



Ministry of Defence

Directorate of Aviation Regulation and Safety

Aviation Safety Information Management System



User Guide

Version 1.0 – Oct 09

including the Defence Flight Safety Occurrence Report Aide Memoire

www.asims.r.mil.uk

CONTENTS

CONTENTS	1
INTRODUCTION.....	2
Help and Advice	2
GENERAL INFORMATION.....	3
History of Flight Safety Reporting	3
D-FSOR and ASIMS.....	3
System Security Classification.....	4
Personal Log-on Details	4
The Reporting Process.....	4
ASIMS Roles and User Groups	6
Configuration Control and Audit.....	6
Attachments and Related Reports.....	6
HOW TO FIND ASIMS.....	7
REPORTER	8
To Raise an ASIMS Report	8
THE ASIMS WELCOME SCREEN	10
MAINTAINER.....	12
OCCURRENCE MANAGER	16
COMMENTATOR.....	21
FILTER AND SEARCH REPORTS	23
The following page numbers are prefixed AM	
DEFENCE FLIGHT SAFETY OCCURRENCE REPORT (D-FSOR).....	1
INTRODUCTION	1
PURPOSE OF THIS AIDE MEMOIRE.....	1
WHAT TO REPORT WITH A D-FSOR.....	2
WHAT NOT TO REPORT WITH A D-FSOR	3
WHO FILLS IN A D-FSOR?.....	3
HOW TO REPORT WITH A D-FSOR.....	4
REPORTER'S SECTION.....	5
MAINTENANCE SECTION.....	13
OCCURRENCE MANAGER SECTION	15
REPORTING TIMESCALES.....	17
D-FSOR FOLLOW UP REPORT	17
HOW TO HF CODE 'CONTRIBUTORY FACTORS' WITH THE ASIMS TAXONOMY ..	18
HOW TO DISTRIBUTE A D-FSOR.....	23
SECTION O DROP DOWN FIELDS.....	25
D-FSOR GLOSSARY	29
D-FSOR CONTACT NUMBERS.....	29
The following page numbers are prefixed Endnote	
GLOSSARY	1
INDEX.....	2

INTRODUCTION

This User Guide is intended to be an easy-to-use guide for all personnel within the Defence Aviation Community who use the Aviation Safety Information Management System (ASIMS).

It is split into a number of sections, each one aimed at the individuals carrying out the various roles within the system. These roles are:

- Reporter of the occurrence
- Maintainer involved with the occurrence
- Occurrence Manager for the occurrence
- Commenter on the occurrence
- General User of the system

In addition, the User Guide has a section of general advice and guidance regarding ASIMS, along with a section dedicated to the Defence Flight Safety Occurrence Report (D-FSOR) – see the [General Information](#) section for more information on the relationship between D-FSOR and ASIMS.

Help and Advice

If you have any queries or questions regarding ASIMS and/or D-FSOR, or would like to suggest amendments to this User Guide, please contact the DARS Project Team:

ASIMS Project Managers

email: DARS-OccSO2@northolt.raf.mod.uk

or DARS-EngFWSO2@northolt.raf.mod.uk

tel: 0208 833 8081 (Milnet: 95223-8081)

or 0208 833 8072 (Milnet: 95223-8072)

ASIMS System Manager

email: DARS-OccStatsSNCO@northolt.raf.mod.uk

tel: 0208 833 8082 (Milnet: 95233-8082)

GENERAL INFORMATION

From 'Day 1' of basic training, everyone in the Defence aviation community is taught the importance of reporting Flight Safety occurrences. Only by reporting these occurrences can action be taken to prevent recurrence, or, even more importantly, prevent a still more serious incident.

History of Flight Safety Reporting

Between 1972 and early 2009, flight safety reporting was carried out using the Military Signal Messaging System, utilising a defined reporting framework. This data was codified (i.e. classified according to the details of the reported event) to enable effective searching of the data at a later date. The data was stored in a database called Pandora, which was state-of-the-art in the 1970s, but became increasingly difficult and expensive to maintain after the turn of the century. In addition, the codification system being used in Pandora was fairly crude, having developed over the years without academic rigour – this meant that searches for data from the Pandora database gave hit-and-miss results dependent on the way the question was asked.

The limitations of the historic reporting system made it clear to flight safety staff that an improved reporting and analysis methodology was required to improve flight safety reporting and thereby hopefully prevent undesirable events happening. Attempts to address this problem in the early 'noughties' were thwarted by spiralling costs of a bespoke IT system which was struggling to cope with the limitations of the Defence IT infrastructure. This caused the project to be cancelled in late 2007, when a new project was started to identify and procure an off-the-shelf IT solution. After much research and a comprehensive bidding and evaluation process, the Vistair SafetyNet¹ system was chosen as the preferred solution in mid-2008. Development work then commenced to ensure that the web-based product could be utilised at all Defence locations, including contractor sites, as well as ensuring that viable reversionary back-ups were in place for those Defence locations that had no web access (in particular, out-of-area locations).

