



**System Requirements Specifications (Abridged)  
Surveillance And Enforcement Division  
Safety Information Analysis(SIAS) – SED4**

Version: 1.0

<b>Project Name:</b>	eGCA
<b>Customer Name:</b>	Directorate General of Civil Aviation
<b>Location:</b>	New Delhi



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All revisions made to this document are listed here in sequential order

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<b>SED 4</b>	<b>SED 4 - SAFETY INFORMATION ANALYSIS(SIAS)</b>
<b>ADMINISTRATOR</b>	<b>DIRECTOR – SURVEILLANCE AND ENFORCEMENT DIVISION</b>
<b>MODULE PARTICIPANTS</b>	<b>ALL DIRECTORATES</b>

## 1. SYNOPSIS

### SAFETY INFORMATION ANALYSIS(SIAS) BASED UPON OCCURENCES OF CASES OF SAFETY OVERSIGHT, REPORTED BY AIR SAFETY AND OTHER DIRECTORATES

#### INPUT

Safety information analysis (SIAS) based upon occurrences of cases of safety oversight, reported by DAS and other directorates, consists of the following distinct phases of activities :

1. Submission of month wise audit/surveillance report and trends for occurrences information to SED.
2. Submission of consolidated Monthly / Quarter/year Wise chart/report of trends for occurrence of cases by Directorate of Air Safety(DAS)

#### PROCESS

All Directorates submits month wise audit/surveillance report and trends for occurrences information to SED. Monthly / Quarter/year Wise Chart/ report of trends for occurrence of cases, submitted by Directorate of Air Safety(DAS) will be presented at BFAS meeting by SED. Analysis and determination of trends for occurrence is decided in the meeting. Useful safety information will be shared with all stakeholders as a periodic bulletin and that also forms the basis for preparation of ASP for next year.

#### OUTPUT

1. A safety information database on the basis of furnished information by all directorates will be generated.
2. Useful safety information will be shared with all stakeholders as a periodic bulletin.



## 2. REFERENCES

RULE	Rule 68 ,77 b and 133B of the Aircraft Rules 1937
AIC	5 OF 2009
ADVISORY CIRCULAR	AAC No 2 of 2011, Enforcement Circular No. 1/2009, Air Safety Circular No. 5 of 1982
CAR	Section 5 Series C Part 1
PROCEDURE MANUAL	Surveillance Procedure Manual : Chapter 2,Chapter 3,Chapter 4,Chapter 7,Chapter 8,Appendix "C" Appendix "D","Appendix "E", Appendix "F", Appendix "G"
OTHERS	<b>GM</b> : Ramp Inspection Manual – CAP 8500 <b>ASP-2015</b> : Page 8,Page 9,Circular Of Regulatory Audit : ASP-2015,Appendix1,Page 154,Regulatory Audit Procedure:ASP-2015,Annexure-A,Page 156.  Paragraph 4.2.2.2 of ICAO Annex 6 (Operation of Aircraft, Part I – International Commercial Air Transport – Aeroplanes)

## 3. BUSINESS RULES

ID No.	REFERENCE CAR / AIC / PR. MANUAL	BUSINESS RULES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	REMARKS
SED4 / BR 1	<p><b>GM</b> : MANUAL OF REGULATORY AUDIT  <a href="http://dgca.nic.in/manuals/Manual%20of%20Reg%20Audits.pdf">http://dgca.nic.in/manuals/Manual%20of%20Reg%20Audits.pdf</a></p> <p><b>OTHERS</b> :                      Circular Of Regulatory Audit: ASP-2015, Appendix1, Page 154.</p> <p>Regulatory Audit Procedure: ASP-2015, Annexure-A, Page 156.</p>	<p><b>Surveillance Activity: Regulatory Audit Program:</b> Besides the surveillance, regulatory audits will be carried out during the year with an aim to ascertain the internal control of any organization in its activities and to ensure compliance of regulatory requirements.</p>	
SED4 / BR 2	<p><b>SPM</b> :                      Surveillance Procedure Manual, Chapter 3</p> <p><b>GM</b> : Ramp Inspection Manual CAP 8500</p> <p><b>AIC</b> :                      Aeronautical Information Circular 05/2009</p> <p><b>OTHERS</b> :                      Paragraph 4.2.2.2 of ICAO Annex 6 (Operation of Aircraft, Part I – International Commercial Air Transport – Aeroplanes)</p>	<p><b>Surveillance Activity :Surveillance Of Foreign Aircraft(SOFA):</b>                      States performs a well establish programmed surveillance of operations in their territory by a foreign operator and takes appropriate action when necessary to preserve safety. Designated airlines of foreign countries who have been issued the operating authorization / permit by DGCA are subjected to surveillance by inspectors of DGCA in accordance with the procedures established.                      The surveillance of foreign airlines shall be limited only to ramp inspection including documentation reviews.</p>	<p>Please Refer SRS for SED 2 for detailed information about SOFA inspection.</p>
SED4 / BR 3	<p><b>SPM</b> :                      Surveillance Procedure Manual, Chapter 7</p> <p><b>Others</b> :                      ASP-2015,Page 8</p>	<p><b>Surveillance Activity :Quality Assessment Checks :</b>                      In order to ensure that surveillance inspections are carried out as per ASP and proper procedures are followed for classification of findings as Level I or Level II, surveillance records are maintained properly and closure actions on Deficiency Reporting Form are taken after due compliance on all actions required, it is necessary that Quality Assessment of surveillance</p>	



