

SAFETY INFORMATION AND ADVISORY NOTICE (SIAN)		 Civil Aviation Directorate Safety and Compliance Unit Transport Malta Centre Triq Pantar Lija LJA 2021 Malta aviationsafety.tm@transport.gov.mt
SIAN Number: 01/25	Issue Date: 17/12/2025	
Subject: Adherence to ADREP Taxonomy Guidance and Mandatory Field Completion		

1.0 INTRODUCTION

- 1.1 Accurate and consistent reporting is essential for effective safety analysis and prevention strategies. To achieve this, it is critical that all stakeholders adhere to established reporting standards, including the proper use of the ADREP Taxonomy Guidance and the completion of all mandatory fields in occurrence reports.
- 1.2 The ADREP taxonomy is a set of definitions and descriptions used during the gathering and reporting of accident/incident data to ICAO.

2.0 APPLICABILITY

- 2.1 This Notice is to be disseminated to all personnel, and people who have direct involvement or interest in aviation safety reporting within the organisation or any operational activity.

Aerodromes:	All Certified/Licensed Aerodromes.
Air Traffic:	All Air Navigation Service Providers.
Airspace:	All Air Navigation Service Providers.
Airworthiness:	All Organisations.
Flight Operations:	Air Operator Certificate holders. Approved Training Organisations. Flight Simulator Training Device Organisations.
Licenced/Unlicenced Personnel:	All

3.0 RECOMMENDATIONS AND INSTRUCTIONS

- 3.1 Use ADREP Taxonomy Guidance.
 - Properly classified reports can be shared with international databases (e.g., ECCAIRS 2) for benchmarking and global safety initiatives.
 - Standardised categories allow trends and systemic issues to be identified more readily.

- Always refer to the ADREP Taxonomy Guidance when completing Occurrence Category and Occurrence Class fields.
- The ADREP Taxonomy provides structured guidance for multiple reporting elements, including, but not limited to:
 - Reporting Entities and Attributes
 - Aircraft Category and Mass Group
 - Aviation Operations
 - Damage to Aircraft
 - Events and Event Phases
 - Injury Level
- Correct classification ensures consistency across reports and improves the reliability of safety data.
- High-quality, correctly classified data enables informed safety decisions and risk mitigation measures.

3.2 Complete All Mandatory Fields Accurately.

- Ensure that all required fields, as set out in Annex I of Regulation (EU) No 376/2014, are completed accurately in the reporting forms.
- Incomplete submissions compromise data integrity and may affect safety analysis.
- Avoid using the term “Unknown” in mandatory fields unless unavoidable. Excessive use of “Unknown” reduces data quality and limits analytical value.
- Pay special attention to correlated information such as ‘Weather Relevant’ and ‘Injury’ fields, as these are critical for understanding operational context and safety outcome.

3.3 Enhance Data Quality in Occurrence Reporting.

- Descriptive fields shall be completed with clear, concise and objective information, avoiding assumptions, speculation or ambiguous wording.
- Ensure that all entries are fact-based and verified before submission.
- Provide a clear, factual qualitative description that supports the assigned risk classification and any follow-up safety action.
- The narrative should, as a minimum, describe:
 - the sequence of events,
 - the operational context and conditions,
 - relevant procedures/barriers/defences,
 - how the occurrence was detected and managed.
- Where an internal investigation has been conducted, summarise key factual outcomes and identified contributing factors in a proportionate manner.
- Data entries must be internally consistent and aligned with the corresponding narrative descriptions, event classifications, and selected categories.
- Misalignment between coded fields and the written description reduces confidence in risk classification, limits analytical value, and may lead to inappropriate prioritisation.
- Where information is pending, update reports promptly once details become available.

3.4 Internal Compliance Monitoring (where applicable).

- Organisations are encouraged to implement internal checks to monitor adherence to these requirements.
- Corrective measures should be taken promptly where non-compliance is identified.

3.5 Changes to Reporting Software (when applicable).

- The national database administered by the CAD supports multiple data submission modes.
- When changing reporting software, organisations are strongly advised to contact the Safety and Compliance Unit within the Civil Aviation Directorate to ensure that a testing phase is conducted prior to the system going live.

4.0 FURTHER INFORMATION

4.1 The ADREP Taxonomy Guidance can be downloaded from the ICAO website for ease of reference: <https://www.icao.int/safety/AIG/taxonomy>

4.2 Occurrence Reporting Guidance material published by the Civil Aviation Directorate on its website: <https://www.transport.gov.mt/aviation/safety-management/occurrence-reporting-3287>

4.3 Regulation (EU) 376/2014: <https://eur-lex.europa.eu/eli/reg/2014/376/oj/eng>

5.0 CANCELLATION

5.1 This SIAN will remain in force until further notice.

Safety and Compliance Unit