Administrative set-up criteria

for ECCAIRS compatible software

The administrative set-up criteria below is made in reference to Chapter 6 of the Guidance Material for CAAT Requirement No.22 on Occurrence Reporting in Civil Aviation and applicable to all reporters using an ECCAIRS compatible software to submit occurrence reports to CAAT.

The criteria to submit a report file to CAAT via an e-mail include the following items:

1. CAAT e-mail address to submit reports

The software must be configured to submit reports to e-mail "safetyreport@caat.or.th"

2. CC recipient(s)

An e-mail address of the occurrence administrator(s) whom CAAT can contact and send feedback (if any) through that e-mail must be included in CC recipient of each e-mail.

3. Subject of the e-mail

Subject of each e-mail should contain:

1) reporting entity (ECCAIRS Attribute no.447)
2) auto-generated report identification (ECCAIRS Attribute no.438)
3) report status (ECCAIRS Attribute no.800)

4. E-mail attachment

Attachment of each e-mail should contain both E5X and PDF file of the report

5. Automatic submission of updated report to CAAT

If available, this function should be deactivated.