

ROTORUA AIRPORT

Use of SMS:
Occurrence
Reporting
System

Scope

- Why do we need an SMS?
- Components of an SMS
- Just Culture
- Safety Risk Management
- How do we identify hazards?
- Why is occurrence reporting so important?
- What is an occurrence?
- How to report an occurrence?
- What happens next?

Why do we need a Safety Management System?

The aim of safety management is to ensure that there are no holes in the safety net by identifying, monitoring and effectively managing operational hazards and risks.

SMS Components



Just Culture

- Fosters an atmosphere of trust in which people are encouraged to provide essential safety information without the fear of punishment.
- **Focus on behaviours, not outcomes.**
- Drives organisational change.

Safety Risk Management

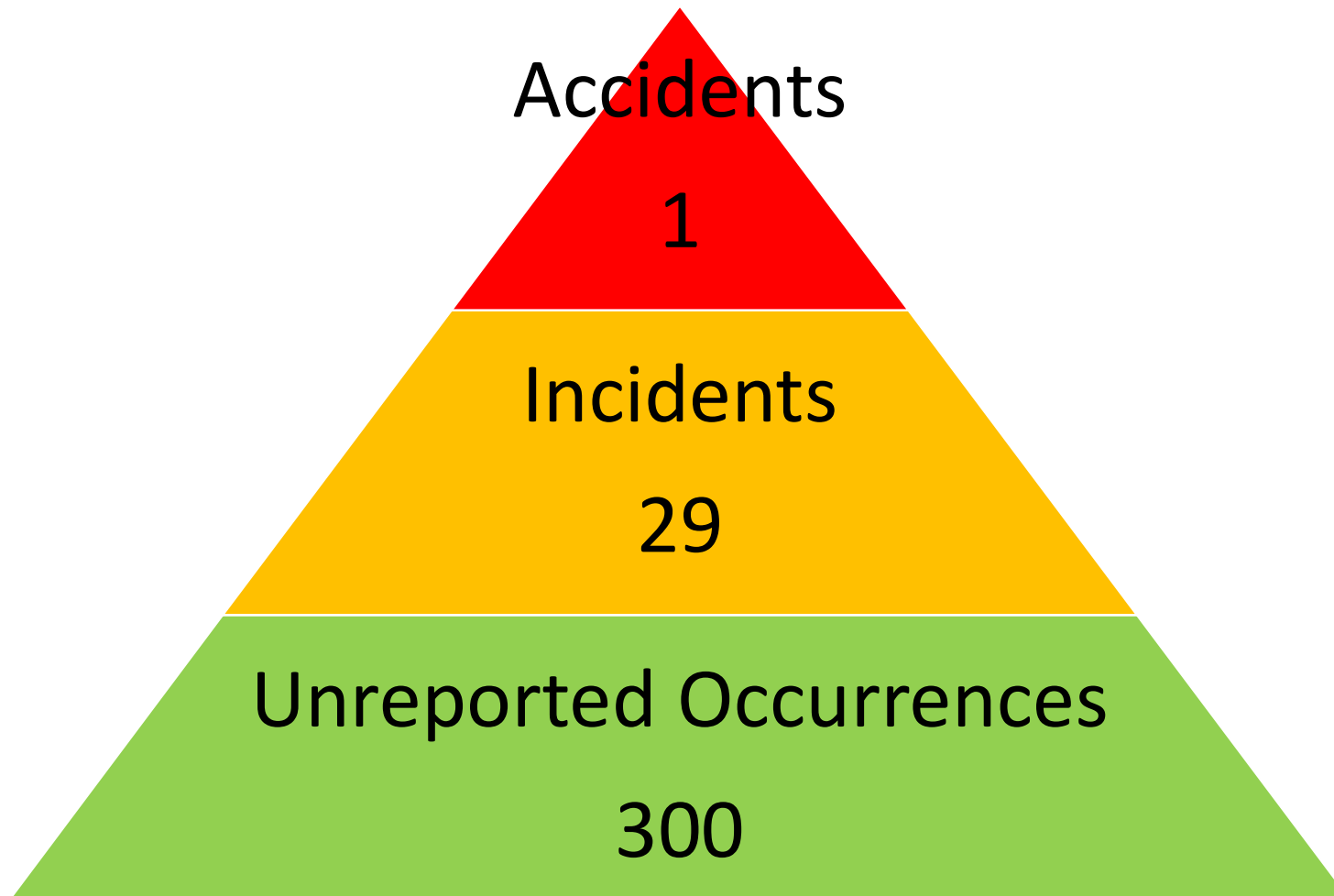
- SRM is the **identification, analysis** and **mitigation** (where possible) of the risks the Airport encounters. Risks come from hazards.
- What is a hazard, and what is a risk?



How do we identify hazards?

1. Occurrence Reporting
2. Safety Assurance Audits
3. Communication of Safety Critical Information

Why is Occurrence Reporting so important?



What is an occurrence?

- An occurrence is defined as any situation that is considered to be unsafe, potentially unsafe or does not conform to “business as usual” processes and procedures.

How to report an occurrence

- Occurrence Reporting Form
- Email reports@rotorua-airport.co.nz
- Spotlight app



ROTORUA AIRPORT
OCCURRENCE REPORT

Once complete please return this form to the Airport Safety Management System Manager or the Airport Fire and Operations Manager. Alternatively an email providing a detailed description of the occurrence can be sent to: reports@rotorua-airport.co.nz

Date:	Time:		
Person Reporting:	Contact details:		
Description of what happened: <i>Please provide as much information as you can regarding the occurrence. This can include a timeline of events, information about who was involved and the actions of those involved. If it is safe to take a picture of what you have seen please provide it with this form. If it would help to draw a diagram to describe the occurrence or you need more space to write please do so on the back of this form.</i>			
Remedial Actions: <i>If appropriate, what actions have been taken to improve the situation?</i>			
Do you have any evidence to support this occurrence report? <i>Examples of evidence include photographs of a situation you consider to be unsafe, or a piece of FOD you have found on the airfield. Only collect evidence if it is SAFE to do so!</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does this occurrence pose a serious or immediate hazard to the safety of aircraft operations at the Airport?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does this occurrence require a NOTAM to be issued?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't know <input type="checkbox"/>
Please provide details on any NOTAM's issued as a result of this occurrence:			
Does this occurrence pose a risk to biosecurity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't know <input type="checkbox"/>
Does the Airport Management team need to be notified immediately?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't know <input type="checkbox"/>
If yes, have you notified them?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't know <input type="checkbox"/>

SM Occurrence Report Number:

What happens next?

1. OR is submitted
2. OR is assessed for Severity to determine whether an investigation is necessary
3. OR writer is notified about the decision
4. If required Safety Investigation is carried out
5. Draft SI is sent to OR writer for comment on report and recommendations
6. SI is reviewed by SM team and recommendations are accepted and implemented