

GFA SMS SAFETY REPORT FORM

CLUB:			
<b>Part 1 - Safety Report</b>			
To be completed by the person identifying the event, error or hazard			
Name of reporter		Report submission date	
Location of event/hazard		Date and time of event	
Describe the event or identified hazard			
Do you have any suggestions on how to prevent similar occurrences? Has any action been taken to minimise hazard?			

Part 2 Initial Safety Risk Assessment using GFA Risk Matrix			
To be completed by the Club Safety Officer (CSO)			
Severity/consequences			
<input type="checkbox"/> 1 Minor	<input type="checkbox"/> 2 Moderate	<input type="checkbox"/> 3 Notable	<input type="checkbox"/> 4 Significant <input type="checkbox"/> 5 Catastrophic
Likelihood			
<input type="checkbox"/> 1 Very Unlikely	<input type="checkbox"/> 2 Unlikely	<input type="checkbox"/> 3 Possible	<input type="checkbox"/> 4 Likely <input type="checkbox"/> 5 Almost certain
Risk Tolerability as per the Risk Matrix (tick)			
<input type="checkbox"/> Low Risk	<input type="checkbox"/> Medium Risk	<input type="checkbox"/> High Risk	<input type="checkbox"/> Extreme Risk
Report Number			
		Date Entered into the Risk Register	
Name of CSO			
		Signature	
Immediate Action Taken			
Does this need to be entered into IRIS?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date and Person completed
Does the CFI or Panel chair need to be informed? If so, dated done		<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the A/W officer need to be informed? If so, date done. <input type="checkbox"/> Yes <input type="checkbox"/> No
Part 3 Safety Committee Review and Closeout			
Actions Taken			
Further Actions to be Taken			
Procedures changed		<input type="checkbox"/> (specify)	
Hazard eliminated		<input type="checkbox"/> (how)	
Risk Register Updated		<input type="checkbox"/> (when)	
Communicated to others By .....		<input type="checkbox"/> club members via ..... <input type="checkbox"/> Regional Safety Officer <input type="checkbox"/> Regional Operations <input type="checkbox"/> Regional Airworthiness <input type="checkbox"/> GFA <input type="checkbox"/> CASA <input type="checkbox"/> Regional clubs <input type="checkbox"/> other .....	
Signed President/ CEO		Date Closed	