		activity of various Directorates are carried out by DGCA nominated inspectors. The officers assigned with Quality Assessment must use the check list.	
SED4/BR4	<p><b>SPM:</b> Surveillance Procedure Manual, Chapter 7</p> <p><b>Others :</b> ASP-2015,Page 8</p>	<p><b>Surveillance Activity: Cross Regional Checks :</b></p> <p>The Cross Regional Checks are intended to ensure uniformity and standardization of surveillance procedures followed by various Directorates / Regions. Further, such checks will also enhance streamlining of surveillance procedures adopted in various Directorates / Regions.</p>	
SED4/BR5	<p><b>SPM:</b> Surveillance Procedure Manual, Chapter 8</p>	<p><b>Surveillance Activity: Night Surveillance Checks :</b></p> <p>In order to enhance safety of operation and to maintain higher standard of continued oversight of operators, all Directorates / Regional offices are required to carry out night surveillance inspections in their regions, sub-regions ensuring that the activities carried out by various operators / organizations during the night are meeting the desired level of standards.</p>	
SED4/BR6	<p><b>Others :</b> ASP-2015,Page 9</p> <p><b>GM :</b> Ramp Inspection Manual CAP 8500</p>	<p><b>Surveillance Activity :Ramp Inspection :</b></p> <p>Ramp Inspection are planned product inspections carried out to inspect aircraft at ramp during schedule operation to verify the compliance of laid down regulation during operation of schedule airlines. At least one ramp inspection per type of aircraft per operator shall be carried out quarterly. This inspection may be carried out by DAW jointly with FSD representatives. In case, only an airworthiness representative is inspecting the aircraft, then only items related to airworthiness shall be checked and remaining may be crossed. The ramp checks may be carried out at Base /Transit stations. The newly recruited officers may also form part of the</p>	



		Ramp Inspections as a part of their OJT Trainings.	
SED4/BR7	<p><b>Others :</b></p> <p>ASP -2015,Page 8</p>	<p><b>Surveillance Activity :Spot Checks :</b></p> <p>Spot checks are unplanned checks and will be carried out to verify the effectively of internal audit system of any organisation and ensuring the continued compliance of previous DGCA audit / surveillance findings. The spot checks shall not form the part of ASP, however the details and discrepancy reported during this course will be reviewed in monthly surveillance meetings.</p> <p>Head of the DGCA regional office shall convene meeting at least once in three months or when desirable with the Accountable Manager of respective organization if there are any discrepancies observed during spot checks and to review its affectivity.</p>	
SED4/BR8	<p><b>OTHERS :</b></p> <p><b>GM :</b></p> <p>MANUAL OF REGULATORY AUDIT, Checklists –Airworthiness, Annexure 1,</p> <p>MANUAL OF REGULATORY AUDIT, Checklists –Operations Checklists, Annexure II</p> <p><a href="http://dgca.nic.in/manuals/Manual%20of%20Reg%20Audits.pdf">http://dgca.nic.in/manuals/Manual%20of%20Reg%20Audits.pdf</a></p>	Checklist For Regulatory Audits	
SED4/BR9	<p><b>GM :</b></p> <p>Ramp Inspection Manual, CAP 8500,Appendix 5</p>	Checklist For Surveillance Of Foreign Aircraft(SOFA)	
SED4/BR10	<p><b>SPM:</b></p> <p>Surveillance Procedure Manual : <b>Appendix "E"</b></p>	Checklist For Quality Assessment Checks	
SED4/BR11	<p><b>SPM:</b></p> <p>Surveillance Procedure Manual : <b>Appendix "F"</b></p>	Checklist For Cross Regional Checks	



