Website Reporting System

The Geosky Airlines website reporting system is established to collect, record and manage safety-related information submitted through the company's official website. The system enables users to report from any device or location conveniently.

Any individual may notify Geosky's Safety Department of any aviation occurrence in which he/she participated, witnessed or which he/she considers to be a potential threat to flight operation safety, ground activities or overall organization safety.

Website report form has an option for reporters to remain fully anonymous. The only required field is the description of the case. Name, Email, Location, Date and attachment fields are not mandatory.

The main objective of the Website Reporting System is to strengthen Geosky's safety reporting culture by providing a modern, transparent, and easily accessible platform for identifying and managing safety hazards.

Specifically, the objectives are to:

a) Encourage proactive hazard identification by all employees, service providers, and stakeholders, regardless of position or department;
b) Enhance data collection efficiency by centralizing all safety reports submitted electronically through the company's website;
c) Promote voluntary participation in safety reporting by providing an anonymous and non-punitive environment;
d) Facilitate communication between operational departments and the Safety department for effective hazard mitigation;
e) Comply with national and international safety requirements, including GCAA Order #97, by collecting and forwarding relevant safety-related information within the required timeframes;
f) Increase the level of Safety Reporting Culture between employees and management, ensuring that every reported issue is acknowledged, investigated, and addressed.

The website reporting system ultimately supports Geosky's commitment to maintaining the highest standards of safety performance and regulatory compliance through active participation of all personnel in the safety reporting process.

If the reporter indicates personal information (Name, Email), Safety Department will provide feedback directly to the reporter.

For anonymous reports, it will be shown through safety communication that the information is acknowledged and all issues are being addressed as required.

Who can make a Website report?

Any person may submit a safety report through the Geosky Airlines website, including:

a) Company employees (flight crew, ground staff, management, etc.);
b) Contractors and service providers;
c) Visitors or external individual who witness an event or unsafe condition related to Geosky Airlines operations.

Reports are encouraged to include as much factual information as possible but may remain anonymous if they wish.

When to submit a report

A website report should be submitted as soon as possible after the reporter becomes aware of:

a) Any occurrence, hazard, unsafe act, or condition that could endanger flight safety or operations.
b) Any event not captured under the mandatory reporting system but perceived as a potential risk.
c) Any observed non-compliance, equipment malfunction, or human performance issue affecting safety.

Note: If the Occurrence Report is considered to be a „Mandatory Occurrence Report" reportable as per GCAA Order N97, the Safety Department may forward the information to GCAA within 72 hours.

