

Safety Reporting System

The Ottawa Flying Club

Understanding SRS



The Ottawa Flying Club's Safety Mission is to foster a safety-first attitude towards aviation and flight training operations.



Ottawa Flying Club Company Operations Manual (OFCCOM) Section 1.7.1 highlights the Non-Punitive Reporting Policy.



OFCCOM Section 2.1 highlights the Club's overall Safety Policy

OFCCOM 1.7.1

- ◆ Non-Punitive Reporting is paramount to the success of our safety culture
- ◆ Under this policy, it is understood that errors do and will occur in our dynamic training environment
- ◆ Reporting of errors, incidents, or general concerns and observations is non-punitive – meaning that provided intentional non-compliance (negligence) is not the root cause of the report – staff, students, and flying members will not face disciplinary action as a result of the report(s)
- ◆ Regulatory violations – CARs violations – are **not** covered by the Non-Punitive Reporting policy. Pending an investigation, disciplinary action may be considered by the Club and/or Transport Canada.

OFCCOM 2.1


- ◆ Working towards a safety aviation training environment, the Club has made a commitment to improving safety practices in and around our operations
 - ◆ Develop an embed a safety culture in all activities,
 - ◆ Clearly defined responsibilities for the development of aviation safety strategies,
 - ◆ Minimize risk associated with our operations,
 - ◆ Actively improve our safety processes,
 - ◆ Comply with, and exceed where possible, legislative and regulatory standards, and
 - ◆ Establish a training program to promote safety with all staff, students, and members.



A lifebuoy with two vertical stripes is floating in dark, rippling water. The scene is dimly lit, creating a somber and urgent atmosphere. The text 'Safety Reporting System' is overlaid in white, serif font across the center of the image.

Safety Reporting System

SRS Procedures

- ◇ Reporting safety incidents, occurrences, or other safety-related issues at the Club is done through our SRS portal
- ◇ Safety Reports can be completed anonymously, or you may identify yourself to the Safety Officer. This is especially crucial if you would like a follow-up, or if a follow-up interview is required post-incident. Refer to OFCCOM Section 1.7.1 for our Non-Punitive Reporting policy.
- ◇ To be clear: the Safety Officer is the only person who will see names associated with an SRS. The General Manager and/or Chief Flight Instructor will not see your name.
- ◇ Ensure to include as much detail surrounding the event as possible. This will help the Safety Officer in their duties of fact-finding and ensuring appropriate corrective actions are taken, if required.
- ◇ Corrective Actions  Discipline

SRS Procedures

- ◇ What should be reported? **ANYTHING** you think should be reported!
 - ◇ Flight training safety issues, fuel spills, oil spills, mechanical faults with aircraft, mechanical faults with ground servicing equipment, security issues (i.e., someone going airside without proper documentation), transient aircraft issues, the list goes on!
 - ◇ If you believe that safety is impacted in any way, then fill out a report. The Safety Officer will determine if it requires follow-up

SRS Procedures


How to File a Report With an Active Flight:

Every flight that is dispatched will have a new mandatory field to complete prior to submitting your flight times.

You must select either Yes or No to Submit Safety Report to be able to close your flight.

Selecting “No” will close your flight normally.

Selecting “Yes” will bring you to the “Submit Operational Safety Report” page.

Enter Watch / Hobbs Times  **OTTAWA FLYING CLUB
DAILY FLYING RECORD**

Watch Times - C-GBRO (Cessna C-172M)
Enter all watch times in local time, using 24-hour format

Sat, Apr 6 - Night ends at 8:02 EDT (10:02 UTC), Night starts at 20:08 EDT (00:08 UTC)

Flight / Route: CYOW - To

| Flight Time (EDT) | | Air Time (EDT) | |
|-------------------|-------------|----------------|-----------|
| Engine Start | Engine Stop | Wheels Up | Wheels Dn |
| hh : mm | hh : mm | hh : mm | hh : mm |
| Flight Time: -- | | Air Time: -- | |

Flight recorded as:
 Dual Solo Rental
 Intro Tour Non-Rev
 DNCO, enter explanation:

Briefing: 0.2

Submit Safety Report? Yes No

Entered By: Password:

Content © 2024 The Ottawa Flying Club
Please direct any questions regarding Flight Operations to OFC Desktop, 613-523-2142
Application © 2000-2024 FLIGHT-SHEETS.COM
Application Support / Site Feedback
Privacy Policy - Application version: 5.111.0.