SED4/BR12	<b>SPM:</b> Surveillance Procedure Manual : <b>Appendix "G"</b>	Checklist For Night Surveillance Checks	
SED4/BR13	<b>GM:</b> Ramp Inspection Manual,Appendix "5"	Checklist for Ramp Inspection	
SED4/BR14	<b>AC:</b> AAC No 2 of 2011: Categorization of Surveillance/ Audit findings.	Finding Categories Description : Level 1 and Level 2	
SED4/BR15	<b>AC:</b> Enforcement Circular No. 1/2009 : Procedure of resolution of deficiencies observed during surveillance	Procedure of resolution of deficiencies observed during surveillance.	
SED4/BR16	<b>SPM:</b> Surveillance procedure manual , deficiency reporting form appendix 'C' CA-2001	<b>Deficiency Reporting Form :</b> Observations made during surveillance shall be recorded against each item of audit check list .The completed deficiency reporting form should then the forwarded to the concerned operator/organization for necessary corrective action (Appendix 'C').	
SED4/BR17	<b>SPM:</b> Surveillance procedure manual, Chapter 4	Please refer abridged SRS <b>SED 3 – Resolution of safety concerns(Board For Aviation Safety)</b> Business rule section BR17 to BR20 for detailed business rules related to BFAS	SED Abridged SRS <b>SED 3 – Resolution of safety concerns(Board For Aviation Safety)</b>

\*All other References/Business rules with respect to audit/surveillance activity performed by each directorate/office and which are not mentioned in SPM



4. APPLICATION / DATA ELEMENTS

ID	REFERENCE AR / AIC / PR. MANUAL	PARTICULARS	DETAIL	REMARKS
SED4.1		<b>SUBMISSION OF MONTH WISE AUDIT/SURVEILLANCE REPORT AND TRENDS FOR OCCURRENCES INFORMATION TO SED.</b>		
SED 4.1. – DE1		SUBMISSION OF MONTH WISE AUDIT/SURVEILLANCE REPORT	NAME OF ORGANIZATION, ORGANIZATION DETAIL, NAME OF DIRECTORATE, TOTAL NO. OF DEFICIENCY, CA-2001 S/N, AREA OF SURVEILLANCE, FINDING DETAILS, CAR/OTHER REG. REF., LEVEL OF FINDINGS, TARGET DATE,STATUS,REMARKS	This inspection summary report could be fetched from audit execution-audit report data (physical audit) and ATR (post audit) of completed audit of the previous month by the specific directorate.
SED 4.1 –DE2		SUBMISSION OF MONTHLY/QUARTER/YEARLY DATA FOR ANALYSIS AND DETERMINATION OF TRENDS FOR OCCURRENCES	DATE, UPLOAD DATA, NAME OF DIRECTORATE, OBSERVATION SUMMARY, ROOT CAUSE ANALYSIS, ACTION TAKEN BY RESPECTIVE OFFICE.	
SED4.2		<b>SUBMISSION OF CONSOLIDATED MONTHLY / QUARTER/YEAR WISE CHART/REPORT OF TRENDS FOR OCCURRENCE OF CASES BY DIRECTORATE OF AIR SAFETY(DAS)</b>		
SED 4.1. – DE1		SUBMISSION OF CONSOLIDATED MONTHLY/QUARTER/YEAR WISE CHART/REPORT OF TRENDS FOR OCCURRENCE OF CASES BY DIRECTORATE OF AIR SAFETY(DAS)	*eGCA application will have a provision for Directorate of Air Safety (DAS), to send Consolidated Monthly / Quarter/year Wise chart/report of trends for occurrence of cases to Administrator (SED) to make them available for BFAS surveillance meeting. Mapping of furnished information will be taken care by eGCA application. For more details of mapping data, please refer ASF2 -	Please refer SRS section 10.1.3. for more details.



ID	REFERENCE AR / AIC / PR. MANUAL	PARTICULARS	DETAIL	REMARKS
			<b>Mandatory occurrences reporting system (MORS)</b> in Directorate of Air Safety (DAS) SRS .	

