

Hazard Reporting Form

This form should be used to report any airside hazard that has caused or has the potential to cause an accident or incident. Notifications should be sent to BAL as soon as possible after the hazard identified.

You can submit this form with the relevant details to aviation@smairports.com.au

If required the form can be sent anonymously by omitting personal details.

Please identify what kind of safety notification you are reporting

Hazard

Incident

Definition: A hazard is any source of potential damage, harm or adverse health effects on something or someone.	Definition: An instance of damage, harm or adverse health effects on something or someone.	
Name	Date	Aircraft Registration
Location of Hazard/Incident		
Description		

Please circle where you consider the hazard sits on the risk measurement chart.

Root Cause

Suggested Corrective Action

Risk Analysis

This section is to be completed by an authorised BAL representative in conjunction with the reporter

		Risk Severity				
		A	B	C	D	E
Risk Probability	Catastroph C	Hazardous	Moderate	Minor	Negligible	
	5	5A	5B	5C	5D	5E
4	4A	5B	4C	4D	4E	
3	3A	4B	3C	3D	3E	
2	2A	2B	2C	2D	2E	
1	1A	1B	1C	1D	1E	

Signature of Reporter		Date	
Signature of BAL representative			

Risk Matrix Definitions

Likelihood	Meaning	Value
Frequent	Likely to occur many times (has occurred frequently)	5
Occasional	Likely to occur sometimes (has occurred infrequently)	4
Remote	Unlikely to occur, but possible (has occurred rarely)	3
Improbable	Very likely to occur (not known to have occurred)	2
Extremely Improbable	Almost inconceivable that this event will occur	1

Value	Severity/Consequence	Meaning
A	Catastrophic	<ul style="list-style-type: none"> Multiple deaths Equipment destroyed
B	Hazardous	<ul style="list-style-type: none"> A large reduction in safety margins, physical distress or a workload such that the operators cannot be relied upon to perform their tasks accurately or completely. Serious injury Major equipment damage
C	Moderate	<ul style="list-style-type: none"> A significant reduction in safety margins, a reduction in the ability of the operators to cope with the adverse operating conditions as a result of an increase in workload or as a result of conditions impairing their efficiency. Serious incident Injury to persons
D	Minor	<ul style="list-style-type: none"> Nuisance Operating limitations Use of emergency procedures Minor incident
E	Negligible	<ul style="list-style-type: none"> Few consequences