

Security Incident Reporting

User Guide

21 May 2019



Main Layout

Security report form

Email address *

Date of occurrence / / *

Place of occurrence *

Phase of flight or FIR

Country/territory of occurrence

City / Airport of occurrence

Event identification number

Reporting entity type *

Airline code

Flight number

Reporting individual identification

Category of occurrence *

Severity of occurrence

Threat item type *

Affected population Passenger Crew Staff General Public

Summary

Attachments No file chosen
doc;docx;pdf;ppt;txt;xls;xlsx

Step 1


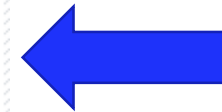
- Insert email and the date of occurrence via the built in calendar. The report should be sent to the email address of security manager in priority or official emails known.

Security report form

Email address


*

Date of occurrence

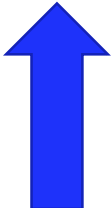
  *

Step 2

- Select where the occurrence took place, on the ground or in the air.

Date of occurrence  *

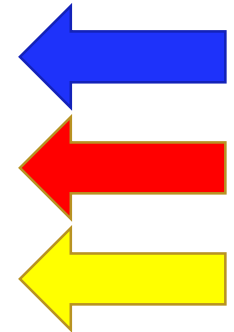
Place of occurrence *



Step 3a

- If select on the ground, please select the Country/territory of occurrence and the airport (3 Letter IATA Code)

Place of occurrence	<input type="text" value="On the ground"/>	*
Phase of flight or FIR	<input type="text"/>	
Country/territory of occurrence	<input type="text" value="Canada"/>	
City / Airport of occurrence	<input type="text" value="YVR"/>	



Step 3b

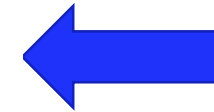
- If select in the air, please select the FIR (4 letter ICAO Code)

Place of occurrence	<input type="text" value="In the air"/>	*	
Phase of flight or FIR	<input type="text" value="CZUL"/>	*	

Step 4

- If the organization have a pre-determined incident documentation procedure, an event identification number can be inserted (non-mandatory)

Phase of flight or FIR	<input type="text" value="CZUL"/>	*
Country/territory of occurrence	<input type="text" value="Choose from:"/>	▼
City / Airport of occurrence	<input type="text" value="Choose from:"/>	▼
Event identification number	<input type="text" value="IATA123"/>	



Step 5

- Select your report identify type (airlines, airport operator etc). If you select airline, please provide your two letter IATA code along with the flight number. If you do not wish to be identified leave the identification blank.

Reporting entity type	<input type="text" value="Airline"/>	*
Airline code	<input type="text" value="XX"/>	*
Flight number	<input type="text" value="304"/>	*
Reporting individual identification	<input type="text" value="Robin Zhang"/>	

Step 6

- Indicate the category of occurrence (aircraft access control, cabin baggage screening etc) and the severity (high, medium, low).

Category of occurrence *

Severity of occurrence

Step 7

- Identify the type of threat item (Gun, Knife, etc) and effected population.

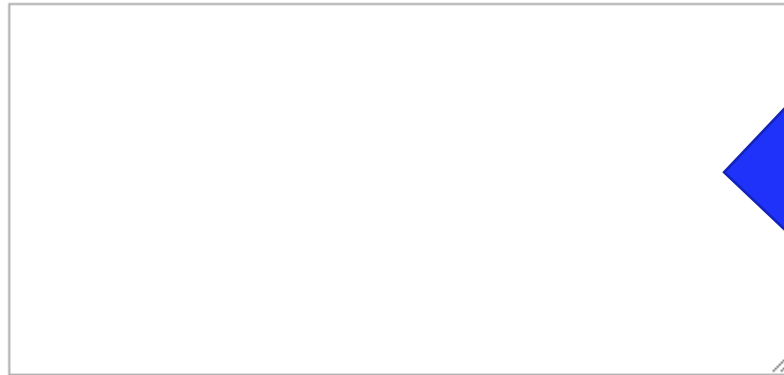
Threat item type *

Affected population Passenger Crew Staff General Public

Step 8

- Provide a summary of the event and attach relevant documents (not mandatory).

Summary



Attachments

doc;docx;pdf;ppt;txt;xls;xlsx

Choose File

No file chosen