D-FSOR and ASIMS

The first step in establishing the new reporting system was to introduce a revised and improved reporting format which was able to better capture the required data of the event than the old signal-based system. The Defence Flight Safety Occurrence Report was introduced Defence-wide on 2 Apr 09 and was generally received well by the Defence aviation community. It was, and remains, a form which can be completed electronically (or in hard copy or signal format for those who do not have access to IT). It is transmitted primarily by email (or signal, fax or post for those without IT access). It improves on the old system of Pandora classification by introducing a new codification system, the ASIMS Taxonomy, which is based on the established and academically-approved Human Factors Analysis and Classification System (HFACS)², which was originally developed by the US Navy and has been amended to work within the UK Defence aviation community. The majority of the codification activity is carried out at the unit reporting the event – this makes for an improved accuracy of codification than the old flight safety system (where the codification activity was done at staff level, well detached from the 'coal face').

¹ <http://vistair.com/>

² <http://safetycenter.navy.mil/media/approach/issues/julaug04/HumanFactors.htm>

Notwithstanding that the electronic D-FSOR is easier to complete than a report in the old system, it was always the intention of the D-FSOR / ASIMS project to further ease the reporting burden by making the D-FSOR available as a web-based form (which could then be updated as a 'live' document). If D-FSOR is considered the 'message', then the Aviation Safety Information Management System (ASIMS) can be considered the 'bearer' into which all D-FSOR data is fed (this D-FSOR data may be fed straight into the database by the reporter, or fed in through an electronic format D-FSOR, or fed in through any of the D-FSOR reversionary reporting methods (signal, fax or post)).

The ASIMS database was switched-on at DARS on 2 Apr 09 and a representative selection of 6 units across the Defence aviation community were chosen as Field Development Units to start using the system directly a month later. This development work helped to iron-out a number of bugs and glitches with the system's implementation, as well as helping to better define exactly the details of how the system would be used across Defence aviation. The whole ASIMS package was released to the remainder of the Defence aviation community on 1 Oct 09, although this was a nominal 'launch' date, as not all unit were ready to convert at this time (however, this date was considered the 'critical mass' point).

System Security Classification

ASIMS is an unclassified system and therefore sensitive information can not be entered on to it. This fact does not mean that events should not be reported on ASIMS. Generally, the flight safety-relevant information related to an event will have no security restrictions (i.e. that information which could be used to identify remedial actions to prevent recurrence). The guidance given to users is to include only unclassified information in your report. To give an example, if a flight safety event occurs in an operational theatre and it is considered by the reporter that the location, height and role of the aircraft may be classified, then do not put this information in the report. Alternatively, if this information is considered of material importance to the event, the D-FSOR *must* be raised either as an electronic or hard copy form and transmitted using a medium appropriate to the security classification given to the report (iaw JSP 440); front line command and flight safety staff with appropriate security vetting will then decide whether the report will be entered onto ASIMS, and which data to redact from the report to allow this.

In deciding the security classification of a D-FSOR, the general principle is to keep the classification as low as possible. *The inclusion of aircraft registration details in the D-FSOR does not on its own warrant a classification of RESTRICTED.*

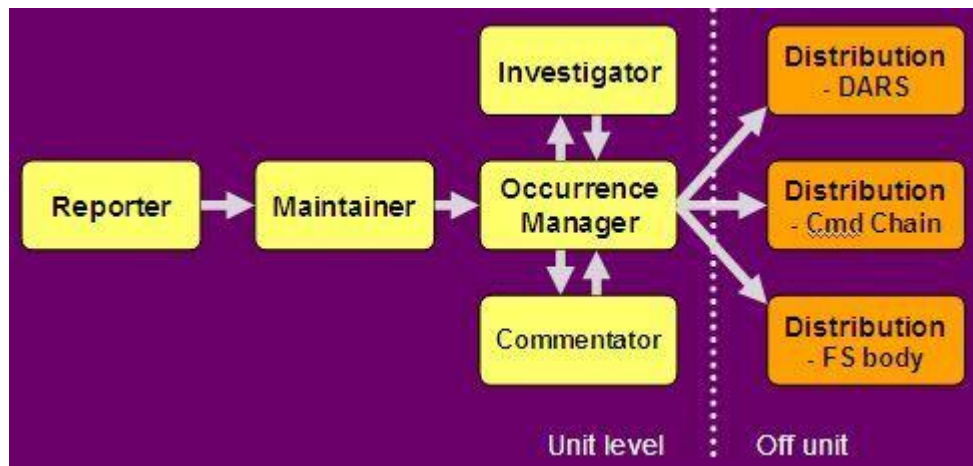
Always use a transmission medium appropriate the classification of your D-FSOR.

