

# Voluntary reporting system

Apart from the mandatory reporting system, the FOCA has offered since 2007 the possibility of reporting occurrences voluntarily and anonymously via the Swiss Aviation Notification System (SWANS). At the beginning of 2016, this system was replaced by a reporting channel, which is in line with the new regulation (EU) No 376/2014. Similar to SWANS, the new channel permits the reporting of occurrences and safety concerns to the FOCA within the frame of "Just Culture".

## Who can file a voluntary report?

Voluntary reports can be filed by anyone directly or indirectly involved in aviation.

## How to file a voluntary report?

Safety reports can be filed via the [reporting portal](#) provided by the EC. The web-based system automatically transfers the report to the Swiss FOCA. Other authorities or organizations do not have access to the report.

## What kind of occurrences can be reported?

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 occurrences which yet present no risk, but which could, if not corrected, present a potential risk to the safety of the aviation system.

## When should such a voluntary report be filed?

- When no other possibilities for reporting are available or suitable
- When the usual procedures have been exhausted without result
- When filing a report could jeopardise your employment
- When the experience could contribute to improving safety in civil aviation

## The system should not be used for

- Complaints raised against third persons (such complaints have to be reported to the FOCA via the normal channels).
- General complaints (e.g. regarding noise emissions)

## How does the system work?

In case an e-mail address is provided, the person who files a safety report receives a confirmation note with a copy of the report.

The reports are logged, assessed and analysed by the FOCA. Depending on the safety risks identified, appropriate measures are taken. In addition, lessons learned are published in periodic reports or on the internet, in order to foster the exchange of information with the industry.

## Outlook

In April 2016, the new regulation (EU) No 376/2014 becomes effective, which obliges all aviation stakeholders to report. From that time onwards, private pilots are legally obliged to report particular occurrences to the competent authority (i.a. airspace infringements). Incidents not subject to the mandatory reporting scheme can nevertheless be reported on a voluntary basis.

## Further information

[EU Reporting Webportal](#)

[Regulation \(EU\) No 376/2014 \(reporting of occurrences\)](#)

[Lessons Learned From Occurrence Reports](#)

[stay safe! Campaign](#)

[BAZL Jährliche Berichte](#)

^ [Top of page](#)

**Federal Office of Civil Aviation FOCA**

Safety Risk Management (SRM)

3003 Bern

Switzerland

✉ [occurrence@bazl.admin.ch](mailto:occurrence@bazl.admin.ch)

<https://www.bazl.admin.ch/content/bazl/en/home/specialists/aircraft/occurrence-reporting/voluntary-reporting-system--swans-.html>