Manual for Process of Safety Events

0 MANAGEMENT OF DOCUMENTATION

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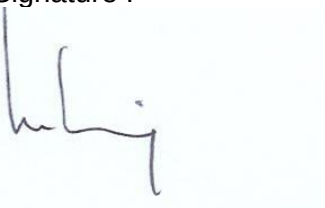
Function: Chief subdivision sécurité ATS Function: Chief subdivision sécurité CNS Date : 28.10.16 Signatures :	Function : Safety manager Date : 28.10.16 Signature :	Function : Director Date :28.10.16 Signature : 

Control List

VERSION	DATE	CONTENT	PAGES MODIFIED	Who
1	28.10.2016	Initial version	All	Chief sub safety ATS Chief sub safety CNS

1 SUMMARY

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2 GOAL

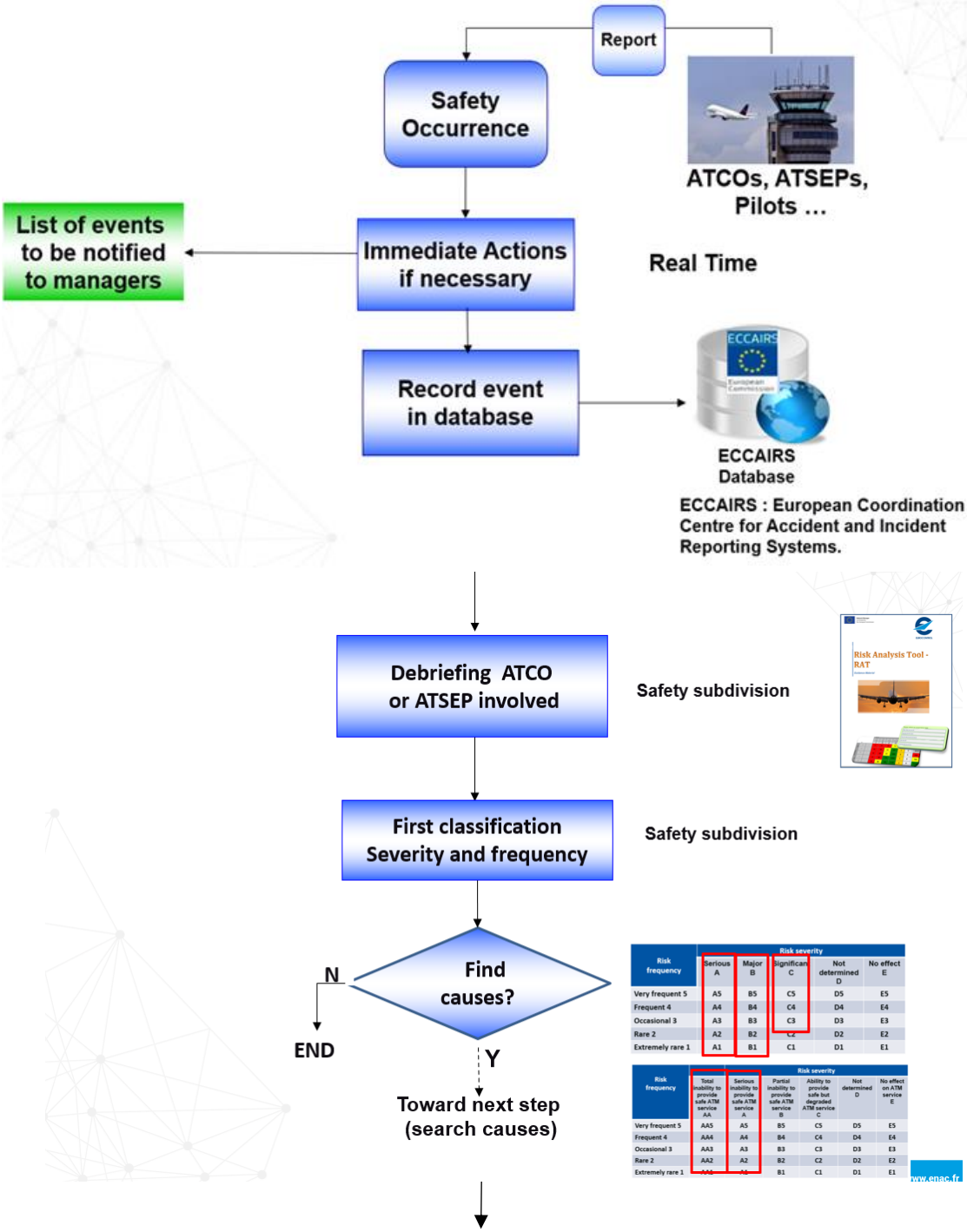
This manual describes the operating mode for processing safety events for the ATS and CNS services.

