p> <ul style="list-style-type: none"> <input type="checkbox"/> Landing over Max LGW <input type="checkbox"/> Bomb Warning <input type="checkbox"/> Hijacking <input type="checkbox"/> Emergency Equipment Required <input type="checkbox"/> Resolution Advisory (RA) <input type="checkbox"/> Diversion <input type="checkbox"/> Damage to Other Property or Aircraft <input type="checkbox"/> Severe Turbulence / Wind Shear <input type="checkbox"/> Gross Navigation Error <input type="checkbox"/> Inadequacy of airway / airport / IAW facilities <input type="checkbox"/> Level Bust <input type="checkbox"/> Loss of Control <input type="checkbox"/> Cabin Safety Event <input type="checkbox"/> Runway Incursion <input type="checkbox"/> Aborted Take off <input type="checkbox"/> Runway Excursion 	<ul style="list-style-type: none"> <input type="checkbox"/> Unscheduled Landing <input type="checkbox"/> Bird Strike / Ingestion <input type="checkbox"/> Pax Evacuation <input type="checkbox"/> Hard Landing <input type="checkbox"/> Near Miss <input type="checkbox"/> Close Proximity to Terrain <input type="checkbox"/> Emergency Descent <input type="checkbox"/> Low Fuel <input type="checkbox"/> Ditching <input type="checkbox"/> ATC <input type="checkbox"/> Ground Operations (Ramp) <input type="checkbox"/> Wake Turbulence <input type="checkbox"/> Taxiway Incursion <input type="checkbox"/> Go Around <input type="checkbox"/> FOD <input type="checkbox"/> Other 	<p>3. PAX, Crew, Medical</p> <ul style="list-style-type: none"> <input type="checkbox"/> Illness <input type="checkbox"/> Injury <input type="checkbox"/> Unconsciousness <input type="checkbox"/> Incapacitation <input type="checkbox"/> Death <input type="checkbox"/> Misconduct <input type="checkbox"/> Intoxication <input type="checkbox"/> Unlawful Interference <input type="checkbox"/> Exceeded Flight - Duty Restrictions <input type="checkbox"/> Other
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PART VII - AIRCRAFT MAINTENANCE INCIDENTS

1. Type of Incident

<input type="checkbox"/> Significant Damage / Deterioration	<input type="checkbox"/> Parts Missing in Flight	<input type="checkbox"/> Incorrect Fluid Used
<input type="checkbox"/> A/C Docs out of Compliance	<input type="checkbox"/> Result of AD or Alert SB	<input type="checkbox"/> Incorrect Assembly/Installation
<input type="checkbox"/> Spillage Causing Hazard to A/C	<input type="checkbox"/> Transit Damage	<input type="checkbox"/> Unapproved parts
<input type="checkbox"/> Significant System Failure	<input type="checkbox"/> Incorrect Parts Supplied	<input type="checkbox"/> Other

2. Component Description	3. Part No	4. Serial No	5. ATA Chapter	6. TAG No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART VIII - ATC INCIDENT

1.a Type of ATC Service	1.b ATC Sector / Position	1.c Licence number	1.d ATCO relieved from Duty
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> No <input type="radio"/> Yes
2. Class of Airspace			3. Emergency Declared
<input type="checkbox"/> Class A <input type="checkbox"/> Class C <input type="checkbox"/> Class D <input type="checkbox"/> Class G			<input type="text" value="NO PHASE DELARED"/>

PART IX - SHORT DESCRIPTION OF THE INCIDENT*

INCLUDE IMMEDIATE CORRECTIVE MEASURES / ACTIONS TAKEN ALSO.

ABC **B** *I* U A Arial 12px

Will there be an internal investigation by the operator/org? Yes No

ATTACH ANY INCIDENT RELATED DOCUMENTS / REPORTS

Maximum size of the document should not exceed more than 5 MB. File name should not contains these characters: # % & * : < > ? / { | }

Browse...

→ Attach

Files will be saved after clicking the Submit button

Incomplete ROSI Complete ROSI

Submit/Save

Finally click **“Submit/Save”** button to submit.