Personal Log-on Details

All users other than Reporters will be issued with a username (based on Service Number or Staff Number) and a password. These log-on details are to be used only by the individual to whom they are issued (iaw JSP 440). Do not share ASIMS account details.

The Reporting Process

The process of reporting a flight safety event using ASIMS is shown in the diagram below:



The Reporter is the originator of the report and raises the report either directly through ASIMS or by using a D-FSOR (either via the e-form or via hard copy D-FSOR or signal format). A Reporter using ASIMS does not need an ASIMS log-on – the report is submitted ‘anonymously’ (in this context, ‘anonymously’ means that ASIMS does not know the identity of the Reporter, however, the Reporter must still enter his/her personal details in the relevant fields with the D-FSOR).

The report always goes from the Reporter to the Maintainer of the local organisation. The reason for this is because Reporters do not have to log on to the system and so are unable to define exactly where their form is distributed to. The system therefore takes the location data (i.e. Ship/Station and Unit/Sqn) and forwards the report to the Maintainers for action (since most reports will actually require some maintenance input). If there is no Maintainer input (e.g. for an Airprox submission), the Maintainers can then simply forward the report to the local Occurrence Manager (or the Occurrence Manager can retrieve it himself/herself). Maintainers involved in the administration of ASIMS will require a system log-on ID.

Once Maintenance input is complete, the report is forwarded to the Occurrence Manager. The Occurrence Manager is the individual (or individuals) who is/are responsible for flight safety at the local level (e.g. the Stn or Unit Flight Safety Officer). This role manages the staffing of the report on unit, ensuring that any further investigation into the event is carried out where required, and ensuring that remedial actions are carried out where appropriate. In addition, the Occurrence Manager is the person who codifies the event (according to the ASIMS Taxonomy). Once on-unit staffing has been completed, the Occurrence Manager distributes the report off-unit to any interested parties (e.g. front line command, single-Service flight safety organisations, DE&S Project Teams, and DARS). The Occurrence Manager can close and re-open the report as required.

Commentators are ASIMS users who are able to add their comments to ASIMS records. On unit, personnel such as the Stn / Unit Cdr, the Sqn / Flt OC, the senior maintainer or senior air traffic controller will invariably be assigned as Commentators. The Occurrence Manager can send any ASIMS report to these Commentators for their action.

The off-unit users of ASIMS will normally be set up as Commentators, to give them the ability to add their views to the report. Their role within ASIMS could be set up so that they receive all reports from a particular unit and/or aircraft type, or they may receive reports on an ad hoc basis (i.e. when another ASIMS user decides to send a report to them for

comment). Alternatively, they can search the ASIMS database for all reports in which they have an interest and add comments as they see fit.

ASIMS Roles and User Groups

Users within ASIMS, that is those personnel with a log-on for the system, will be assigned to one role and one or more User Group(s). The role assigned is as defined in the previous section (Maintainer, Occurrence Manager and Commentator). The User Group is the method of defining which of the reports that are submitted into ASIMS you are made aware of. For example, you may be assigned to your sqn maintainer group, along with other key members of the local maintenance team, so that you are made aware of any local reports which require maintainer input. Anyone within a particular group can carry out the action required on behalf of the group (e.g. WO Eng may complete the maintenance input on behalf of the rest of the maintenance group – and the rest of the group will be able to see the data which has been input).

Configuration Control and Audit

Any and all changes to the data within ASIMS are logged. This means that all earlier versions of reports are stored on the system and data can be 'rolled back' if necessary. There is also an audit trail to show who has performed what actions, and what at what time; as previously noted, it is critical that users do not share their log-on information with anyone else.

Attachments and Related Reports

ASIMS allows the possibility to include attachments which support the report. For example, photographs, scans of aircraft documentation or HUD video can be attached to the report if necessary. In addition, ASIMS can record the existence of other investigations or reports related to the occurrence.

HOW TO FIND ASIMS

The ASIMS database can be found at the following web address, or from links from the DARS web page or local web pages:

www.asims.r.mil.uk

The ASIMS database is accessible on the Defence Intranet³. The opening screen looks similar to this:



The Message of the Day (MotD) is shown on the opening screen. This is configurable by the ASIMS Manager at DARS – users may suggest/request items to be added to the MotD through the ASIMS Manager.

