

ASSI Reporting Changes 1st October 2020



The reason for the change on 1st October 2020 is to make the review and sharing of the report data easier so we can learn more from your reports. The process is mostly unchanged. The changes you will see are:

- Separate safety and security reports
- Combined safety and wildlife reports
- Small increase in the number of safety report and mandatory questions
- The way some answers can be selected

Why?

We were tasked to combine safety and security reports. Over the last two years we have found that the processing and review of these would be simpler if they each had their own system. Also, with the increased number of question sections within the safety report it is simpler to have a wildlife section now within the safety report.

Your safety reports are shared with the UK CAA and beyond, so things can be learnt to make aviation safer all over the World. Over the last few years the way reports are analysed has changed and the details you provide are now more important. We have worked hard to make sure the changed system does not have too many questions. However, now is the time to include more of the really important questions that make your report so valuable to aviation safety.

Selecting Answers

To make things easier many questions have answers that can be selected directly, or from a database of answers. It always helps if you can provide as much information as possible. Note, you can always correct and update a report after it has been filed. You should not delay sending a report.

The simplest type of selection is one where a down arrow appears in the right side of the answer box. You can click on this and then select from the list (see Figure 1.).

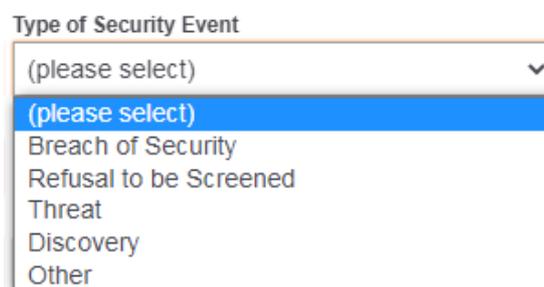


Figure 1. A simple selection

The next type of selection question box has a triangle pointing to the right  which you click to open.

The speed at which lists appear does depend on your internet connection speed. You may have to wait for some selection lists to appear if you have a slow connection.

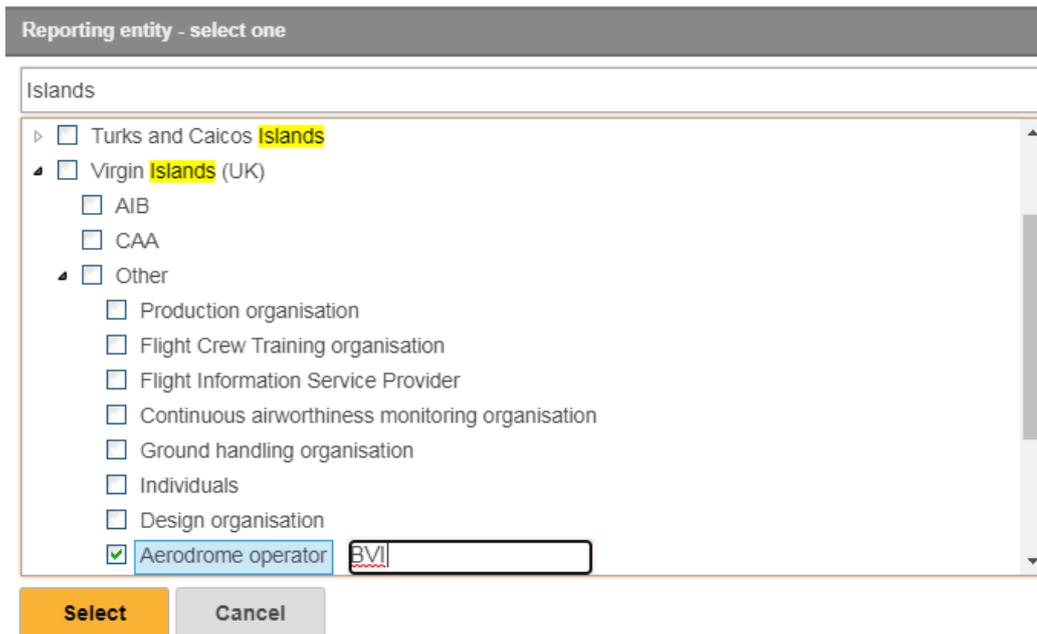


Figure 2. Using search to find an answer/ detail levels/ entering an answer

A small arrow on the left of a selection box means there is another level of detail answer, (see Figure 2.). These levels are opened by clicking on the small arrow on the left. You are at the end of the selection detail level when the little arrow disappears from the left of the little selection box. Sometimes when you select a box, may be if you select 'Other', another box will open to the right of the selection for you to type in an answer (see Figure 2.). When you have completed your selection click Select to close the window.

If you cannot find the right answer, or the selection list is long, you can search by typing any part of the answer in the 'Search' box at the top of the pop out window. A list will then appear which you can then select from (see Figure 2.).

Another type of selection question box is one where the answer box changes colour. This is either green to show you have selected a database answer, or yellow to show you have not. Again, by typing part of the answer in the box a list should appear from which you can select from. Where possible this box should be green, (see Figure 3.).

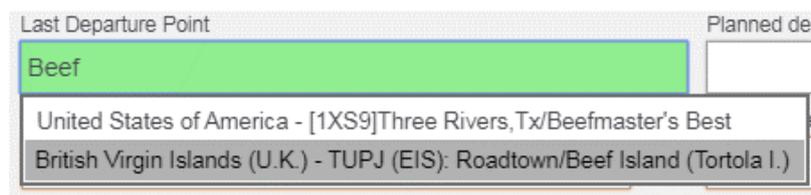


Figure 3. Searching a free text box to find a database answer

Whenever the answer is not known, or the answer cannot be found select the 'unknown' or the 'other' option. The 'other' option may require some free text to be entered.

The new reports are already available to practice with in our test system for [safety](#) and [security](#). If you have any problems, or require further information please e-mail mor@airsafety.aero.