

## Confidential Aviation Hazard Reporting

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The **Confidential Aviation Hazard Reporting System** (Or CAHRS) provides a means of reporting hazards in the aviation system before there is a loss of life, injury or damage.

The CAHRS is open to anyone who wishes to submit a hazard report or safety deficiency confidentially and non-punitively.

CAHRS reports help to identify deficiencies and provide safety enhancement in areas of aviation.

On being received, reports are validated as far as is possible and reviewed with the objective of making the information as widely available as possible whilst maintaining the confidentiality and integrity of the source.

### **How to Report**

The CAHRS is separate to the mandatory reporting system and **does not in any way replace the Accident and Incident Notification Procedures required by Part 12 of the Civil Aviation Regulations (CARS)**.

Should reports be received that fall into the Mandatory Reporting category of Part 12, the reporter will be referred to the correct method of reporting to the Commissioner

So, what are mandatory reports, and what constitutes a hazard, with reference to the Confidential Aviation Hazard Reporting System?

Here are the definitions you need to answer your question...

### **ACCIDENTS AND INCIDENTS**

It is **mandatory** to report Accidents and Incidents to the CAA.

Should reports be received that fall into the Mandatory Reporting category, the reporter will be referred to the correct method of reporting to the Commissioner.

However, the nature of the hazard will still be used for awareness purposes.

**Definitions** (Reference: Part 1 CAR 1997)

#### **Accident**

*An occurrence associated with the operation of an aircraft, which takes place between the time any person boards, the aircraft with the intention of flight until such time as all such persons have disembarked, during which a person is fatally or seriously injured, the aircraft sustains damage or structural failure.*

**Incident** (Reference: Part 1 CAR 1997)

*An occurrence other than an accident associated with the operation of an aircraft, which affects or could affect the safety of aircraft operations.*

#### **Who do you report Accidents and Incidents to?**

Contact: (011) 545 1000 and ask for the *Accident/Incident Investigation section*

### **HAZARDS**

The Confidential Aviation Hazard Reporting System has been made available for you to report all hazards.

**Definitions** (Reference: Part 1 CAR 1997)

#### **Hazard:**

*Any act, omission, event or condition or a combination thereof that could lead to or result in an accident or incident*

#### **Who do you report Hazards to? The CAHRS Administrator**

Confidential Aviation Hazard Reporting System (CAHRS) forms can be collected from the Reception desk at the CAA offices or click [here](#).

Completed forms can be e-mailed to [cahrs@caa.co.za](mailto:cahrs@caa.co.za) or faxed to (011) 545-1453 or submitted at the CAA Reception desk. Mail to – Private Bag X73, Halfway House, 1685

### **Confidentiality**

The CAA's CAHRS provides for the receipt, analysis and de-identification (removing of all information which may relate to the identity of the reporter) of aviation safety reports.

In addition, periodic reports of findings obtained through the reporting system are published and distributed to the public and the aviation community as applicable.

The CAHRS is guaranteed in terms of CONFIDENTIALITY!

A selected team investigates your reports and all identifying details are destroyed once all the required information has been collected.

No information contained within your submitted hazard report will be used for enforcement purposes unless it reveals a definite criminal act or a confirmed repeat offence.

YOU HELP US! By utilizing the CAHRS to its fullest potential, you provide vital information that allows us to conduct thorough trend analysis and PREVENT INCIDENTS AND ACCIDENTS!

### **The PURPOSE and OBJECTIVES of the CAHRS...**

#### ***Purpose***

To provide the means for all to report hazards within our aviation system, on the ground or in the air, whether real or perceived.

The CAHRS collects, analyses, and responds to voluntarily submitted aviation safety incident reports in order to lessen the likelihood of aviation accidents. CAHRS data is used to prevent accidents and incidents through identifying trends, providing information for the aviation community, and strengthening the foundation of aviation human factors safety research.

#### ***Objectives***

To prevent accidents and incidents by identifying hazards before there is a loss of life, injury or damage. To improve the safety awareness of the current aviation community; to enhance the basis for human factors research and recommendations for future procedures, operations, facilities and equipment.

### **ROLES AND RESPONSIBILITIES**

#### **CAA Responsibility**

We will process and investigate every report to the fullest extent with a team of highly experienced and knowledgeable individuals and publish prevention recommendations.



#### **Your Responsibility**

It is imperative to the success of the system that you utilize the CAHRS for all the hazards you identify and adopt all recommendations.

# CONFIDENTIAL AVIATION HAZARD REPORTING SYSTEM (CAHRS)

## Submitter's Details

Please fill in all blanks. This section will be destroyed, no record will be kept.

Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

Information contained in this report shall NOT be used to prosecute the reporter. The CAA will NOT take steps unless advised by the CAHRS Independent Advisory Board. All identities contained in this report will be removed to assure complete reporter confidentiality

## To be completed by all

Select the applicable box and complete the sections affiliated to that section.

This report refers to:	<b>Flight Operations</b>	<b>Cabin</b>	<b>Air Traffic</b>	<b>Ground Hazards</b>	<b>Engineering</b>	<b>Other</b>
	Fill in sections A&D	Fill in sections A&D	Fill in sections B&D	Fill in section D	Fill in sections C&D	Fill in section D

### The event:

Specify hazard type: \_\_\_\_\_  
 Date of occurrence: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

## Section A: Flight Deck and Cabin Crew related Hazard Reports

Crew Position: \_\_\_\_\_ Crew Duty: \_\_\_\_\_  
 Light/Visibility:  Day  Night  Dawn  Dusk  
 Type of operation:  Schedule  Charter  Corporate  Other \_\_\_\_\_  
 Type of aircraft (make/model): \_\_\_\_\_  
 Flight Phase:  Taxi  Takeoff  Climb  Cruise  Descent  
 Approach  Landing  GA  Missed Approach  
**Weather (if applicable):**  
 VMC  IMC  Ice  Snow  Mixed  Turbulence  
 Marginal  Storm  Rain  Windshear  Fog  Other: \_\_\_\_\_

## Section B: Air Traffic related Hazard Reports

Type of aircraft (make/model): \_\_\_\_\_  
 Flight Phase:  Taxi  Takeoff  Climb  Cruise  Descent  
 Approach  Landing  GA  Missed Approach  
 Position of aircraft: Altitude \_\_\_\_\_ feet Distance and radial from airport: \_\_\_\_\_  
 Type of flight  VFR  IFR  SVFR  None  Unkown  
 Flight Plan: \_\_\_\_\_  
 Cloud/Visibility: Ceiling \_\_\_\_\_ feet Visibility \_\_\_\_\_ metres RVR \_\_\_\_\_ metres  
 Name of ATC facility: \_\_\_\_\_  
 ATC service being provided: \_\_\_\_\_  
 Type(s) of airspace: \_\_\_\_\_ (Class A, B, C, D, E, F, G/Special Use Airspace)  
 Control Status  Visual Approach  Radar Control  Radar Vectors  On SID/STAR  
 None  Unknown  Nil Communications  
 Ground Facility:  Communications  Navigation  Surveillance