³ In strict terms, ASIMS is hosted on the MOD's Restricted LAN Interconnect (RLI), but for ease of understanding, this has been referred to as the Defence Intranet in this User Guide.

REPORTER

The Reporter role is one which does not require a log-on to the ASIMS database. Anyone within the Defence aviation community can, and is strongly encouraged to, report any event which they feel has, or could have, affected flight safety. This includes 'near miss' type events, which are classified as a 'Hazard/Observation' within D-FSOR. The Defence aviation community includes not only aircrew, maintainers and air traffic controllers, but anyone involved directly or indirectly with supporting the aviation task – this may include refuellers, suppliers, fire crews, medics, chefs, PTIs, admin clerks and so on.

To submit a report on ASIMS, users should follow the following procedure, whilst noting that, if ASIMS is unavailable, they should consider using the reversionary methods of reporting (electronic copy of D-FSOR, or fax, post or signal).

To Raise an ASIMS Report



You will then be presented with the data entry screen which contains identical fields to the D-FSOR. Completing the form is just like completing any online form. Remember, the fields shown in red are mandatory and you will be unable to submit your report with no data in them.

Advice on how to complete the various elements of the D-FSOR is contained in the [D-FSOR User Guide](#).

The screenshot shows the 'DEFENCE FLIGHT SAFETY OCCURRENCE REPORT' form. At the top, it says 'Welcome User Anonymous (Log out)' and 'Date: 03/09/09 14:51'. Below this, instructions state: 'Enter report details. Use TAB or ENTER to move to the next field. Click on the button at the bottom to save the form.' A red dot indicates a mandatory field. The form is divided into sections: A. Occurrence Type (with radio buttons for 'Air', 'ATCI/ACC', 'Maintenance', 'Other' and 'Accident', 'Incident', 'Hazard Observation'); B. Details of Individual Reporting Occurrence (with text boxes for 'Rank or Title/Initials/Name', 'Job Title', 'Contact Details', and a dropdown for 'Role During Occurrence'); C. Aircraft Commander's Rank or Title/Initials/Name (with a text box); D. Injuries (with input fields for 'Fatal Injuries (Number)', 'Major Injuries (Number)', 'Minor Injuries (Number)', and 'Slight Injuries (Number)' for both 'Military Personnel' and 'Civilian Personnel'); and E. Additional Reports (with checkboxes for 'Bird Strike', 'Airprox', and 'Air C'). A callout bubble points to the red radio buttons: 'Mandatory fields are shown in red.' Another callout bubble points to the 'Additional Reports' section: 'Selecting an Additional Report will cause the screen to refresh with the relevant sections.'

If you select one of the Additional Report types (e.g. Birdstrike or Airprox), the page will refresh and you will be presented with the extra data fields required for the report selected. A key advantage for Reporters submitting a report on ASIMS as opposed to the electronic D-FSOR is that any piece of information needs to input only once (e.g. you will not have to re-enter your name, unit or aircraft type again in the birdstrike form).

Once you have filled in all the required and relevant data, click on **Review Report** to submit your data.

The screenshot shows section 'J. Description of Event' of the form, with a 'Brief Title' and 'Narrative Description of Event' field. A callout bubble points to the 'Review Report' button: 'Click Review Report to submit the data you have entered'. Below the form, a warning dialog box is displayed with the URL 'http://test.vistair.com/' and the message: 'Do you wish to submit the report, it cannot be modified later'. The dialog has 'OK' and 'Cancel' buttons. A callout bubble points to the dialog: 'You will see this warning bar asking you to confirm submission.'

Once you have submitted you data, your role in the process is over for now. You should receive feedback from your local Occurrence Manager after your report has been staffed.

THE ASIMS WELCOME SCREEN

ASIMS Users can log in to the system after they have been issued with a User ID and password by the DARS ASIMS Manager. Simply enter your details into the relevant fields of the opening screen. Users should note that their User Name is case sensitive and their password must be at least 8 characters long, contain both uppercase and lowercase letters, a number and a special character e.g. aviation would not be acceptable, but Av1@tion would be fine.

Once logged in, users are presented with their personalised ASIMS Welcome Screen, which will be similar to the one below (actual contents of the screen will be dependent on the role to which the user is assigned).

