

IDAHO HELICOPTERS SAFETY REPORT

REPORTED BY: (optional)

Name:
E-Mail:
Phone:
Cell Phone:
Organization:
Job Position:
Organization Other:
Date Submitted:

EVENT

Date:	Local Time:	Injuries: Y/N	Damage: Y/N
State:	Location: (Airport, City, Lat/Long)		
<u>Agency/Company:</u>			

Flight Request

Type:	Other:
Dispatch:	Other:
Persons Onboard:	Special Use: Y/N Hazardous Materials: Y/N
Departure Point:	Destination

AIRCRAFT

Type:	Tail #	Manufacturer:	Model:
Pilot:		Other:	

NARRATIVE: (A brief explanation of the event)

CORRECTIVE ACTION: (What was done to correct the problem)

SAFETY REPORT FORM INSTRUCTIONS

The **REPORTED BY** section is associated with the person submitting the SAFETY REPORT. All of these fields are optional. However, this contact information is extremely helpful if it becomes necessary to follow-up with the submitter on a particular issue. This section asks for the name of the person reporting the event, their contact information and the organization they work for. If you choose to submit your name or any other information in this section, it will not appear on the SAFETY REPORT FORM that is available to the general public.

The **EVENT** section asks for the “when” and “where” in addition to damage or injuries. Enter the **Date** in the **mm/dd/yyyy** format, and then enter the **Time** using the 24-hour time format, i.e. **hhmm**. Note that the date is a required field and both the date and time fields will only accept numeric characters. Were there any **Injuries**? **Yes** or **No**. If you select **Yes**, please explain in the narrative. Was there any **Damage**? **Yes** or **No**. If you select **Yes**, please explain in the narrative. The next field in this section is the **State**, which applies to the state where the event occurred. Note that the **State** field is a required entry. In the **Location** field enter the airport, lat and long or landmark. The next section identifies the government agency or company in which Idaho Helicopters is working for. See examples below:

Agency: Bureau of Land Mgt
Agency: Forest Service

Company: Air Saint Lukes
Company: Idaho Power

The **Flight Request** section asks for information that describes the flight at the time of the event. In the **Type** field, describe the type of flight; i.e. EMS, fire, sling, charter etc. Use the **Other** field if you need to further identify the flight type or environment. In the **Dispatch** Field, enter how the aircraft you were utilizing was dispatched and followed in flight. Use the **Other** field to further identify any processes if necessary. Under **Persons Onboard**, enter the total number of people on the aircraft, which includes the pilot(s), all flight crew personnel and passengers. Was the flight **Special Use**, **Yes** or **No**? Many of our flight are special use. In fact, almost all our flights are special use such as EMS, fire, photo, animal herding etc. Were there **Hazardous Materials** onboard, **Yes** or **No**? In **Departure Point**, enter where you departed from, an airport or helibase for example and under **Destination**, enter the intended destination, which could be a hospital, airport or remote site.

The **AIRCRAFT** Section generally applies to the aircraft you are utilizing. However, in the event of an airspace intrusion, conflict or near mid-air, enter as much information as possible about the other aircraft. If there are multiple aircraft involved, list the other aircraft in the narrative section. In the **Type** field, enter the aircraft type; helicopter, airplane, experimental etc. In the **Tail #** field enter the tail number of the aircraft beginning with **N** for US Registered and **C** for Canadian Registered aircraft. In some cases all you may have is the “call sign” such as Air Saint Lukes 1 or Bandit 34 etc. In the **Manufacturer** field, select the manufacturer of the aircraft. In the **Model** field, enter the model number without any spaces or hyphens for example, 429, 205A++, 206L3 etc. In the **Pilot** field enter the pilot’s name, first name then last name. In the **Other** field enter the name of any other employee at Idaho Helicopter that was directly involved.

In the **NARRATIVE** section give a brief description of the event with the facts and outcome of the event. Elaborate on any previous blocks above as necessary.

In the **CORRECTIVE ACTION** section give a brief description of the corrective action that was taken in an effort to prevent the event from reoccurring. Remember, submitting a SAFETY REPORT is not a substitute for resolving the problem and taking on the spot corrective action. SAFETY REPORTS are for tracking and trending purposes.