

SAFA – Safety Assessment of Foreign Aircraft

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|-------------------------------|--|--|---|
| Technical Training Department | SAFA - Safety Assessment of Foreign Aircraft | | 1 |
| | Version: 1.0 | Release date: January 17 th 2012 | |



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DISCLAIMER

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INTRODUCTION

Purpose

The purpose of this booklet is twofold.

Firstly it is to serve as a hand-out during the trainer led training courses. Secondly this booklet can be used as a user manual for the SAFA application.

This Booklet does NOT provide a basic SAFA training. It is to be used by people who are already trained in the SAFA domain.



REGISTRATION AND LOGON

Chapter objectives

After completing this chapter you should be able to:

- Register yourself in the SAFA-application
- Reset your password
- Logon to the SAFA application
- Register users on their behalf



Acrobat reader can be downloaded from the Adobe website

By default you will be taken to the login screen

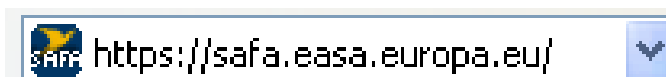
Fields marked with * are mandatory

To avoid automated SAFA registration you will be asked to enter the text which is displayed as a picture. In case the code is unreadable, you can click on "Get a new code"

Register yourself in the SAFA application

SAFA is a web based application. Therefore it does not need any prior software installation on your computer. Nevertheless to use the SAFA-application, you first need to register.

1. Open an internet browser
2. Type <https://safa.easa.europa.eu> in the address bar and press enter or <https://safa-training.easa.europa.eu> for accessing the training environment



3. On the login screen click Register

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Log In Register

Home > Self Registration

Self Registration

Please fill out the following form to register for SAFA application.

Fields with * are required.

Firstname *

Surname *

Email *

Phone *

Address *

Additional info
Please provide any additional information...

Get notification emails
☐

Please select your organisation type first and then choose one value from the drop down list. If you do not belong to any of the categories below or you cannot find your organisation to any of those lists, please send us an email at safa-ura@easa.europa.eu explaining the organisation you work for and we will come back to you soon.

Please select your state...
Please select your organisation type...
Please select your organisation...

Verification Code

Get a new code

Please enter the letters as they are shown in the image above.
Letters are not case-sensitive.

Register for SAFA



The SAFA application is supported by

- IE7/IE8
- Safari
- Fire Fox
- Opera

4. Enter all your details
5. Enter the Verification code
6. Click Register for SAFA





Upon successful registration, you will receive an e-mail with further instructions

In case not all mandatory fields are filled out, the registration will fail. The erroneous fields will be shown with a red border and a light red background by the registration window:

The screenshot shows the 'Self Registration' page of the European Aviation Safety Agency (EASA). The form contains several fields with red borders and light red backgrounds indicating errors:

- Firstname ***: David
- Surname ***: Waller
- Email ***: (empty)
- Phone ***: (empty)
- Address ***: (empty)
- Verification Code**: (empty)
- Additional info**: (empty)
- Get notification emails**: (unchecked)
- State**: (dropdown menu)
- Organisation type**: (dropdown menu)
- Organisation**: (dropdown menu)

A red box at the top of the form contains the following error messages:

- Status cannot be blank.
- Email cannot be blank.
- Address cannot be blank.
- Phone cannot be blank.
- The verification code is incorrect.

A red box at the bottom of the form contains the following error message:

- Please select your organisation type first and then choose one value from the drop down list. If you do not belong to any of the categories below or you cannot find your organisation to any of those lists, please send us an email at safa-ura@easa.europa.eu explaining the organisation you work for and we will come back to you soon.

The 'Register for SAFA' button is at the bottom of the form.



Important information!

The application will periodically send re-activation links to the e-mail address provided; if you fail re-activating your account (for instance because you do not have any longer access to that e-mail address), your account will automatically be blocked.



Reset Password

1. Open an internet browser
2. Type <https://safa.easa.europa.eu> in the address bar and press enter
3. Click [here](#) if you have forgotten your password

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[Login](#) [Register](#)

Please type your Username (e-mail) and password to start using the SAFA application.
If you have not yet registered, click [here](#).
If you forgot your password, click [here](#).

Username

Password

[Login](#)

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4. Enter your e-mail address.
5. Click on Reset Password and your password will be reset. You will get an e-mail informing you that your password has been reset

In case you enter a wrong e-mail address, an error will be shown

**Only e-mail addresses
known in the SAFA
application can be used**

This email address is not registered to the SAFA application.