SRS Procedures

- ◇ Start by entering the date and time of the event.
- ◇ Time will be entered as LOCAL.
- ◇ Be as accurate as possible as this will aid us should we need to pull FlightRadar or FlightAware logs.
- ◇ An accurate date/time will also help in assist in putting together a timeline of events.

Submit an Operational or Safety Report ✕

All fields are required except where specifically identified as *optional*.

Date/Time of Incident: EDT

Anonymous Submission? Yes No

Name:

Phone:

EEmail:

Location (ICAO):

Type of Report:

Aircraft:

Description of Incident/Event:

Characters left: 1000

Okay

SRS Procedures

- ◆ Enter your name.
- ◆ Including your name, such as in this example, will allow us to collect more information, if required, to help determine root cause of the report.
- ◆ While you are under no obligation to identify yourself in a report, it is highly encouraged you do so to aid in the fact-finding process.
- ◆ Refer to OFCCOM Section 1.7.1 for our Non-Punitive Reporting Policy.

Submit an Operational or Safety Report ✕

All fields are required except where specifically identified as *optional*.

Date/Time of Incident: 2024-04-06 13 00 EDT

Anonymous Submission? Yes No

Name: John Smith

Phone: (optional)

E-Mail: (optional)

Location (ICAO):

Type of Report: Select...

Aircraft: Select...

Description of Incident/Event: Max 1000 characters
Characters left: 1000

Okay

SRS Procedures

- ◇ Enter your phone number.
- ◇ Remember, the more information we can collect, the better the odds of determining root cause of safety issues and ensuring we can effectively mitigate them.

Submit an Operational or Safety Report ✕

All fields are required except where specifically identified as *optional*.

Date/Time of Incident: 2024-04-06 13 00 EDT

Anonymous Submission? Yes No

Name: John Smith

Phone: 613-555-5555 📞

EMail: (optional)

Location (ICAO):

Type of Report: Select...

Aircraft: Select...

Description of Incident/Event: Max 1000 characters
Characters left: 1000

Okay

SRS Procedures

- ◆ Enter your e-mail address.
- ◆ Staff should use “@OFC” email, while Algonquin students should use “@Algonquin” email.
- ◆ Personal e-mails should only be used for private members, or those students not associated with Algonquin College.

Submit an Operational or Safety Report ✕


All fields are required except where specifically identified as *optional*.

Date/Time of Incident: 2024-04-06 13 00 EDT


Anonymous Submission? Yes No


Name: John Smith

Phone: 613-555-5555

E-Mail: john.smith@email.com 

Location (ICAO):

Type of Report: Select... 

Aircraft: Select... 

Description of Incident/Event: Max 1000 characters

Characters left: 1000

Okay

SRS Procedures

- ◆ Enter the location of the reportable event.
- ◆ If the event took place while airborne, enter the airport of departure.
- ◆ If you are on a multi-leg cross-country flight, you should enter the airport of most recent departure.
 - ◆ I.e., CYOW-CYGK-CYRP-CYOW with an issue between Kingston and Carp should be entered as “CYGK”.

Submit an Operational or Safety Report ✕

All fields are required except where specifically identified as *optional*.

Date/Time of Incident: 2024-04-06 13 00 EDT

Anonymous Submission? Yes No

Name: John Smith

Phone: 613-555-5555

Email: john.smith@email.com

Location (ICAO): CYOW

Type of Report: Select...

Aircraft: Select...