How to submit a Report via the Website

1. Access Geosky Airlines official Website : www.Airgeosky.com
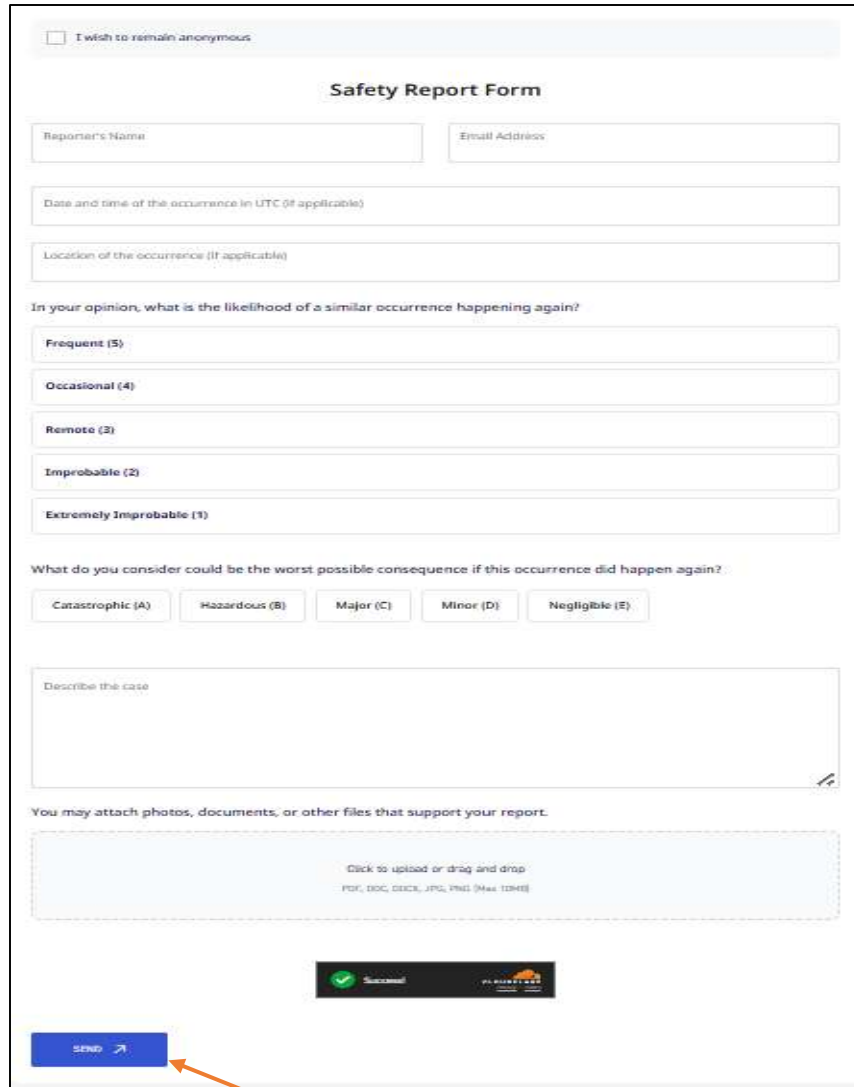2. Navigate to the Safety Reporting Section;
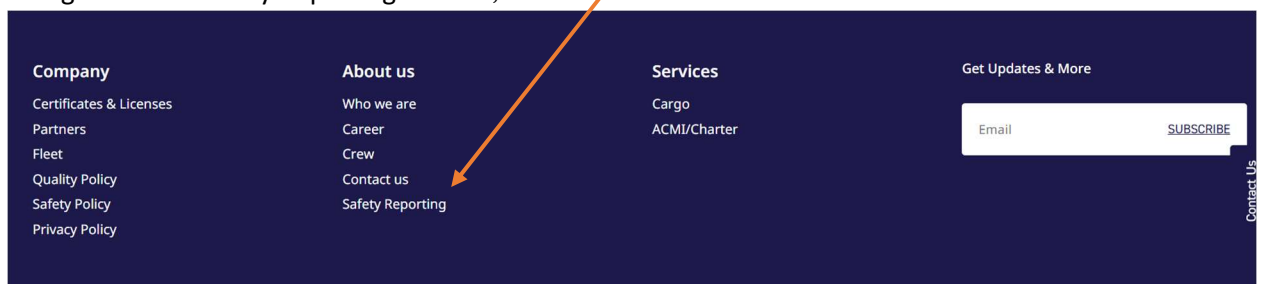
3. Select the preferred language (Georgian or English);
4. Complete following fields in the online Form:
   a) Name (optional)
   b) Email Address (optional)

c) Date and Time (if applicable)
d) Location of the occurrence (if applicable)
e) Indicate the likelihood and severity in your opinion (optional)

f) Description of the occurrence or hazard (Required)
g) Attach supporting files (optional)
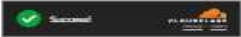
5. Submit the form by clicking "Send"

A confirmation message will appear on the screen, if contact details are provided, acknowledgment will be sent by Safety Department.

Confidentiality

a) The reporter's identity and any personal information indicated in reports are treated as confidential;
b) Information about the reporter will not be disclosed, except as required by law or with their consent;
c) The voluntary reporting system is non-punitive and intended solely for safety improvement.

Processing of Website Reports

a) The Safety Department receives all online reports.
b) Each report is registered and logged into the Occurrence Reporting Roster.
c) The Safety Director reviews, classifies, and initiates risk assessment and mitigation, as appropriate.
d) Relevant information is shared with the GCAA within 72 hours. (if applicable)
e) Corrective actions and feedback are discussed through Safety communication (Asana, E-mail, SIBs etc.) or at Safety Review Committee (SRC) meetings.