[Home](#) > [Reset Password](#)

Reset Password

To reset your password, please use the form below.
Please press the submit button after inserting your email address.

*Fields with * are required.*

Email *

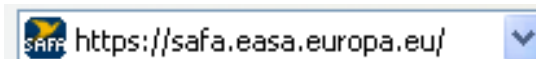
Reset Password

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Logon to the SAFA application

1. Open an internet browser
2. Type <https://safa.easa.europa.eu> in the address bar and press enter



3. Enter your username
4. Enter your password
5. Click logon

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[Login](#) [Register](#)

Please type your Username (e-mail) and password to start using the SAFA application.

If you have not yet registered, click [here](#).

If you forgot your password, click [here](#).

Username

Password

[Login](#)

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If the wrong credentials are entered (username or password), the logon will fail and the password will be marked with a red border on a light red background

Three consecutive failures will block your account. You will then have to contact your national database coordinator to have it unblocked.

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[Login](#) [Register](#)

Please type your Username (e-mail) and password to start using the SAFA application.

If you have not yet registered, click [here](#).

If you forgot your password, click [here](#).


Username

Password

[Login](#)



If the password is left blank then the logon will fail and the password will be marked with a red border on a light red background



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LoginRegister

Please type your Username (e-mail) and password to start using the SAFA application.

If you have not yet registered, click [here](#).

If you forgot your password, click [here](#).

Username

Password

Password cannot be blank.

Login





APPLICATION

Chapter objectives

After completing this chapter you should be able to:

- Find all features applicable for your profile
- Execute the main tasks applicable for your profile
- Navigate through the application



Identify the different areas on the main SAFA screen

When you logon to SAFA, you will be taken to the welcome page of the SAFA application

The screenshot shows the SAFA main screen with the following components:

- 1**: News section with a table containing columns: Title, Body Text, Posting Date.
- 2**: Ramp Inspections with open Follow ups section with a table containing columns: Report#, Operator, Edit.
- 3**: Recent Inspections with cat.3(major) findings section with a table containing columns: Creation Date, Operator Name, Operator Code, State of Inspection, Inspection Report#.
- 4**: Your pending Tasks section with a table containing columns: Description, Entity, Edit.
- 5**: Focused states/operators with no Inspections section.
- 6**: Recent Inspections with cat.3(major) findings section (repeated).

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Area:

1. N/A
2. Ramp Inspections with open Follow ups
3. Recent Inspections with cat.3(major) findings
4. N/A
5. N/A
6. N/A



SAFA Application Menus

SAFA application menus are dynamically changed based on your user rights.



This is the list of all main menus in SAFA. They are covered in greater detail further down in this manual

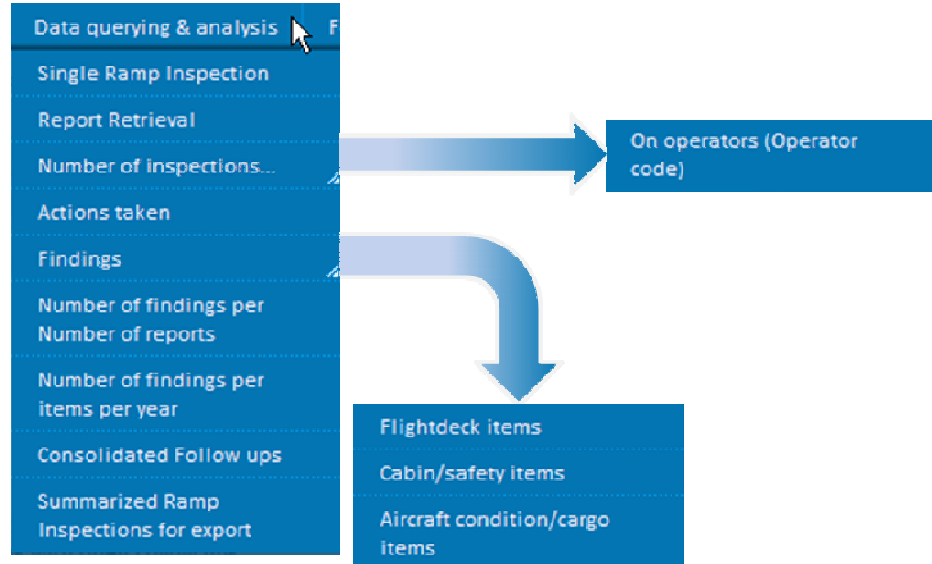
- Data querying & analysis (page: 18**Error! Bookmark not defined.**)
- Follow Up (page: 30)
- My Details & Change Password (page: 32)
- User Guide (page: 33)
- Log-Off (page: 34)