## 5. PROCESS

PROCESS	<p>Specific Admin/User of DGCA login to the <b>eGCA</b> portal, access the section of Surveillance and Enforcement Division, generates the month wise audit/inspection summary reports and occurrences information and submits the furnished information to SED. These data along with Monthly / Quarter/year Wise Chart/ report of trends for occurrence of cases, submitted by Directorate of Air Safety (DAS) to SED, will be presented at BFAS meeting by SED. Analysis and determination of trends for occurrence is decided in the meeting.</p> <p>After discussion, useful safety information are documented and approved by Directorate of Air Safety. Useful safety information will be shared with all stakeholders by DAS as a periodic bulletin and that also forms the basis for preparation of ASP for next year.</p>
REVIWER/VERIFIER	Administrator/Specific Admin/User of SED/DAS.
APPROVER	Administrator/Specific Admin/User of DAS.



**6. INTERDEPENDENCIES**

SERVICE	INFORMATION RECEIVED FROM OTHER DIRECTORATE(S) / EXTERNAL STAKEHOLDER(S)		
	INFORMATION RECEIVED	EXTERNAL STAKEHOLDER(S)	INTERNAL STAKEHOLDER
<b>SED 4</b> SAFETY INFORMATION ANALYSIS(SIAS)	Month wise audit/surveillance report  Trends for occurrences information  Consolidated Monthly / Quarter/year Wise chart/report of trends for occurrence of cases		All directorate/office  All directorate/office  Directorate of Air Safety(DAS)

## 7. OUTPUT

Useful safety information database	<ol style="list-style-type: none"> <li>1. A safety information database on the basis of furnished information by all directorates will be generated.</li> <li>2. Useful safety information will be shared with all stakeholders as a periodic bulletin.</li> </ol>
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## 8. SPECIFIC SOFTWARE FEATURES

FEATURE ID	VII. SPECIFIC SOFTWARE FEATURES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	CROSS REFERENCE SECTION (IF ANY)
SED4/ SF 1	eGCA application will provide a provision to auto generate monthly/quarter/year wise audit/surveillance report along with trends for occurrences information for each Directorate/Office.	
SED4/ SF 2	For each Directorate/Office, there will be a provision to send consolidated monthly/quarter/year wise audit/surveillance report along with trends for occurrences information to Administrator (SED) to make them available for BFAS surveillance meeting.	SED4.1 –DE1
SED4/ SF 3	For Directorate of Air Safety (DAS), there will be provision to send Consolidated Monthly / Quarter/year Wise chart/report of trends for occurrence of cases to Administrator (SED) to make them available for BFAS surveillance meeting.	Please refer <b>ASF2 - Mandatory occurrences reporting system (MORS)</b> in Directorate of Air Safety (DAS) SRS.
SED4/SF 4	<p><b>Provision to convey safety related information to all stakeholders :</b></p> <p>There will be provision to convey safety related information to all stakeholders. Proceeds to be followed :</p> <ol style="list-style-type: none"> <li>1.Meeting discussions,</li> <li>2. Useful safety information are documented and approved by Directorate of Air Safety.</li> <li>3. Useful safety information will be shared with all stakeholders by DAS as a periodic bulletin</li> </ol>	Please refer <b>ASF2 - Mandatory occurrences reporting system (MORS)</b> in Directorate of Air Safety (DAS) SRS.
SED4/SF 5	Inappropriately filled fields to provide pop up immediately. If there is any duplication of record or any mandatory field is not entered then appropriate error message with respect to each field should be displayed on click of submit button.	
SED4/SF 6	All Generic field level validations and GUI layout features has to be incorporated accordingly.	
SED4/SF 7	Depending upon the digital file type used, there may be some restrictions in size and document type for uploading the attachment. Supported types are: .pdf, .jpg,.png. Size is limited to 5 MB.	



FEATURE ID	VII. SPECIFIC SOFTWARE FEATURES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	CROSS REFERENCE SECTION (IF ANY)
SED4/SF 8	There will be a provision for intimation/communication regarding summary of surveillance activity to respective users by maintaining the database of trends for occurrences data. Useful safety information during surveillance inspections.	
SED4/SF 9	There will be a provision for intimation/communication regarding useful safety information, shared with all stakeholders by DAS as a periodic bulletin	Please refer <b>ASF2 - Mandatory occurrences reporting system (MORS)</b> in Directorate of Air Safety (DAS) SRS.



## 9. GENERAL COMMENTS

COMMENT ID	GENERAL COMMENTS
GC 1	
GC 2	



## 10. APPENDIX

### 10.1. DATA ELEMENT FIELD LEVEL VALIDATION

#### 10.1.1. DATA ELEMENT : SUBMISSION OF MONTH WISE AUDIT/SURVEILLANCE REPORT

. \* eGCA application will provide a provision to auto generate monthly/quarter/year wise audit/surveillance report along with trends for occurrences information for each Directorate/Office. For each Directorate/Office, there will be a provision to send consolidated monthly/quarter/year wise audit/surveillance report along with trends for occurrences information to Administrator (SED) to make them available for BFAS surveillance meeting.

