

SCSU AVIATION SAFETY MANAGEMENT PROGRAM HAZARD/REPORTABLE INCIDENT FORM (HRIF)

CONFIDENTIAL – FOR AVIATION DEPARTMENT USE ONLY

Instructions:

1. Read the form carefully. Print last name then first name. Use additional spaces for other involved persons, crewmembers or instructors. This form can also be turned in anonymously.
2. Weather and Incident – **check all that apply and circle specific events.**
3. Narrative – neatly write a brief, but thorough description of the incident. If flight-related, include MSL altitude, type of emergency declared (if applicable) or any request for special handling/equipment.
4. Turn in a copy of this form and any other appropriate attachments ASAP to Wright Aero dispatch or SCSU Department of Aviation and provide the original to Mr. Ferguson or Dr. Anderson as soon as possible.

Student / Pilot / Individual Information						
Name of Individual Submitting Report			Title (student, etc.)	Tech ID Number	Highest Rating Held	
Other aircraft occupants/instructors/passengers/witnesses of the event			Title (student, etc.)	Tech ID Number	Highest Rating Held	
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Flight / Event Information						
Incident Date	Incident Time <small>Circle ► Local / Zulu</small>	Aircraft Type	Aircraft N #	City – From/To <u>or</u> Station ID	City Diverted to	Nearest Suitable Airport
Emergency Information						
Emergency Declared <input type="radio"/> YES <input type="radio"/> NO		Emergency Declared on Frequency:			ATC Facility:	
Weather Conditions - Check all that apply		Light and Visibility		Phase of Operation – SELECT ONLY ONE		
<input type="radio"/> VMC	<input type="radio"/> Ice	<input type="radio"/> Dawn	<input type="radio"/> Dusk	<input type="radio"/> Parked	<input type="radio"/> Climb	<input type="radio"/> Landing
<input type="radio"/> IMC	<input type="radio"/> Snow	<input type="radio"/> Daylight	<input type="radio"/> Night	<input type="radio"/> Towing	<input type="radio"/> Cruise	<input type="radio"/> Taxi In
<input type="radio"/> Marginal	<input type="radio"/> Turbulence	Ceiling _____ feet		<input type="radio"/> Hangar	<input type="radio"/> Descent	<input type="radio"/> Parking
<input type="radio"/> Rain	<input type="radio"/> T-Storm	Visibility _____ miles		<input type="radio"/> Taxi Out	<input type="radio"/> Approach	<input type="radio"/> Other
<input type="radio"/> Fog	<input type="radio"/> Wind Shear	RVR _____		<input type="radio"/> Takeoff		
Incident						
<input type="radio"/> Aircraft / Property damage	<input type="radio"/> Flight Controls – Failure / Unsafe	<input type="radio"/> Rejected takeoff				
<input type="radio"/> Air Return – Operational / Mechanical / Medical	<input type="radio"/> FOD	<input type="radio"/> Runway / Taxiway – Incursion / Excursion				
<input type="radio"/> Altitude Deviation/ATC Compliance	<input type="radio"/> Fuel – Reserve / Minimum / Leak / Flow	<input type="radio"/> Safety / Possible accident				
<input type="radio"/> ATC / Communication Failure	<input type="radio"/> Go-Around / Missed Approach (other than training)	<input type="radio"/> Security – Passenger / Airport / Aircraft				
<input type="radio"/> Bird strike / Wildlife strike	<input type="radio"/> Hard / Overweight landing	<input type="radio"/> Severe Turbulence				
<input type="radio"/> Course Deviation	<input type="radio"/> Lightning strike	<input type="radio"/> Safety Program Rule Deviation				
<input type="radio"/> Dispatch – NOTAM / MEL / Release / Weather	<input type="radio"/> Mechanical – Brakes / Flaps / Gear / Hydraulic / Propeller	<input type="radio"/> Stall Warning (other than training)				
<input type="radio"/> Diversion – Operational / Mechanical / Medical	<input type="radio"/> Medical	<input type="radio"/> Tail strike / Wing strike				
<input type="radio"/> Door open / Object departs aircraft	<input type="radio"/> Near Miss / Collision	<input type="radio"/> Terrain separation				
<input type="radio"/> Emergency system failure	<input type="radio"/> Over-flying nearest suitable airport	<input type="radio"/> Thunderstorm penetration				
<input type="radio"/> Engine – Failure / Shutdown	<input type="radio"/> Passenger / Crew – Injury / Illness / Incapacitation / Death	<input type="radio"/> Unstable or irregular approach				
<input type="radio"/> Evacuation / Emergency egress	<input type="radio"/> Non-flight related hazard	<input type="radio"/> W&B / Loading / Limitations				
<input type="radio"/> Fire / Smoke / Fumes		<input type="radio"/> Weather – Icing / Hail damage				
<input type="radio"/> Non-flight related safety event		<input type="radio"/> Wind shear / Wake turbulence				
		<input type="radio"/> Wrong airport / Runway				
		<input type="radio"/> OTHER (Specify on following page)				