Data querying & analysis

Several types of reports are available to you in the SAFA-Application. They have been assembled in three area's



1. Overview of RI reports
2. RI reports in PDF format
3. Number of Inspections...
4. Actions taken
5. Findings...
6. Number of Inspections per number of reports
7. Number of findings per items per year
8. Consolidated Follow ups
9. Summarized Ramp Inspections for export



Acrobat reader can be downloaded from the Adobe website

Each of these reports will prompt for parameters. These parameters are used as filters on the database.




Reports created by the SAFA-Application are rendered in the PDF-Format. Generating a report may take some time as it depends on the amount of data that needs to be generated.

In the event that no report can be generated for the given parameters, this error message will appear.

Sorry, there are no reports available for these parameters



REPORT RETRIEVAL

 **If more than one parameter is set, they will be combined. This means that ALL set conditions must be met before an entry is taken into account.**

Ramp Inspection / Findings Report

Please provide your criteria and then press the button that corresponds to the report that you want to execute.
Notice: The report preparation may take up to 60 seconds depending on the report size!

| | |
|--|---|
| Report ID <input type="text"/> | Chartered by operator <input type="text" value="Please select an operator..."/> |
| NAA <input type="text" value="Please select an organisation/NA"/> | Charterer state <input type="text" value="Please select a state..."/> |
| Date From [yyyy-mm-dd] <input type="text" value="2012-01-01"/> | Type of operation <input type="text" value="Please select..."/> |
| Date To [yyyy-mm-dd] <input type="text" value="2012-01-12"/> | Aircraft type <input type="text" value="Please select an aircraft type..."/> |
| Report No <input type="text"/> | Aircraft Configuration <input type="text" value="Please select a configuration..."/> |
| Report type <input type="text" value="Ramp Inspection"/> | Registration marks <input type="text"/> |
| National <input type="text" value="Please select..."/> | Construction number <input type="text"/> |
| Inspection place <input type="text" value="Please select an inspection place..."/> | Flightcrew state of licensing <input type="text" value="Please select a state..."/> |
| Operator <input type="text" value="Please select an operator..."/> | Cat (Findings) <input type="text" value="Please select..."/> |
| Operator state <input type="text" value="Please select a state..."/> | Action taken <input type="text" value="Please select an action..."/> |
| | Inspection item or group of items <input type="text" value="Please select an item..."/> |

There are two types of reports can be generated

- Create a Ramp Inspection report.
Is a PDF-report containing all Ramp Inspections which fulfil the conditions set in the parameter screen
- Create a Findings Report.
This PDF report contains a list of all inspection items with the findings identified.
- Click Reset to clear the filter content

Both reports will take the same parameters since the data is coming from the same source.



Example Ramp Inspection report

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SAFA
Safety Assessment of Foreign Aircraft

Germany
SAFA
Ramp Inspection Report
No. NAA GERMANY-

Source: SANA Place: AGGH - HONIARA/HENDERSON
Date: 01.01.2011 Local Time: 10:20
Operator: AIR Air Germany AOC Number: 1-AOC
State: GERMANY Germany Type of: International Commercial Air Transport - Aeroplanes (ANX 6 Part I)
Route from: AGGH HONIARA/HENDERSON Flight Number: FROMFLIGHTNO
Route to: AMML MELBOURNE Flight Number: TOFLIGHTNO
Chartered by: GERMANY Air Germany Charterer's State: Germany
Aircraft type: A109 AGUSTA, A 109 Registration: D-EMBA
Aircraft configuration: Passenger Construction Number: CON1
Flight Crew:
State of Licensing: GERMANY Germany 2nd State of:

Findings

| Class of actions taken | Detailed Description |
|---|----------------------|
| <input type="checkbox"/> 3d) Immediate operating ban | |
| <input type="checkbox"/> 3c) Aircraft grounded by inspecting NAA | |
| <input type="checkbox"/> 3b) Corrective actions before flight | |
| <input type="checkbox"/> 3a) Restriction on aircraft flight operation | |
| <input type="checkbox"/> 2) Information to Authority and Operator | |
| <input checked="" type="checkbox"/> 1) Information to Captain | |

Example Findings of Inspection Items report


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Safety Assessment of Foreign Aircraft

Findings of Inspection Items Report

| Inspection Item: | Findings | No. of Findings | Report Number | Standard Reference | Findings Descriptions | Detailed Descriptions |
|-----------------------------------|----------|-----------------|-------------------|-----------------------|---|--------------------------------------|
| A01 | | | | | | |
| No. of times item Inspected (III) | | | | | | |
| 150 | Cat. 1 | 1 | SAFA-NAA ALBANIA- | A8-IIIA-9.1, VLD-STD1 | Validation Pre-described finding 2 (test) | This is a test FINDING OF CATEGORY 2 |
| | Cat. 3 | 9 | SAFA-NAA ALBANIA- | Just a reference | | This is a test FINDING OF CATEGORY 3 |
| | | | SAFA-NAA ALBANIA- | Just a reference | | This is a test FINDING OF CATEGORY 3 |
| | | | SAFA-NAA ALBANIA- | Just a reference | | This is a test FINDING OF CATEGORY 3 |
| | | | SAFA-NAA ALBANIA- | Just a reference | | This is a test FINDING OF CATEGORY 3 |
| | | | SAFA-NAA GREECE- | Just a reference | | This is a test FINDING OF CATEGORY 3 |
| | | | SAFA-NAA GREECE- | Just a reference | | This is a test FINDING OF CATEGORY 3 |
| | | | SAFA-NAA GREECE- | Just a reference | | This is a test FINDING OF CATEGORY 3 |
| | | | SAFA-NAA GREECE- | Just a reference | | This is a test FINDING OF CATEGORY 3 |
| | | | SAFA-NAA GREECE- | Just a reference | | This is a test FINDING OF CATEGORY 3 |
| | | | SAFA-NAA GREECE- | Just a reference | | This is a test FINDING OF CATEGORY 3 |



 **Instead of showing examples for each of these reports, only the filter input screens are shown.**

Clicking this button resets the reports filter criteria

Clicking this button will create the Report

NUMBER OF INSPECTIONS

A separate submenu is foreseen which groups the reports dealing with the “number of inspections” according to certain criteria

On operators (Operator code)

On Operators

This report presents the inspections done by a NAA during a given year, aggregated for each Operator. The user has the possibility to enter the year for which the results are required (the default value is set as the current year). The results include both SAFA and SANA inspections.

[Home](#) » Number of inspections on Operators

Number of inspections on Operators

Please press the Call Report button after providing your criteria

NAA

Year (Format: YY YY)

Output Type



ACTIONS TAKEN

This report totals, in a tabular format the actions taken during a given year (and list also the preceding two years).
In addition, some further filtering options are available.

[Home](#) » Actions Taken Report

Actions Taken Report

Please press the Call Report button after providing your criteria

NAA

Please select an organisation/NA

Year

2011

Report No

Source

Please select a report source...

Inspection place

Please select an inspection place...

Operator

Please select an operator...

Operator state

Please select a state...

Chartered by operator

Please select an operator...

Charterer state

Please select a state...

Aircraft type

Please select an aircraft type...

Registration marks

Construction number

Flightcrew state of licensing

Please select a state...

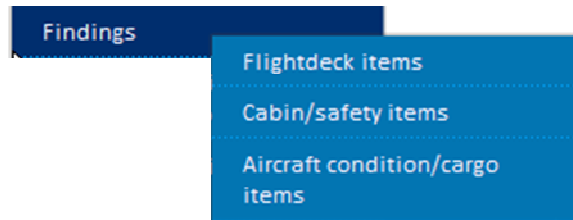
Call Report

Reset



FINDINGS

A separate submenu is foreseen which groups the reports dealing with “Findings” according to certain criteria



Flight deck Items

These reports will display graphically the number of findings identified during a specified year for each inspection item. This report is grouped by the main the Flight Deck area

Cabin Safety items

These reports will display graphically the number of findings identified during a specified year for each inspection item. This report is grouped by the main the Cabin/Safety area.

