



SAFETY JOURNAL
3rd Quarter 2019

Presentation of Safety Excellence Awards during BSSC Meeting held on 16.08.2019



Joshua Masiu, Port Manager Hoskins was presented with a Safety Excellence Award along with K100 voucher by Alan Milne, MD. Joshua contributed effectively in ensuring that Hoskins airport is safe and ready for operations subsequent to volcanic eruption at Mt Ulawun.



Capt Andrew Runting was presented with a Safety Excellence Award along with K100 voucher by Alan Milne, MD. Capt Runting has exhibited professional excellence by continually raising serious safety concerns through OORs.



FILLING OUT AN OPERATIONS OCCURRENCE REPORT

When filling out and occurrence reports please take note of the following:

- Tick whether you want the report to be confidential or not (Confidential reports are handled personally by Manager Safety and kept under his custody)

* If an Accident please supply a sketch of the site

CONFIDENTIAL NO YES

- Enter in the event date and time

PART A USE BLACK PEN / BLOCK LETTERS [PART B] see over

PRIMARY DETAILS EVENT DATE TIME UTC/LOCAL

- If the originator/person reporting is the PIC then place your name in both the PIC and Originator Field along with your contact details (phone & email). If the person reporting is not PIC please place your name in the ORIGINATOR FIELD. Please be mindful that PIC and ORIGINATOR ARE NOT NECESSARILY THE SAME. For e.g. if someone from Cabin Crew is filling out the report, he/she can fill in the PIC and WITNESS/FIRST OFFICER fields, where as in the ORIGINATOR field he/she will put his/her name along with his/her contact details. This helps safety office to seek further information if required before registering the OOR and assigning.
- Please also fill in the departure details fields along with EVENT LOCATION
- Be mindful that EVENT LOCATION is just as important as the above fields mentioned; this will also help safety office in assigning to correct departments and staff.
- In case of a tech defect or a bird strike where an inspection is required please do the needful to make an AJTL entry and enter the number in the TECH./MAINT. LOG# field.

[P.I.C.] _____ EMP # _____ LICENCE# _____ ACFT. REGO. _____

ACFT. TYPE _____ FLT. No. _____ DATE of DEP. _____ FROM _____ TO _____ Diverted To _____

[WITNESS] / [FIRST OFFICER] _____ EMP.# _____ LICENCE# _____

No. of PAX. _____ No. of TECH CREW _____ No. of CABIN CREW _____ EVENT LOCATION: _____

NUMBER of INJURIES : CREW - FATAL PAX SERIOUS CREW - PAX MINOR CREW - PAX

Originator: _____ Email: _____ Phone: _____

TECH./MAINT. LOG#

DESCRIPTION ACCIDENT / SERIOUS INCIDENT / INCIDENT / (circle the appropriate category)

For ACCIDENT / SERIOUS INCIDENT – NOTIFICATION SIGNAL – Phone OPS. CONTROL (+675) 327 3747
Ref. Corporate Emergency Response Manual Sect. 2.2 WEATHER ACTUALS

Operating Flight Rules- VFR IFR MET Conditions. VMC IMC

Occurrence Description Free Text. (use back page for additional space)

Wind direction _____ Wind Speed _____ kts
Temp _____ °C Light Condition _____
Cloud Ceiling _____ ft Visibility _____ Kms

Precipitation
 NONE Drizzle Fog
 Showers Sleet T/Storm
 Hail Snow unknown

ICING
 light mod. sev nil unknwn

Turbulence
 light mod. sev nil unknwn

SKETCHES REPORTS PHOTOGRAPHS OTHERS (specify)

Input Occurrence Description here

NOTE: COMPLETION OF ALL DETAILS / ITEMS IS NOT MANDATORY. PLEASE PROVIDE INFORMATION AS APPLICABLE.

Effective Risk Assessment Process

Further reading:

1. Air Niugini Safety Bulletin June 2019 available on intranet
2. ICAO DOC 9859 SMS Manual pages 43-48 available online at iata.org
3. CSMS Manual available on PX Controlled Manuals folder.

