DOMINICAN CIVIL AVIATION INSTITUTE

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Risk Management and Change Procedure

July 2017

1. OBJECTIVE

Collect and process safety data to identify hazards, assess risks, and implement control or mitigation measures.

2. SCOPE

This procedure applies to all processes of the organization, with special emphasis on operations.

3. DESCRIPTION OF ACTIVITIES

- **Review of the Risk Matrix**

Annually, during the first quarter, the Safety Committee reviews the Risk Matrix. The Risk Matrix can be modified at any time to identify new Hazards.

- **Analysis of the information**

The information is collected and analyzed determining hazard (s), event (s) and consequence(s) to carry out the risk assessment and establish control measures.

- **Determination of existing controls**

The existing controls in the organization (if any) are determined, and whether they are carried out as planned.

- **Risk Analysis**

The probability is estimated that the consequences materialize during the operation, as well as the severity of the possible consequences. For the above, the probability and severity tables are used.

- **Risk assessment level**

Proceed to value the level of risk using the Matrix security risk assessment.

- **Determining the tolerability of risk**

The level of risk obtained is determined. In case the resulting risk level corresponds to **TOLERABLE** or **INTOLERABLE**, proceed with the implementation of actions. The designated person proceeds to implement control measures, updating the Operational Risk Matrix.

- **Determination of Resulting Risk**

The impact of the defense (s) implemented on probability and / or severity is determined. The level of risk and the tolerability index are recalculated. If the risk has been reduced, as much as is possible in reasonable terms, proceed with the dissemination and follow-up otherwise the required actions will be implemented.

Dissemination and Monitoring

The Hazards and controls identified in the Risk Matrix will be disseminated to the Areas involved through different means. The above must be effectively communicated and understood by all the Staff and will be carried out through the SO Communication Process. Likewise the need for training will be made through the Process "Training" .The monitoring of the information included in the Matrix (with special emphasis on control measures) will be carried out by the processes of Management and System Review Audits.

10. OBSERVATIONS

PROBABILITY TABLE

Value	Level	DESCRIPTION OF LEVEL
1	**Extremely Improbable**	Almost inconceivable to happen. It can happen only in exceptional circumstances. It has happened in the industry ever. There is no known experience in the company. Less than 10% chance of occurrence.
2	**Improbable**	It is known that it has happened in the company, in a period of five years. It has occurred several times in isolation in the industry. From 10% to 20% probability of occurrence.
3	Remote	It is unlikely to happen, but not impossible. It is known to have occurred in the company at least once each year. 21% to 45% probability of occurrence.
4	**Occasional**	It has happened many times in the industry. It is known to have occurred several times in the year in the company, at least once every three months in the company. From 46% to 75% probability of occurrence. Greater than 75% probability of occurrence.
5	**Frequent**	It is likely to happen many times. It is the most possible and expected result, almost certain. It is expected to occur in most circumstances. It has occurred frequently in the company, at least once every month in the company.

SEVERITY TABLE

Value	Level	Aircraft Safety	Physical Injury	Damage to Assets	Potential Profit loss	Environmental damage	Corporate Image
1	**Negligible**	Not relevant to aircraft-related safety	No injury	No damage	Without loss	Without effect	Without implications
2	**Minor**	Degrades or affects the operational procedures or performance of the aircraft	Minor Injury	Damage slightly less than $ __	Slight loss Less than $ __	Mild effect	Implication localized and limited
3	**Major**	Partial loss of significant / important aircraft systems or results from the implementation of the flight operations procedure	Serious injury	Substantial damage Less than $ __	Substantial loss less than $ __	Effect content	Regional implication

4	**Hazardous**	Complete failure of significant / important aircraft systems or results in the emergency application of flight operations procedures.	A fatal case	Major damage Less than $ __	Major Loss Less than $ __	Important Effect	National Implication
5	**Catastrophic**	Loss of aircraft / helmet	Several fatal cases	Catastrophic Damage More Than $ __	Massive loss More than $ __	Mass Effect	International implications

RISK ASSESSMENT MATRIX

PROBABILITY	**SEVERITY**				
	5. Catastrophic	**4. Hazardous**	**3. Major**	**2. Minor**	**1. Negligible**
5. Frequent	**(25)**	**(20)**	**(15)**	**(10)**	**(5)**
4. Occasional	**(20)**	**(16)**	**(12)**	**(8)**	**(4)**
3. Remote	**(15)**	**(12)**	**(9)**	**(6)**	**(3)**
2. Improbable	**(10)**	**(8)**	**(6)**	**(4)**	**(2)**
1. Extremely Improbable	**(5)**	**(4)**	**(3)**	**(2)**	**(1)**

MATRIX OF TOLERABILITY

RISK INDEX	**TOLERABILITY**	**REQUIRED ACTION**
15-25	**INTOLERABLE**	Stop the operation or process immediately. Unacceptable under existing circumstances. Do not allow an operation to be carried out until sufficient control measures have been implemented to reduce the risk to an acceptable level. Approval of the Superior Direction is required.
5-12	**TOLERABLE**	Precaution. Ensure that the risk assessment has been successfully completed and preventive controls have been declared. Approval of the Safety Management before the start of the operation or process.
1-4	**ACCEPTABLE**	Acceptable Risk as it exists. Risk mitigation or risk review is optional.