Aircraft condition/cargo items

These reports will display graphically the number of findings identified during a specified year for each inspection item. This report is grouped by the main the Aircraft Condition/Cargo area.



NUMBER OF FINDINGS PER NUMBER OF REPORTS

This report gives an overview of the number of ramp inspection reports per number of findings for a specific year.

The results are presented in a tabular format. The range of number of findings is categorized in the following eight categories: 0, 1, 2, 3, 4, 5, 6, and 7 or more findings.

Each category is represented by a row in the tabular output and contains the following information.

- The number of findings of a ramp inspection
- The number of ramp inspection reports that have the specific number of findings

[Home](#) » Number of Findings per Number of Reports

Number of Findings per Number of Reports

Please press the Call Report button after providing your criteria.

| | |
|---|--|
| NAA Please select an organisation/NA... | Chartered by operator Please select an operator... |
| Year 2011 | Charterer state Please select a state... |
| Report No | Aircraft type Please select an aircraft type... |
| Source Please select a report source... | Registration marks |
| Inspection place Please select an inspection place... | Construction number |
| Operator Please select an operator... | Flightcrew state of licensing Please select a state... |
| Operator state Please select a state... | Output Type Tabular |
| | Rep Type PDF |
| Call Report Reset | |

NUMBER OF FINDINGS PER ITEMS PER YEAR

This report presents the number of findings for each inspection item for a specified year as well as for the preceding two years.

The selection screen allows for ample filtering options enabling the user to adjust the level of detail of the query.

[Home](#) » Number of Findings per Items per Year

Number of Findings per Items per Year

Please press the Call Report button after providing your criteria.

| | |
|---|--|
| NAA Please select an organisation/NA... | Chartered by operator Please select an operator... |
| Year 2011 | Charterer state Please select a state... |
| Report No | Aircraft type Please select an aircraft type... |
| Source Please select a report source... | Registration marks |
| Inspection place Please select an inspection place... | Construction number |
| Operator Please select an operator... | Flightcrew state of licensing Please select a state... |
| Operator state Please select a state... | Rep Type PDF |
| Call Report Reset | |



CONSOLIDATED FOLLOW UPS

This report summarises the status of follow-up actions for a defined timeframe. The default date values cover the previous month.

This report allows the user to track the status of each finding, allowing to quickly identifying when a communication was sent to the operator/state of operator, status of the finding (open/closed), category and description of the finding and the closure date.



Home > Consolidated Follow Ups You are logged in as **safa_administrator@sasa.europa.eu**

Report Number: NAA From Date: 2011-06-04 To Date: 2011-07-04 Remove Filtering Excel Export

Consolidated follow up

| Category | RI | Type | Operator | State of Oversight | Findings | Opr Informed | Opr Informed Dt | NAA Informed | NAA Informed Dt | Item Code | Description | Closure Dt | Last Action by |
|--------------------------|-----------|------|----------|--------------------|----------|--------------|-----------------|--------------|-----------------|-----------|-------------|------------|----------------|
| Germany (2 Items) | | | | | | | | | | | | | |
| 2 | 2011-0001 | SAFA | IRA | Iran | 0-1-1 | ✓ | 2011-06-27 | ✓ | 2011-06-27 | A13 | | 2011-06-27 | |
| 3 | 2011-0001 | SAFA | IRA | Iran | 0-1-1 | ✓ | 2011-06-27 | ✓ | 2011-06-27 | A14 | | 2011-06-27 | |

Page: 1 of 1 Displaying Consolidated Follow Ups 1 - 2 of 2

Removing the filter and exporting the result set to Excel may generate warning. These warning are described on page 29.



SUMMARIZED RAMP INSPECTIONS FOR EXPORT

This report allows exporting to Excel all relevant data contained in the Ramp Inspection Reports in order to perform further analysis. The user has the option to select the timeframe for the query:

Created by selected NAA

This will return the data contained in the reports created by the selected NAA during the defined timeframe.

The resulting Excel file will have two tabs:

- Tab summarizes the inspections results (during the defined timeframe)
- Tab lists all the findings identified

[Home](#) » Analytical Report

Summarized Ramp Inspections for Export

Please press the Call Report button after providing your criteria.

Start Date

2012-01-01

End Date

2012-01-12

NAA

Please select an NAA...