Description of Incident/Event: Max 1000 characters
Characters left: 1000

Okay

SRS Procedures

- ◇ Selecting the Type of Report allows us to categorize the safety event for tracking purposes.
- ◇ Select between:
 - ◇ In-Flight/Training
 - ◇ As the title suggests
 - ◇ Airside Operations
 - ◇ Anything to do with the ramp (i.e., fuel spill)
 - ◇ Maintenance
 - ◇ Anything to do with the overall maintenance of the aircraft (i.e., seat not adjusting) OR facilities (i.e., sim building door not closing)
 - ◇ Regulatory Compliance
 - ◇ CARs violations, TC reportable, PCC reportable
 - ◇ Security
 - ◇ Anything to do with physical security of the facilities or ramp

Submit an Operational or Safety Report ✕

All fields are required except where specifically identified as *optional*.

Date/Time of Incident: 2024-04-06 13 00 EDT

Anonymous Submission? Yes No

Name: John Smith

Phone: 613-555-5555

EMail: john.smith@email.com

Location (ICAO):

Type of Report:

Aircraft:

Description of Incident/Event: Max 1000 characters
Characters left: 1000

Okay

SRS Procedures

- ❖ Select your aircraft, if required.
- ❖ You should select “None” if the report is not concerning an aircraft (i.e., a facilities issue).

Submit an Operational or Safety Report ✕

All fields are required except where specifically identified as *optional*.

Date/Time of Incident: 2024-04-06 13:00 EDT

Anonymous Submission? Yes No

Name: John Smith

Location (ICAO): [Dropdown]

Type of Report: [Dropdown]

Aircraft: [Dropdown]

Description of Incident/Event: [Text Area]

Dropdown Menu Content:

- Select...
- None
- Other Aircraft (not listed)
- C-FEVJ (Cessna C-150M)
- C-GFXL (Cessna C-150M)
- C-GNBL (Cessna C-150M)
- C-GQNF (Cessna C-150M)
- C-FRFQ (Cessna C-172M)
- C-GBRO (Cessna C-172M)
- C-GPVO (Cessna C-172M)
- C-GYDG (Cessna C-172N)
- C-FTD3 (RedBird MCX)
- Non-Fleet (Private) Aircraft
- C-GMTT (Beechcraft 26)
- C-GFNI (Cessna 182)
- C-GDBM (Cessna 206)
- C-GLIF (Cessna C-150M)
- C-GUHW (Cessna C-172M)
- C-FCXU (Diamond DA 40)
- C-FWST (Piper PA-28-180)
- C-GWDH (Piper PA-28-180)
- C-GTLX (SOCATA TB 20)

SRS Procedures

- ◆ Be descriptive in your report. Ensure your description is clear, concise, and complete. The more information we have, the better we can address the concerns.
- ◆ In this example, a student has started the engine in Bay 1, which is against policy (OFCCOM 2.4.4).
- ◆ The investigation to follow could reveal that the student:
 - ◆ Forgot the policy, or
 - ◆ Did not know of the policy.
 - ◆ This would result in a review of the Engine Starting Areas policy in OFCCOM 2.4.4 with the student, the instructor, dispatcher (if they were sign-out authority), and/or line staff.

Submit an Operational or Safety Report ✕

All fields are required except where specifically identified as *optional*.

Date/Time of Incident: 2024-04-06 13 00 EDT

Anonymous Submission? Yes No

Name: John Smith

Phone: 613-555-5555

Email: john.smith@email.com

Location (ICAO): CYOW

Type of Report: Airside Operations

Aircraft: C-FEJ (Cessna C-150M)

Description of Incident/Event: Solo student started engine in Bay 1
Characters left: 964

Okay

SRS Procedures

- ◇ Selecting “No” with “Anonymous Submission” removes the fields for:
 - ◇ Your name,
 - ◇ Your phone number, and
 - ◇ Your email address.

Submit an Operational or Safety Report ✕

All fields are required except where specifically identified as *optional*.

