International Civil Aviation Organization

First Meeting of the APRAST – Accident Investigation Ad hoc Working Group (APRAST-AIG AWG/1)

(Bangkok, Thailand, 6-8 June 2012)

Agenda Item 7:   Voluntary and Non-Punitive Incident Reporting

THE SINGAPORE CONFIDENTIAL AVIATION INCIDENT REPORTING PROGRAMME

(Presented by Singapore)

SUMMARY

This paper presents information on Singapore's implementation of its voluntary, non-punitive incident reporting system, called the Singapore Confidential Incident Reporting (SINCAIR) Programme.

1.   **INTRODUCTION**

1.1   The collection, analysis and sharing of accident/incident safety data is fundamental to the prevention of accidents and incidents and to the improvement of aviation safety.   It has been recognised that, besides the safety lessons learnt from accident or serious incidents, the causal and contributory factors associated with incidents may also provide valuable learning opportunities for the early arresting of potential safety hazards.   Thus, in the new era of safety management, practices are shifting from a reactive to a more proactive approach.

1.2   One common way to collect incident related data is through voluntary, non-punitive incident reporting systems, the establishment of which has been highly recommended by ICAO, as enshrined in Recommendation 8.2 of Annex 13 to the Convention on International Civil Aviation.   Such systems complement the mandatory reporting systems.   The importance attached to incident data collection is reflected in the upgrading by ICAO of Recommendation 8.2 to a Standard on 18 November 2010.

1.3   In line with Annex 13 provisions, the Air Accident Investigation Bureau of Singapore established in October 2004 a voluntary, non-punitive confidential incident reporting system known as the Singapore Confidential Aviation Incident Reporting (SINCAIR) programme.

2.   **DISCUSSION**

2.1   The SINCAIR programme provides a channel for the reporting of aviation incidents and safety deficiencies while protecting the reporter's identity. However, SINCAIR does not obviate the need for mandatory reporting of aircraft accidents and incidents to the relevant authorities under the existing law.

2.2   The principle aim of SINCAIR is to enhance aviation safety through the collection of feedback on incidents that would otherwise not be reported through other channels or that may appear minor, but which nevertheless can allow others to learn from the reporter's experience and even lead to changes in procedures or design. SINCAIR covers a wide range of areas, including flight operations, ground operations, air traffic management, maintenance and the general aviation community. It focuses on systems, human factors, procedures and equipment, rather than on individuals.

2.3   Confidentiality is a critical element for this programme. Particular attention has been paid to the need to protect the identity of the reporters in the processing of SINCAIR reports, which will be read and validated by the SINCAIR Programme Manager. The Programme Manager may contact the reporters to make sure he understands the nature and circumstances of the incidents reported or to obtain the necessary additional information and clarification. When the Programme Manger is satisfied that the information obtained in the reports is complete and coherent, he will de-identify and capture the information in the SINCAIR database. Excessive details that could point to the source will also be eliminated. If during the course of addressing the concerns raised in the reports, it becomes necessary to seek the input of a third party, only de-identified data will be used in the discussion.

2.4   After the information is captured in the database, the SINCAIR report form will be returned to the reporter. No copy of the SINCAIR report will be created or detained. After the return of the report form, the Programme Manager's link to the reporting source is severed.

2.5   If the Programme Manager is away from his office for a prolonged period, the Alternate Programme Manager will perform the SINCAIR administration duties. Each SINCAIR report will be read and followed through by either the Programme Manager or the Alternate Programme Manager and by only one of them.

2.6   Relevant de-identified reports and extracts will be shared with the aviation community through periodic publication, so that all can learn from the experiences and the relevant authorities and parties can review their policy and plan for improvements. However, if the content of a SINCAIR report suggests a situation or condition that poses an immediate or urgent threat to aviation safety, the report will be handled with priority and referred, after de-identification, to the relevant organisations as soon as possible to enable them to take the necessary safety actions.

3.   **ACTION BY THE MEETING**

3.1   The meeting is invited to note Singapore's implementation of its Singapore Confidential Aviation Incident Reporting (SINCAIR) programme.

— — — — — — — —
— END —