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| **INTRODUCTION** |
| A risk assessment is a process used to identify potential hazards and analyze what could happen if a disaster or hazard occurs. There are numerous hazards to consider, and each hazard could have many possible scenarios happening within or because of it. Management of change (MOC) is defined as the methods and manners in which a company describes and implements change within both its internal and external processes and may have its associated risks. |

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| **PART A – OPERATOR INFORMATION** | |
| Operator Name: |  |
| AOC NO. |  |
| Request for Approval: |  |
| Date: |  |

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| **PART B – APPLICANT DETAILS**  **(Accountable Manager / CEO / Nominated Post Holder as applicable)** | |
| Name: |  |
| Position: |  |
| Telephone: |  |
| Email: |  |

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| **PART C - EVALUATIONS** | | | |
| **SNo** | **Item Descriptions** | **S/US/NC/NA** | **Remarks** |
|  | Has the risk assessment been done using appropriate risk management tools? |  |  |
|  | Has the Operator conducted and submitted a safety risk assessment for all the identified safety implications? |  |  |
|  | Are the proposed mitigations appropriate for the management of the risks assessed? |  |  |
|  | Do the details include the duration of the approval? |  |  |
|  | Has the Operator submitted all relevant documents to support the application? |  |  |
|  | Are there any known safety concerns that are yet to be addressed by the Operator? |  |  |
|  | Are there any known security concerns that are yet to be addressed by the Operator? |  |  |
|  | Has Collection of relevant information for benefit to cross validate available information in order to establish a comprehensive risk picture? |  |  |
|  | Has the applicant proposed alternative means of compliance with safety requirements including mitigation measures to ensure safety is not compromised? |  |  |
|  | Do the factors include public interest and safety factors considered? |  |  |
|  | Has the Operator clearly indicated the factors considered in making the request? |  |  |
|  | Do the details include the reasons why the permission is sought? |  |  |
|  | Has security risk assessment conducted and permission granted by security department? |  |  |
|  | Whether the approval would contravene any provision of the standards and recommended practices of the International Civil Aviation Organization (ICAO) |  |  |
|  | Is the Operator aware of any information on relevant accidents or incidents related to similar conditions either due to or requiring approval? |  |  |
|  | Has the Operator proposes to ensure that an acceptable level of safety will be provided when operating in accordance with the approval if granted? |  |  |
|  | Is the development of a plan for the implementation of the identified mitigation measures? |  |  |
|  | Has the implementation plan includes time frames, responsibilities for mitigation measures as well as control measures that may be defined and implemented to monitor the effectiveness of the mitigation measures? |  |  |
|  | Has Understanding the risks is the basis for the development of mitigation measures, operational procedures and operating restrictions that might be needed to ensure safe operations? |  |  |
|  | Has all risk mitigation measures, whether currently being applied or still under development, are evaluated for the effectiveness of their risk management capabilities? |  |  |
|  | Has hazard identification and analysis done to cover all hazards? |  |  |
|  | Has the risk assessment and development of mitigation measures done? |  |  |
|  | Has flight crew training done?  (If applicable) |  |  |
|  | Has ground staff trained? (If applicable) |  |  |

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| **PART D - TERMS, CONDITIONS AND LIMITATIONS** | |
| The CAA will in the interests of the Aviation Safety impose or specify terms, conditions and limitation to be complied with when granting a permission from the specified requirements. State such Terms, conditions and Limitations below: | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

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| **PART E - Hazards Associated with Granting approval** | | |
| Description of Hazards | Consequence | Conditions/Mitigation Measures |
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| **PART F - DOCUMENTS ATTACHMENT** | | |
| Safety Risk Assessment, Analysis or Aeronautical Studies to justify the application done  *Note: If Yes – Attach Report* | | Alternative Means of Proposed Mitigations  *Note: If Yes – Attach Report* |
| 1 |  | |
| 2 |  | |
| 3 |  | |
| 4 |  | |

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| **FOR CAA USE ONLY** | | | |
| **Title** | **Name of CAA Inspector** | **Signature** | **Date:** |
| **FOI** |  |  |  |
| **AWI** |  |  |  |
| **GOI/DGI** |  |  |  |
| **CSI** |  |  |  |

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| **FLIGHT SAFETY DEPARTMENT - APPROVAL/REJECTION** |

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| Approval Granted/Denied |  |  |
| Date of granted approval |  |  |
| Date of Expiry (if applicable) |  |  |
| **Chief Operations Section (COS) Name** | **Signature** | **Date:** |
|  |  |  |

### **Safety Risk Probability table**

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| --- | --- | --- |
| **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 unlikely to occur (not known to have occurred)** | **2** |
| **Extremely improbable** | **Almost inconceivable that the event will occur** | **1** |

**Safety Risk Severity table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Severity** |  | **Meaning** | **Value** |
| **Catastrophic** | ●  ● | **Aircraft/equipment destroyed**  **Multiple deaths** | **A** |
| **Hazardous** | ●  ●  ● | **A large reduction in safety margins, physical distress or a workload such that operational personnel cannot be relied upon to perform their tasks accurately or completely**  **Serious injury**  **Major equipment damage** | **B** |
| **Major** | ●  ●  ● | **A significant reduction in safety margins, a reduction in the ability of operational personnel to cope with 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** | **C** |
| **Minor** | ●  ●  ●  ● | **Nuisance**  **Operating limitations**  **Use of emergency procedures**  **Minor incident** | **D** |
| **Negligible** | **●** | **Few consequences** | **E** |

### **Safety Risk Matrix**

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| --- | --- | --- | --- | --- | --- |
| **Safety Risk** | **Severity** | | | | |
| **Probability** | **Catastrophic A** | **Hazardous B** | **Major C** | **Minor D** | **Negligible E** |
| **Frequent 5** | **5A** | **5B** | **5C** | **5D** | **5E** |
| **Occasional 4** | **4A** | **4B** | **4C** | **4D** | **4E** |
| **Remote 3** | **3A** | **3B** | **3C** | **3D** | **3E** |
| **Improbable 2** | **2A** | **2B** | **2C** | **2D** | **2E** |
| **Extremely improbable 1** | **1A** | **1B** | **1C** | **1D** | **1E** |

### **Safety Risk Tolerability**

|  |  |  |
| --- | --- | --- |
| **Safety risk index range** | **Safety risk description** | **Recommended action** |
| 5A, 5B, 5C, 4A, 4B, 3A | INTOLERABLE | Take immediate action to mitigate the risk or stop the activity. Perform priority safety risk mitigation to ensure additional or enhanced preventative controls are in place to bring down the safety risk index to tolerable. |
| 5D, 5E, 4C, 4D, 4E, 3B, 3C, 3D, 2A, 2B, 2C, 1A | TOLERABLE | Can be tolerated based on the safety risk mitigation. It may require management decision to accept the risk. |
| 3E, 2D, 2E, 1B, 1C, 1D, 1E | ACCEPTABLE | Acceptable as is. No further safety risk mitigation required. |