



## Instructions for Completing the SAR.F23 Form

Reference: SAR.I07

Date: 26-JUN-2020

The IOSA Program Manual (IPM) Temporary Revision 4 extends the requirement to submit the form SAR.23 to all IOSA registered operators.

The form is available in the current [IOSA Report Repository website](#). Once the user has signed in, the following icon, available in the front page, must be clicked on:



Extenuating  
Circumstances  
Questionnaire

The system will recognize the operator to which the user belongs to. Additionally, in order to expedite the process for subsequent submissions, the form will be pre-loaded with the information entered the last time it was completed.

Once the form is completed and ready to be submitted the user will click on the "Submit" button at the bottom of the page. The following message will appear:

Submit

Cancel

**The questionnaire was successfully submitted.**

Should a new user need to be registered in the site, please [click here](#). To recover the user password [click here](#).

For further questions, please contact us at [iosa@iata.org](mailto:iosa@iata.org)