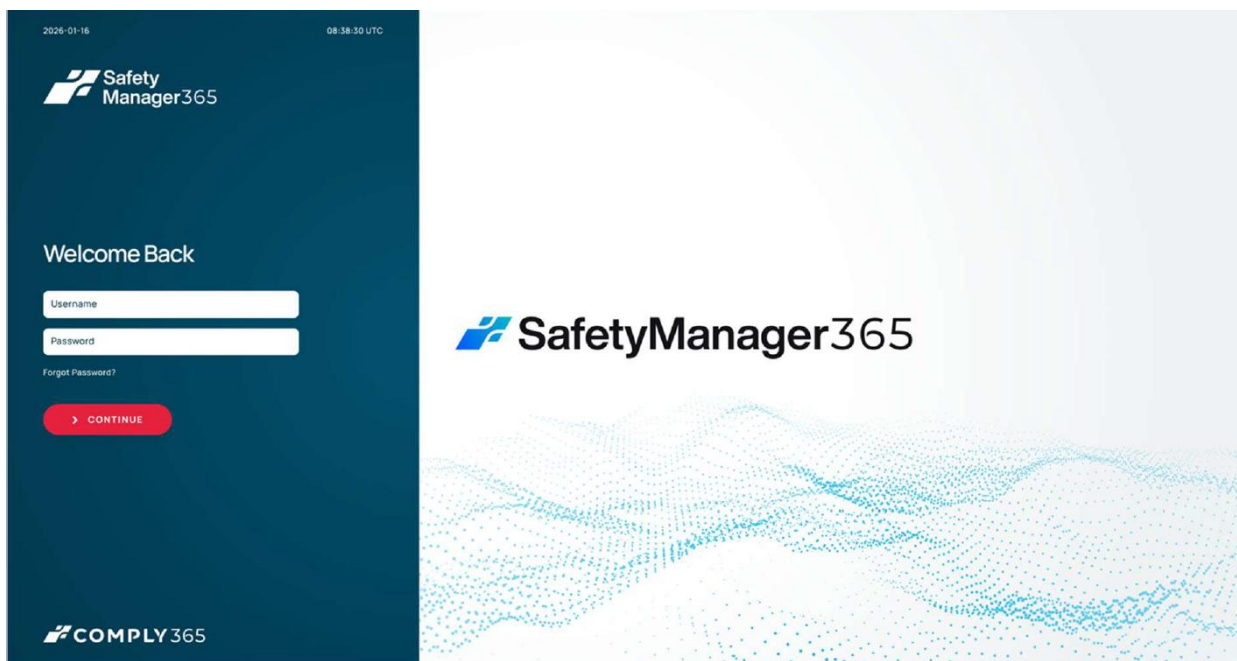


ROEDER GROUP

SAFETY REPORTING

INFORMATION SECURITY REPORTING

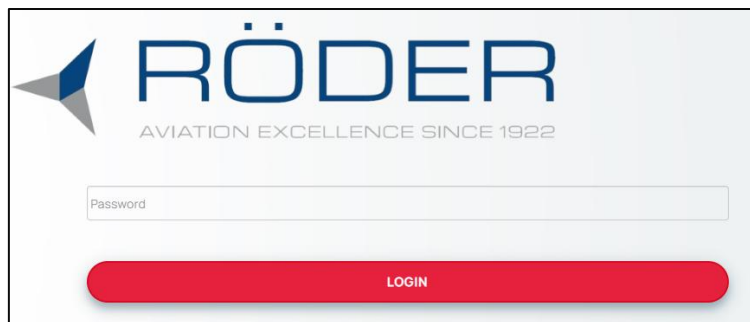
USER GUIDE



1) How to enter a report

1.1) Open the relevant link and enter the password

Safety Incident Safety Accident	Information Security Event Information Security Incident
Link: Safety Reporting Link Password: RoederReporting#	Link: Information Security Reporting Link Password: RoederReporting#



1.2) Select Type of Occurrence and Event Classification

Safety Report

Please search for the Classification

Search...

Search Clear

... or classify the Report

Area of Occurrence: Safety Report Extern

Type of Occurrence: .. please select ..

Event Classification: .. please select ..

Load selected form

Safety Accident

Safety Incident

Information Security Report

The screenshot shows a web interface for classifying an information security report. It is divided into two main sections:

- Please search for the Classification:** This section contains a search input field with the placeholder text "Search...". Below the input field are two buttons: "Search" (with a magnifying glass icon) and "Clear" (with an 'x' icon).
- ... or classify the Report:** This section contains three dropdown menus for classification:
 - Area of Occurrence:** Set to "Information Security Report".
 - Type of Occurrence:** Set to "Information Security Event".
 - Event Classification:** A dropdown menu with the text ".. please select ..". The option "Information Security Event" is currently selected and highlighted in grey. Below the dropdown is a button labeled "Load selected form" with a document icon.

1.3) Load selected form

- enter information
- add attachments as necessary
- save and submit

If you want to receive feedback to your report, please enter an E-mail address in the index tab „Report Text“, also in case of anonymous reporting. Your privacy is ensured, the Safety Manager/ Appointed Person Information Security cannot see your E-Mail address!

The screenshot shows a web form with a sidebar on the left containing three tabs: "General Information" (selected), "Report Text", and "Attachments". The main content area displays the following fields:

- Reporter ***: A text input field.
- Title ***: A text input field.
- Date & Time (UTC) of Event ***: A date and time picker field.

2) Data Protection

Roeder Service, Roeder Praezision GmbH, Roeder Component Service Center GmbH and Reporting System provider SafetyManager365© are committed to keep entered data for five years (i.a.w. EU Regulation 1321/2014).

Every user of SafetyManager365© is expected to treat information entered, screenshots or printouts and to use these information only for the purpose for which it was intended.

3) Support

If you want to reach out to our Safety – or Information Security Team please contact:

Safety Management Team	Information Security Team
<p>E-Mail: Safety.Reporting@roeder.aero</p> <p>Tel.: 0049-6103-4002-0</p> <p>Claudia Teske Felix Justus Leon Diehl</p>	<p>E-Mail: IS.Reporting@roeder.aero</p> <p>Tel.: 0049-6103-4002-0</p> <p>Claudia Teske Felix Justus Leon Diehl</p>