Aviation Occurrence Reporting Training Course

Professional Development Training Course Outline

Category	Aviation and Airport Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Aviation Occurrence Reporting Training is designed to enhance aviation safety management systems, regulatory compliance, risk assessment, and operational excellence within the aviation industry. Effective occurrence reporting is a critical component of Safety Management Systems (SMS), enabling aviation organizations to identify hazards, analyze safety trends, implement corrective actions, and prevent future incidents and accidents. This course equips aviation professionals with advanced knowledge of ICAO standards, accident prevention strategies, investigation principles, human factors analysis, and safety data management.

The course focuses on developing a proactive safety culture through effective reporting mechanisms, confidential reporting systems, root cause analysis, and evidence-based decision-making. Participants will gain practical skills in aviation incident reporting procedures, occurrence classification, safety performance monitoring, and regulatory requirements aligned with global aviation authorities. Through international case studies and practical exercises, learners will understand how world-class aviation organizations use occurrence reporting systems to improve operational safety, compliance, and continuous improvement.

Programme Curriculum

Aviation Occurrence Reporting Training Course

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Course Objectives

By the end of this course, participants will be able to:

1. Understand global aviation occurrence reporting standards and regulatory frameworks.
2. Develop effective aviation safety reporting systems aligned with ICAO requirements.
3. Apply Safety Management Systems (SMS) principles in occurrence reporting processes.
4. Identify hazards, incidents, accidents, and safety-related occurrences.
5. Conduct professional occurrence analysis using risk management techniques.
6. Improve organizational safety culture through effective reporting practices.
7. Apply human factors principles in aviation occurrence investigations.
8. Utilize safety data analysis for operational decision-making.
9. Implement corrective and preventive action strategies.
10. Understand confidential and voluntary reporting mechanisms.
11. Enhance compliance with aviation safety regulations and standards.
12. Apply modern aviation safety technologies and digital reporting tools.
13. Strengthen continuous improvement practices within aviation organizations.

Organizational Benefits

- Improved aviation safety performance and operational reliability.
- Enhanced compliance with ICAO and international aviation regulations.
- Development of proactive hazard identification systems.
- Reduction of operational risks and preventable incidents.
- Improved safety reporting culture across departments.
- Better utilization of aviation safety data for decision-making.
- Increased employee awareness of safety responsibilities.
- Strengthened organizational risk management capabilities.
- Improved investigation and corrective action processes.
- Enhanced reputation and stakeholder confidence.

Target Audiences

1. Airport safety managers and aviation safety officers.
2. Airline operations managers and flight operations personnel.
3. Aviation regulators and civil aviation authority staff.
4. Aircraft maintenance managers and engineers.

5. Air traffic management professionals.
6. Aviation quality assurance and compliance teams.
7. Airport operations and ground handling supervisors.
8. Aviation investigators and safety professionals.

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Aviation Occurrence Reporting

- Understanding aviation occurrence reporting concepts and terminology.
- Role of occurrence reporting in aviation safety management.
- Overview of ICAO safety reporting requirements.
- Types of aviation occurrences, incidents, and accidents.
- Global case study: Singapore Airlines safety reporting practices.
- Practical exercise on identifying reportable occurrences.

Module 2: Aviation Safety Management Systems and Reporting

- Principles of Safety Management Systems (SMS).
- Relationship between SMS and occurrence reporting.
- Safety policy and reporting responsibilities.
- Developing effective safety reporting frameworks.
- Global case study: Emirates Airline SMS implementation.
- Practical assessment of organizational reporting systems.

Module 3: Occurrence Reporting Regulations and Standards

- Understanding ICAO Annex 13 and Annex 19 requirements.
- National aviation authority reporting obligations.
- Regulatory compliance monitoring.
- Aviation safety documentation requirements.
- Global case study: European Union Aviation Safety Agency (EASA) reporting standards.
- Review of international regulatory practices.

Module 4: Hazard Identification and Risk Assessment

- Techniques for identifying aviation hazards.
- Risk assessment methodologies and safety evaluation.
- Safety risk classification and prioritization.
- Developing hazard reporting systems.
- Global case study: Qantas proactive safety management approach.

- Practical hazard identification workshop.

Module 5: Occurrence Investigation and Root Cause Analysis

- Principles of aviation occurrence investigation.
- Data collection and evidence management.
- Root cause analysis methodologies.
- Corrective and preventive action planning.
- Global case study: Boeing aviation safety investigations.
- Simulation of occurrence investigation processes.

Module 6: Human Factors in Aviation Occurrence Reporting

- Understanding human performance influences.
- Human error identification and management.
- Communication and reporting challenges.
- Building a just safety culture.
- Global case study: NASA aviation safety reporting systems.
- Human factors analysis exercises.

Module 7: Safety Data Analysis and Continuous Improvement

- Aviation safety data collection techniques.
- Trend analysis and safety performance indicators.
- Digital safety reporting platforms.
- Using data for operational improvements.
- Global case study: FAA Aviation Safety Information Analysis and Sharing program.
- Development of safety improvement recommendations.

Module 8: Confidential Reporting and Future Aviation Safety Trends

- Principles of voluntary and confidential reporting.
- Encouraging employee safety participation.
- Managing safety information confidentiality.
- Emerging technologies in aviation reporting.
- Global case study: UK Confidential Human Factors Incident Reporting Programme.
- Creating an aviation occurrence reporting improvement plan.

Training Methodology

- Instructor-led presentations covering aviation safety concepts and international standards.

- Interactive discussions focused on real aviation safety challenges.
- Practical workshops on occurrence reporting and investigation techniques.
- Group activities using aviation safety scenarios and exercises.
- Analysis of global aviation accident and incident case studies.
- Simulation exercises for reporting and risk assessment procedures.
- Question-and-answer sessions with aviation safety examples.
- Knowledge assessments to measure participant understanding.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.
f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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