SAUDIA Safety Reporting Application (AQD)
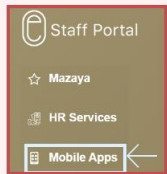
السعودية SAUDIA

(A) Setup Guide for Non-Pilots

Registration

1

- If you have not logged in to SAUDIA Safety Reporting Portal before, please register your name by logging in to: https://vpn.saudia.com:11030/AQDPORTALP/Home.aspx using your mobile
- Only a simple login is required. You can logout immediately

Install AQD Application

2

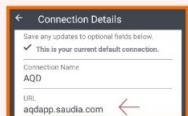- Install the AQD application from the eStaff Portal by visiting: apps.sv.net

Ⓔ **Staff Portal**

☆ Mazaya

HR Services

▦ Mobile Apps ⟵

Install VPN Application

3

- Install VPN Application (Pulse Secure) from Apple Store/Google Play

Ⓢ Pulse Secure

Insert VPN Link

4

- Click/touch "Connections" tab and insert the following link under the URL option: aqdapp.saudia.com
- *Save and continue*

← Connection Details

Save any updates to optional fields below.
✓ This is your current default connection.

Connection Name
AQD

URL
aqdapp.saudia.com ⟵

Log in with VPN

5

- Connect using Pulse Secure and log in with SAUDIA PRN and Password
- Receive and insert OTP (One-Time-Password)

For Any Assistance, Please Contact SAUDIA IT Help Desk:
Tel: +966-12-686-4000
Email: ithelpdesk@saudia.com

Username

Password

Sign In

Log in with AQD App

6

- Log in to the AQD application with SAUDIA email and password

السعودية SAUDIA

Safety Reporting

SAUDIA Email

Password

Log In

NOTE

Connecting to Pulse Secure VPN is a must in order to send eReports via Safety Reporting Application (AQD). However, it can still be used while offline. Pending draft reports are automatically submitted once mobile devices are connected to the internet and aqdapp.saudia.com

For assistance, please contact: AqdSupportGroup@Saudia.com

(B) Reporting Guide for Non-Pilots

Log in with VPN App 🚪

- Connect using Pulse Secure and log in with SAUDIA PRN and Password
- Receive and insert OTP (One-Time-Password)

1

For Any Assistance, Please Contact SAUDIA IT Help Desk:

Tel: +966-12-686-4000

Email: ithelpdesk@saudia.com

| Username |
| Password |

Sign In

Log in with AQD App 🛡️

- Depending on your app's settings, login to the AQD application with SAUDIA email and password, if you are not logged in

2

السعودية SAUDIA

Safety Reporting

| SAUDIA Email |
| Password |

Log In

Choose eReport 👆

- Choose your eReport form type through the "+" sign on the bottom right
- Note: if eReport types do not show:
  - Ensure your name is registered (Registration Step above) in the setup guide (A);
  - On the App, go to "About" and choose "Update App Data"

3

Select type of Report

Air Safety / TCAS eReport (FLT)

Aircraft Ground Safety eReport (GND)

Aircraft Maintenance Safety eReport (MNT)

Aviation Security eReport (SEC)

Buildings, Occupational & Health Safety eReport

Cabin Safety eReport (CAB)

Leased Aircraft Safety eReport (LAC)

CANCEL

Connected

Fill out the form 📋

- Write your report by filling out all the mandatory fields, and any additional fields by swiping

4

Event Description (fill in before saving)

This field must be filled in before saving

Suggestion/Comments

eReport Attachments and Submission 📝

- Add a photo from Camera or Phone Gallery, if required
- Send the eReport from the "Send" icon on the bottom left

5

◀ **Air Safety / TCAS eReport (FLT)**
Back   New

📷   🖼️

Attachments

✈ Send   Attachments (3 of 3)   💾 Save

NOTE

Connecting to Pulse Secure VPN is a must in order to send eReports via Safety Reporting Application (AQD). However, it can still be used while offline. Pending draft reports are automatically submitted once mobile devices are connected to the internet and aqdapp.saudia.com

For assistance, please contact: AqdSupportGroup@Saudia.com

Setup & Reporting Guide for Pilots

Registration

1

- If you have not logged in to SAUDIA Safety Reporting **Portal** before, please register your name by logging in to: **https://vpn.saudia.com:11030/AQD PORTALP/Home.aspx** using your mobile
- Only a simple login is required. You can logout immediately

Install SAUDIA Safety Reporting App (AQD)

2

- Through your iPads, visit the SAUDIA Store and install SAUDIA Safety Reporting App

Log in with AQD App

3

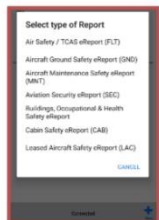- Log in to the application with SAUDIA email and password

Choose eReport

4

- Choose your eReport form type through the "+" sign on the bottom right
- Note: if eReport types do not show:
  - Ensure your name is registered (Registration Step above);
  - On the App, go to "**About**" and choose "**Update App Data**"

Fill out the form

5

- Write your report by filling out all the mandatory fields, and any additional fields by swiping

eReport Attachments and Submission

6

- Add a photo from Camera or Phone Gallery, if required
- Send the eReport from the "Send" icon on the bottom left
- You will receive an email notification once your eReport has been submitted successfully

NOTE

The application can still be used while offline. Pending draft reports are automatically submitted once iPad devices are connected to the internet.

For assistance, please contact: AqdSupportGroup@Saudia.com