Output Type

PDF

Call Report

Reset

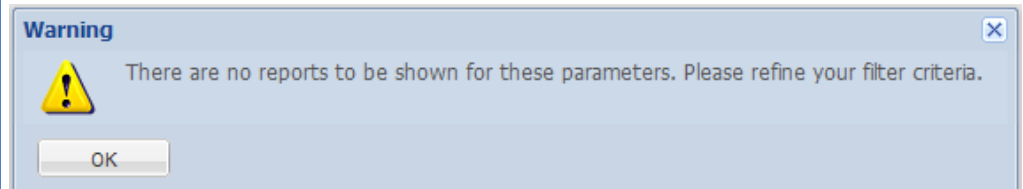




REPORT WARNINGS

Depending on the entered filter or parameter values 2 types of warning can be returned. In both cases, the search will be aborted

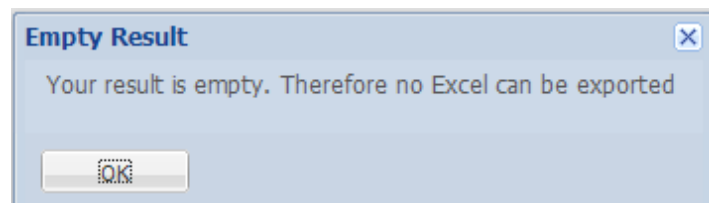
1. There are no reports found



2. There were too many values



In the event there is a possibility to export result sets to Excel, it could be that no reports are found; in that case you will get following warning:





Follow up

This tab is available to you in order to enter follow up information and to upload evidence as digital files.


| Item | Std. | Cat. | Finding |
|------|------|------|--|
| B13 | 1 | 3 | AS-14.8 Baggage stowed in unserviceable overhead bin (although marked as unserviceable) Description: B13-3-8 |
| C12 | M | 3 | Leakage outside limits Description: C12-3-2 |

| Date | Author | Comment |
|---------------------|--------------------|-----------|
| 2012-01-11 17:04:07 | Operator (Croatia) | EASA test |

| Type of Attachment | Filename | Filesize | Filetype | Description |
|--------------------|----------|----------|----------|-------------|
|--------------------|----------|----------|----------|-------------|

Actions

+ Add

 Depending on the digital file type used, there may be some restrictions in size and document type.

Supported types are

.CSV,
.GIF,
.RTF
.PDF,
.DOC
.DOCx,
.JPG,
.TIFF,
.TXT,
.XLS,
.XLSx

Size is limited to 5 MB

Be aware that it might take some time before the information is rendered.



ADD FOLLOW-UP DETAILS

First select the finding for which you want to add details, and then click add

Print Report

Basic info Checklist Findings **Follow-up** Log Versions Report Attachments (0)

| Item | Std. | Cat. | Finding |
|------|------|------|---|
| B13 | | | AS-14.8 Baggage stowed in unserviceable overhead bins (although marked as unserviceable) Description: B13-3-8 |
| C12 | M | 3 | Leakage outside limits Description: C12-3-2 |

Follow-up

| Date | Author | Comment |
|------------------|--------------------|-----------|
| 2012-01-11 17:04 | Operator (Croatia) | EASA test |

Actions
Add

The Add Follow-up details input window opens.

Add Follow-up

Ok Cancel

Click OK to save the information to the database. Click cancel to abort adding details to the finding.

ADD FINDING FOLLOW UP ATTACHMENT

Here you can upload your corrective action for each finding identified

Upload FU Finding attachments!

Browse...

| File Name | Size | Status | Progress |
|-----------|------|--------|----------|
|-----------|------|--------|----------|

Close



Fields marked with * are mandatory

My Details & Change Password

Some personal data is kept in the SAFA-Application. You can access your personal data via the menu option My Details.

SAFA v. 2 - Change Personal Data

To change your personal data, please use the form below.
Please press the submit button after editing your data.

Fields with * are required.

Email

Firstname *

safa

Surname *

Safa-operator

Phone *

1111111

Address *

Cologne

Change Personal Data

[To change your password, please click here!](#)

WHEN FINISHED
THEN CLICK
"Change Personal
Data". The changes
will then be written
to the database. In
case you do not
want to save your
changes, just go to
another menu
option

[Home](#) » [Change Password](#)

Change Password

To change your password data, please use the form below.
Please press the submit button after editing.

Fields with * are required.

Current/old password *

New password *

Repeat new password *

Change Personal Data

[Home](#) » [Change Personal Data](#)

SAFA v. 2 - Change Personal Data

Thank you! Your personal data has been changed.

