Form A16 Hazard and incident report form

In accordance with {Sample Aviation Pty Ltd}’s safety policy, this form is to be used to report all hazards and incidents that are identified or occur within company operations and is not limited to aviation operations.

The information supplied on this form will only be used to report on any aviation incidents and occupational health and safety incidents that would be relevant to the staff, customers and third-party contractors of {Sample Aviation Pty Ltd}. On receipt of this form, it will be actioned by the HOFO and you will be notified of the outcome. It will then be filed in our safety records as a means of supporting our company safety policy.

>> PART A – to be completed by person reporting hazard <<

#### Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name of reporter  (leave blank if anonymous) |  | Contact phone (optional) |  |
| Date of occurrence |  | Local Time |  |
| Location  E.g. Airport code, Lat / Long, brg / dist |  | ATSB report submitted | Yes  No  NA |

#### Fully describe the hazard, incident or occurrence:

#### What do you consider to be the root cause and what actions have been taken or suggestions do you have to mitigate the hazard or prevent the incident or occurrence from happening again?

#### In your opinion, what is the likelihood of such an event or something similar occurring again?

|  |  |  |
| --- | --- | --- |
| UNLIKELY | PROBABLE | LIKELY |
| 1 | 2 | 3 |

#### What do you consider could be the worst possible consequence as a result of this event if it were to happen again?

|  |  |  |
| --- | --- | --- |
| NEGLIGIBLE | SERIOUS | CATASTROPHIC |
| 1 | 2 | 3 |

>> PART B – To be completed by the HOFO or assignee <<

#### What were the results of the root cause analysis and what actions have been taken, or are being undertaken, to prevent the issue from occurring again in the future and / or to mitigate its consequences?

Report

Recommendations

|  |  |  |  |
| --- | --- | --- | --- |
| HOFO Signature |  | Date |  |

>> PART C – Acknowledgement by CEO <<

#### CEO comments and recommendations

No further action  Feedback given to originator  Discuss with HOFO

|  |  |  |  |
| --- | --- | --- | --- |
| **CEO signature:** |  | **Date:** |  |