Date/Time of Incident: **EDT**

Anonymous Submission? Yes No

Location (ICAO):

Type of Report:

Aircraft:

Description of Incident/Event:

Characters left: 841

SRS Procedures

- ◆ Fill out the remainder of the form as detailed in previous steps, being as detailed as possible.
- ◆ While you have the right to submit reports anonymously, consider the impact to the fact-finding steps.
- ◆ In this example, the aircraft was snagged for a possible engine issue after shut-down and an SRS filed.

Submit an Operational or Safety Report

All fields are required except where specifically identified as *optional*.

Date/Time of Incident: 2024-04-06 13 00 EDT

Anonymous Submission? Yes No

Location (ICAO): CYOW

Type of Report: Maintenance

Aircraft: C-FEVJ (Cessna C-150M)

Description of Incident/Event:

Upon start, we noticed a violent vibration at idle power. We increased RPM to 1500 and the vibration became worse. We decided to shut-down and DNCO the flight.

Characters left: 841

Okay

SRS Procedures

- ◆ This SRS would be sent to maintenance by the Safety Officer for further investigation, where they may elect to contact the pilot to gather further details, if required.
 - ◆ This may not happen for several days!
- ◆ If you snag an aircraft, an SRS should accompany it - but this is not mandatory. This is done for tracking purposes.
- ◆ NOTE: Submitting an SRS report for a maintenance item **DOES NOT snag the aircraft or remove it from service.**

Submit an Operational or Safety Report ✕

All fields are required except where specifically identified as *optional*.

Date/Time of Incident: 2024-04-06 13 00 EDT

Anonymous Submission? Yes No

Name: Jane Smith

Phone: 613-555-5555

E-Mail: jane.smith@email.com

Location (ICAO): CYOW

Type of Report: Maintenance

Aircraft: C-FEVJ (Cessna C-150M)

Description of Incident/Event: Upon start, we noticed a violent vibration at idle power. We increased RPM to 1500 and the vibration became worse. We decided to shut-down and DNCO the flight.
Characters left: 841

Okay

SRS Procedures

- ◇ This SRS would be sent to maintenance by the Safety Officer for further investigation, where they may elect to contact the pilot to gather further details.
 - ◇ This may not happen for several days!
- ◇ If you snag an aircraft, an SRS should accompany it – but this is not mandatory. This is done for tracking purposes.
- ◇ NOTE: Submitting an SRS report for a maintenance item **DOES NOT snag the aircraft or remove it from service.**

Submit an Operational or Safety Report

All fields are required except where specifically identified

Date/Time of Incident: 2024-04-10 10:00 EDT

Anonymous Submission? Yes No

Name:

Phone:

Location (ICAO):

Type of Report:

Aircraft:

Description:

Incident:

This does not relieve you of snagging and aircraft under CARs 406.41

SRS Procedures

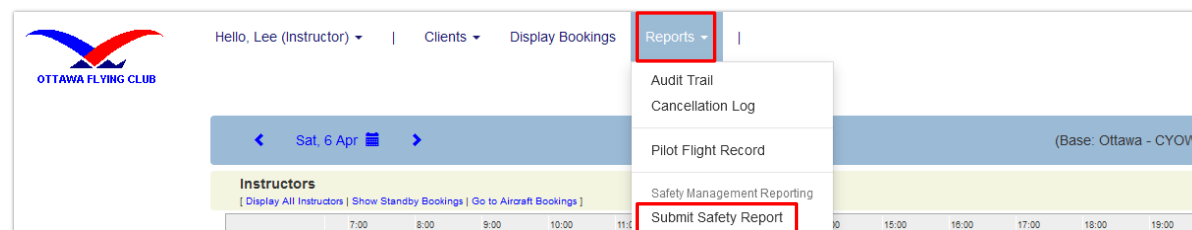
How to File a Report Without an Active Flight:

First, log into the Booking System using your credentials. Note: You still have the option of submitting anonymously.

Then, select “Reports” in the upper tray.

Finally, select “Submit Safety Report” under the Safety Management Reporting tab.

Repeat the steps as in the previous slides. The only difference, is where you access the form!



Safety Reporting and You



Safety at the Ottawa Flying Club
starts – and rests – with YOU!



See something, say something.



THANK YOU!