[Back to the form](#)

[To the initial dashboard-page](#)



User Guide

The user guide is a copy of this document but in PDF-format.
It was uploaded onto the web server.



Acrobat reader can
be downloaded
from the Adobe
website



User Guide




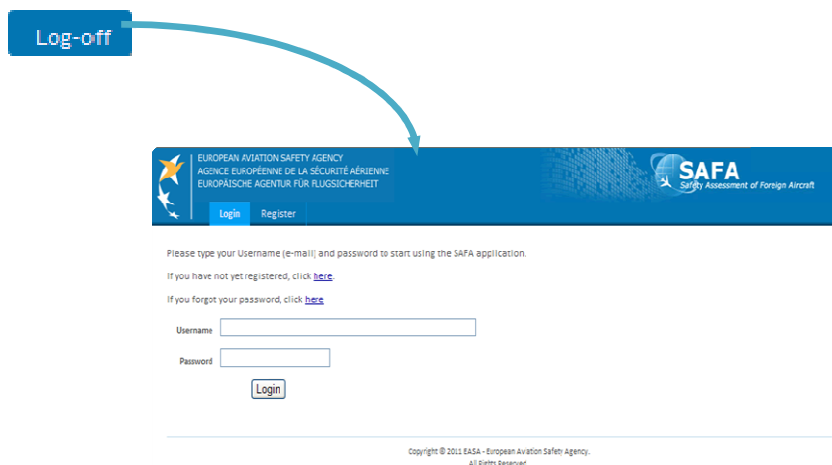
Log Off

Although there are different ways to close the SAFA application, the only correct manner is through the log-off menu option.

When clicked, the current session will be closed in a neat way.

The SAFA application will display the SAFA-login screen again.

 **Closing the SAFA application will NOT perform a save.**



The screenshot shows the SAFA application interface. At the top, there is a blue header bar with the European Aviation Safety Agency (EASA) logo on the left and the SAFA logo on the right. Below the header, there is a navigation bar with 'Login' and 'Register' buttons. A blue box labeled 'Log-off' is positioned above the 'Login' button, with a curved arrow pointing to it. Below the navigation bar, there is a login form with the following text: 'Please type your Username (e-mail) and password to start using the SAFA application.' followed by 'If you have not yet registered, click [here](#).' and 'If you forgot your password, click [here](#).' The form includes input fields for 'Username' and 'Password', and a 'Login' button. At the bottom of the page, there is a copyright notice: 'Copyright © 2011 EASA - European Aviation Safety Agency. All Rights Reserved.'



Errors

Code 404



EUROPEAN AVIATION SAFETY AGENCY
AGENCE EUROPÉENNE DE LA SÉCURITÉ AÉRIENNE
EUROPÄISCHE AGENTUR FÜR FLUGSICHERHEIT



SAFA
Safety Assessment of Foreign Aircraft

[Main](#) [Basic Data](#) [Data Input](#) [Focused Inspections](#) [Reports](#) [Follow up](#) [My details](#) [User Guide](#) [Log-off](#)

You are logged in as **safa_administrator@easa.europa.eu**

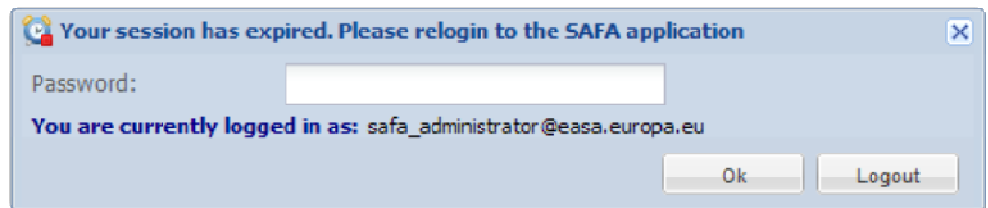
Error (code 404)
The system is unable to find the requested action "rire-".

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The SAFA application will display this message if a page cannot be found on the SAFA server. If the error persists, please contact the SAFA administrator at EASA.



Lingering



The SAFA application has a lingering threshold. The threshold is set at 30 minutes. If your session is inactive for 30 minutes, then it expires. You will have to re-enter your password again to continue using the SAFA application.

In the event you do not enter a password the SAFA application will generate following message

