

## 5.2 Appendix 2 – Confidential Hazard Report Form



### CONFIDENTIAL HAZARD REPORT

This form is a **confidential** means of reporting any concerns you may have about safety within the Club. If you feel that, during the performance of your duties, you experienced or witnessed an event that was potentially unsafe, please complete the form below and send/hand it to a Club Safety Officer. By submitting a report, you will help identify unsound practices or facilities that may compromise the flying school's safety, or ultimately, the safety of Club employees or members. If you have any questions regarding this reporting system, please contact the Safety Officer.

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Fully Describe the Occurrence:**

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**Recommendations for corrective action (if any):**

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**In your opinion, what is the worst possible outcome if this occurrence happened again?**

Catastrophic      Hazardous      Major      Minor

**In your opinion, what is the likelihood of this occurrence happening again?**

Probable      Remote      Extremely Remote      Extremely Improbable

**Identification Number:** \_\_\_\_\_ (Assigned by the Safety Officer)

Name: \_\_\_\_\_ (Your name will be kept confidential)

Please provide your name so that we can clarify any information you have submitted. Once the Safety Officer has investigated the report, this tear off strip will be returned to you with a brief report on what remedial action has been taken to prevent recurrence of this event. **No record of your name will be kept. Use the identification number for all communications with the Safety Officer.**

Identification Number: \_\_\_\_\_ (Assigned by the Safety Officer)