Safety event processing is carried out by the ATS and CNS safety subdivisions. Safety events are stored in the ECCAIRS database.

The different stages of this process are report, notification, analysis (safety, frequency, causes), corrective actions, feedback.

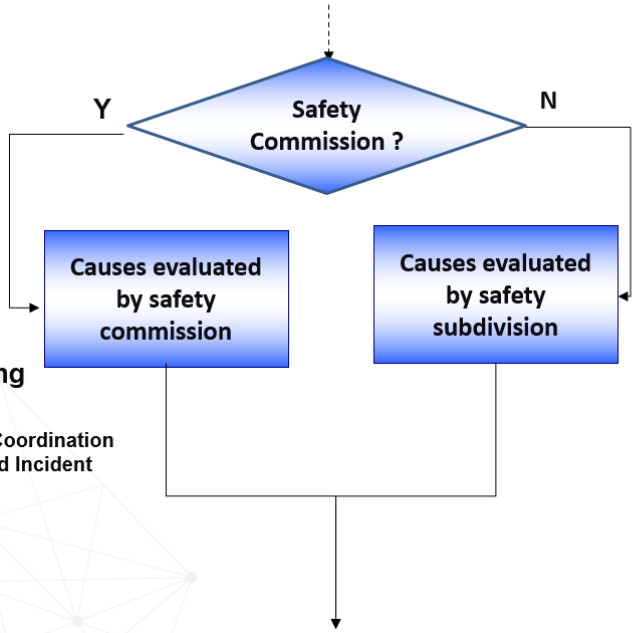
All safety events must be processed within one month of their postponed date.

3 FLOWCHART


Report
Safety Occurrence
ATCOs, ATSEPs, Pilots ...
List of events to be notified to managers
Immediate Actions if necessary
Real Time
Record event in database
ECCAIRS Database
ECCAIRS : European Coordination Centre for Accident and Incident Reporting Systems.
Debriefing ATCO or ATSEP involved
Safety subdivision
Risk Analysis Tool - RAT
First classification Severity and frequency
Safety subdivision
Find causes?
N
END
Y
Toward next step (search causes)
Risk severity
Risk frequency
Serious A
Major B
Significan C
Not determined D
No effect E
Very frequent 5
Frequent 4
Occasional 3
Rare 2
Extremely rare 1
Total inability to provide safe ATM service AA
Serious inability to provide safe ATM service A
Partial inability to provide safe ATM service B
Ability to provide safe but degraded ATM service C
Not determined D
No effect on ATM service E
www.enac.fr

The databases are updated during analysis

ECCAIRS : European Coordination Centre for Accident and Incident Reporting Systems.



A safety commission must be held if the risk (severity + frequency) reaches a high level (defined by provider and CAA).

Risk frequency	Risk severity				
	Serious A	Major B	Significant C	Not determined D	No effect E
Very frequent 5	A5	B5	C5	D5	E5
Frequent 4	A4	B4	C4	D4	E4
Occasional 3	A3	B3	C3	D3	E3
Rare 2	A2	B2	C2	D2	E2
Extremely rare 1	A1	B1	C1	D1	E1

Risk frequency	Risk severity						
	Total inability to provide safe ATM service AA	Serious inability to provide safe ATM service A	Partial inability to provide safe ATM service B	Ability to provide safe but degraded ATM service C	Not determined D	No effect on ATM service E	
Very frequent 5	AA5	A5	B5	C5	D5	E5	
Frequent 4	AA4	A4	B4	C4	D4	E4	
Occasional 3	AA3	A3	B3	C3	D3	E3	
Rare 2	AA2	A2	B2	C2	D2	E2	
Extremely rare 1	AA1	A1	B1	C1	D1	E1	

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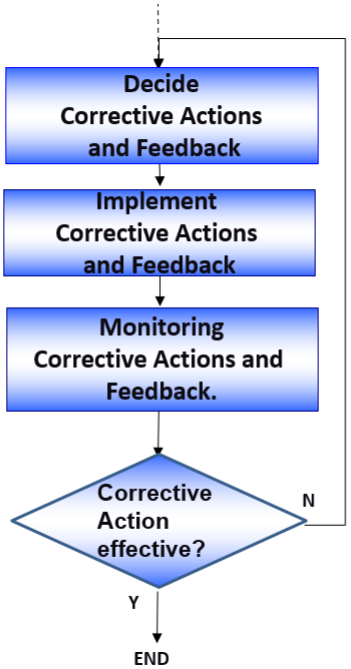

Monitoring commission Chief of ATS or CNS.

Responsible of the Corrective Action. Responsible of the Feedback.

Monitoring commission

Monitoring commission