\*All fields will be captured in sequential flow manner. Next section data entry will be enable only after all mandatory data has been entered in previous section.

\*Name of Directorate will get auto populated by system as per login credentials of the respective admin/user of the Directorate.

S.N.	DATA FIELD	TYPE	MANDATORY	PERMISSIBLE CHARACTERS/ DEFAULT VALUE	REMARKS
	TABLE E (Region / Dte.) AUDIT/SURVEILLANCE INSPECTION SUMMARY				
	NAME OF ORGANISATION	FREE TEXT BOX	Y	Name of the operator/organisation selected	Fetches From Master Data
	FIND	Button	Y	To Find and select scheduled/nonscheduled/government and Other Operator.	
	OPERATOR/ORGANIZATION DETAIL	Section Name	Y	Detail of the selected Scheduled/ Non Scheduled Operator	It should display details of the selected Operator like Address, email, Contact Person, Contact No. Of contact Person in read only/view only mode.
	Name of Directorate:	Non editable Text box	N		Name of directorate who is submitting the data
	Total No. of Deficiency:	Number	Y		Should be allowed only one time entry for respective organization



	CA-2001 S/N	Text box	Y		
	Date of Surveillance	Date picker	Y		
	Area of Surveillance	Text Box	Y		
	Finding Details	Text box	Y		
	CAR/other reg. ref.	Text box	Y		
	Level of Findings	Dropdown	Y	Level 1,Level 2	
	Target Date	Date picker	Y		
	STATUS	Non Editable Text Box	Y	"CLOSED","OPEN"	System populated value for current status of the finding.
	Remarks	Text box	Y		Remarks by user
	SAVE	Button	Y	NA	Current entry gets saved in database as a new record. Please refer Button Functionality in SRS section 4
	VIEW	Button	N	NA	To VIEW A specific record already present in database. Some fields of a record displayed in view mode could be edited by the user who have done the data entry.
	ADD NEW	Button	Y	NA	Each time, To add a new record/row user has to click on "ADD NEW" Button.



	Date	Date Picker	Y	Date	Date On which Surveillance Report is being submitted. By Default system date will get populated here.
	SUBMIT	Button	Y	NA	To send Forward the saved data, entered for the current month, to concerned department. (SED)

## 10.1.2. DATA ELEMENT : SUBMISSION OF MONTHLY/QUARTERLY/YEARLY DATA OF TRENDS FOR OCCURRENCE OF CASES

\*All fields will be captured in sequential flow manner. Next section data entry will be enable only after all mandatory data has been entered in previous section.

S.N.	DATA FIELD	TYPE	MANDATOR Y	PERMISSIBLE CHARACTERS/ DEFAULT VALUE	REMARKS
1	DATE	Date Picker	Y	UTC Date	By default system date should get populated here.
2	UPLOAD DATA	Uploader	Y	.pdf, .jpg, .png file format having maximum 5 MB in size.	Document for Monthly/Quarterly/Yearly chart data for respective organization should be uploaded here. Currently a provision to upload graphical data will be provided in eGCA application. This data will be auto generated by system, once the application have enough relevant referenced data, available in database.
3	NAME OF DIRECTORATE	Non Editable Free Text box	N		System Driven Value
4	OBSERVATION SUMMARY	Free Text Box	Y		