Introduction: Risk Assessment (RA) is to be carried out whenever any new policy, procedure, equipment is planned to be introduced to the Company/Department which is likely to impact safety/compliance. RA is also carried out as a result of internal and external audit findings, hazard reports, OORs and safety investigations and new initiatives which have the potential to affect operational safety or security. RA is not called for on issues like customer satisfaction, better guest services where safety/compliance is not affected. There were occasions when RA was called for to address better customer experience. RA was not warranted in such a case

Who are involved in RA? The RA may be confined to only one particular Department. For example, changing over from manual to electronic baggage scanning. However, aviation being highly interactive process, more often Risk Assessment involves more than one Department. For example, special handling involves Special Handling Cell, Maintenance, Ground Ops, Company Doctor, Contracted Ground Handler, PIC etc.

RAs involving only one Department may be carried out internally by the Department and the completed RA forwarded to Safety Office either with all points closed or some points are open and need to be actioned by the department by some target date so as to close the same.

RAs involving more than one Department are to be referred to Safety Office who will organise the meeting, follow up the

action points and give approval for the proposal on satisfactory completion of all points.

Central Registration of all RAs by Safety Office: Intimation on proposed RA, along with relevant information, scope and urgency is to be forwarded to Safety Office for registering the RA and providing a registration number which is given sequentially for each Calendar year. Safety Office will endeavour to represent itself in the RA as a facilitator and guide on the risk assessment process, which is complementary to the subject matter expertise (SME) of the Department(s). Safety Office will assist in providing inputs from Safety and Compliance point of view whereas the respective Departments would consider the mitigating action/control methods.

On completion of an RA the same is to be forwarded to Safety Office for follow up and closure.

Some tips while filling the columns in RA Template

- Question – All relevant questions are to be posed.
- Hazards – All hazards associated to the activities performed are to be listed down
- Risk – All outcomes of the hazard are to be identified against each hazard
- Inherent Risk (Risk Score) is to be assigned at for each risk identified. This is achieved by considering the most severe consequence and its likelihood and by referring to the Risk Matrix. For likelihood, you may consider how many time such incident happened in past.
- Control Method & Monitoring – Each inherent risk which is beyond the acceptable level is to be mitigated to bring down the severity or likelihood or both so that the residual risk is within the acceptable level (As Low as Reasonably Practicable, ALARP).
- Action by – Self explanatory
- Due date – Self explanatory

- Status – This could be ‘closed’, ‘open’ or ‘ongoing’ or ‘on first flight’ etc.

Summary: At the end of the RA, a summary of decisions taken is to be highlighted along with conclusions/restrictions/validity of the RA/next review, as applicable.

Risk Rating Chart	Risk Severity - Consequence				
	A. Catastrophic	B. Major	C. Moderate	D. Minor	E. Insignificant
5. Almost Certain	5A	5B	5C	5D	5E
4. Likely	4A	4B	4C	4D	4E
3. Possible	3A	3B	3C	3D	3E
2. Unlikely	2A	2B	2C	2D	2E
1. Rare	1A	1B	1C	1D	1E

Risk Management	Assessment Risk Index	Action Criteria
INTOLERABLE - Extreme	5A, 5B, 5C, 4A, 4B, 3A	Unacceptable under any existing conditions.
HIGH	5D, 5E, 4C, 3B, 3C, 2A, 2B	Tolerable for limited period only – requiring risk mitigation.
TOLERABLE - Medium	4D, 4E, 3D, 2C, 1A, 1B	Acceptable based on risk mitigation. Requires management decision for further risk mitigation. Acceptable after review of operation.
ACCEPTABLE - Low	3E, 2D, 2E, 1C, 1D, 1E	Acceptable – monitoring only.

Any suggestions/comments pertaining to RA template are welcome.

Please contact Safety Office for any assistance.

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