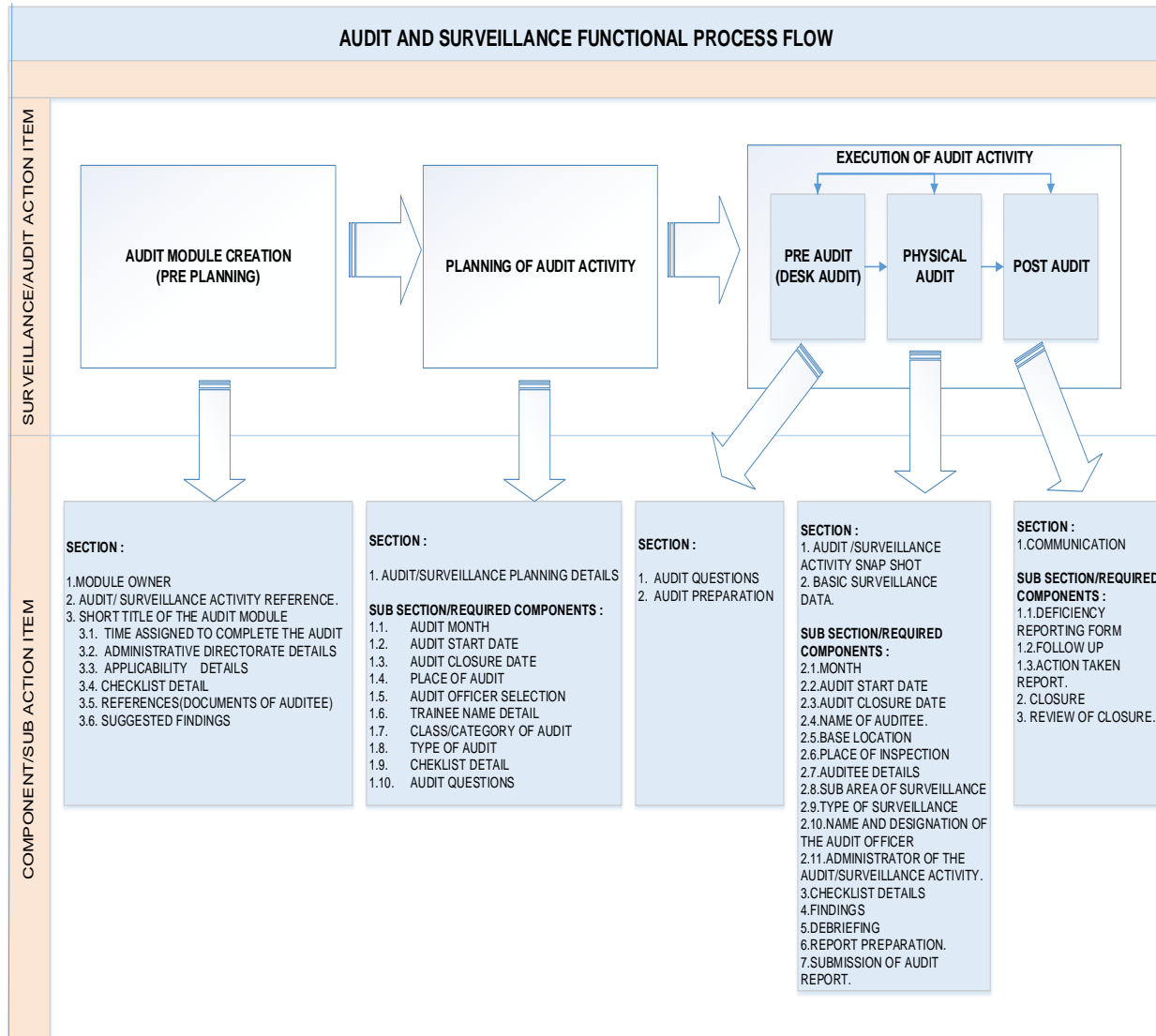
5	ROOT CAUSE ANALYSIS	Free Text Box	Y		
6	ACTION TAKEN BY RESPECTIVE OFFICE	Free Text Box	Y		
7	SAVE	Button	Y	NA	Current entry gets saved in database as a new record.
8	VIEW	Button	N	NA	To VIEW A specific record already present in database. Some fields of a record displayed in view mode could be edited by the user who have done the data entry.
9	ADD NEW	Button	Y	NA	Each time, To add a new record/row user has to click on "ADD NEW" Button.
10	SUBMIT	Button	Y	NA	To send Forward the saved data, entered for the current month, to concerned department. (SED)

### 10.1.3. DATA ELEMENT : SUBMISSION OF CONSOLIDATED MONTHLY/QUARTER/YEAR WISE CHART/REPORT OF TRENDS FOR OCCURRENCE OF CASES BY DIRECTORATE OF AIR SAFETY(DAS)

\*eGCA application will have a provision for Directorate of Air Safety (DAS), to send Consolidated Monthly / Quarter/year Wise chart/report of trends for occurrence of cases to Administrator (SED) to make them available for BFAS surveillance meeting. Mapping of furnished information will be taken care by eGCA application. For more details of mapping data, please refer **ASF2 - Mandatory occurrences reporting system (MORS)** in Directorate of Air Safety (DAS) SRS.

## 10.2.FUNCTIONAL OVERVIEW

Audit – Plan->execute->communicate -> assess->close->Analyze ->Focus->Enforce



### 10.3.PROCESS FLOW DIAGRAM