The screenshot shows the ASIMS Welcome Screen for an Administrator. The page title is 'ASIMS Aviation Safety Information Management System'. The user is logged in as 'Administrator Site (My Details) (Log out)' on '03/09/09 15:42'. The screen is divided into several sections:

- Message of the day:** A message box with a 'Dismiss' button.
- Please select an action:** A central area with buttons for 'Filter and Search Reports', 'Submit New Report', 'Dashboard', and 'Administration Centre'.
- Reports requiring action:** A section with a 'Show All' checkbox and a message 'No reports to view'.
- Submitted reports:** A table titled 'Flight Safety Occurrence Report(s)' with columns for Report #, Status, Occ Type, Incident, Date of Occurrence, Aircraft Type, Aircraft Mark, Registration, and Severity. The table shows several reports, including one for 'Maintenance 3' and another for 'RAF Bexen 092'.

At the bottom of the screen, there is a copyright notice: 'Copyright © 2005-8 Instar Systems Ltd' and a site version number: 'Site version: 5.36 (2009020-mad-test)'.

The various elements of this screen are:

Message of the Day. The same MotD as that shown on the log-on screen. The message is controlled by the DARS ASIMS Manager.

Submit New Report. Gives the same options for submitting a report as shown on the log-on screen.

Filter and Search Reports. Enables the ASIMS database to be searched and the results output to various formats.

Dashboard. The button takes you to the dashboard screen where your frequently used trend graphs are constantly kept up-to-date.

Show Recommendations. Takes you to a screen which shows the recommendations you are currently tracking (if any).

Administration Centre. Only Administrators will have access to this function.

Reports Requiring Action. This area lists the reports which require you, or someone within your User Group, to perform some kind of action on them.

Submitted Reports. This area shows all of the reports which have been submitted within your User Group, and the status of those reports. The status colour codes are as follows:

Red	Reports are open to the User Group to action.
Teal	Commented – All Maintainers/Local Commentators have added their final comments and it is ready for the Occurrence Manager's finding report to be written.
Orange	New comments – A Maintainer/Commentator has commented on the report and it is now awaiting the user to acknowledge the comments.
Blue	Comments – Still awaiting responses from Commentators.
Purple	Pending – report has been placed in a pending state.
Black	Closed – The report has been closed.

By hovering over the Report ID in the Reports Requiring Action field and the Submitted Reports field, a pop-up appears containing the Short Title of the event. Also, within these fields, the data can be sorted by clicking on the blue headers at the top of each column of data. Another click on the same header will sort the data in the opposite manner (e.g. clicking on Date of Occurrence will sort the data chronologically, and clicking it again will sort it in reverse chronological order).

The deadline date in both Submitted Reports and Reports Requiring Action changes colour depending on the proximity of the deadline. Flight safety reports should usually be transmitted off the unit (i.e. released by the Occurrence Manager) within 2 working days of the date of the occurrence. After 1 working day, the deadline colour changes to amber to reflect that a deadline is approaching. After 2 working days, the colour changes to red to show that a deadline is overdue.

MAINTAINER

ASIMS Users assigned to the role of Maintainer will require a log-on for ASIMS, which will be allocated by the ASIMS Manager through the local Occurrence Manager.

All reports originated on a Ship/Sqn/Unit will require Maintenance action on the ASIMS record, even if there is no maintenance activity involved with the occurrence. This is because Reporters are not required to log-on to ASIMS and so the only way for the system to identify where the report originated (and hence who needs to be in the staffing chain) is from the location data entered by the Reporter. Additionally, the absence of log-in data prevents the Reporter individually deciding who to send the report to (which is also an additional reporting burden which has not been used in ASIMS to avoid this burden being used as an excuse for not reporting an event). As most events have some kind of maintenance implication, the default is for all reports from a unit to be sent to the Maintainers of that unit for action, even if this action is 'no comment'; additionally, the Local Occurrence Manager can also perform the Maintenance input when necessary.

On logging in to ASIMS, users in the Maintenance role will see which reports require the input of someone from their Maintenance Role Group in the Reports Requiring Action section. Clicking on the Serial Number of the report will take the user to the record for that report, similar to the following screen shot.

The screenshot displays the 'DEFENCE FLIGHT SAFETY OCCURRENCE REPORT' interface. At the top, there is a navigation bar with links for 'Main Menu', 'Filter', 'Previous', and 'Next'. Below this is a header section with 'Welcome Administrator Site (Log out)' and the date 'Date: 11/09/09 12:32'. Two buttons are visible: 'View D-FSOR as PDF' and 'View D-FSOR and Additional Reports as PDF'.

The main content area is divided into several sections:

- Report Information:** Shows 'Report Reference' as 'IsorRAF North0632(R) SqnBAE 14R094' and 'Report Status' as 'Open report'.
- Reporter's Section:**
 - A. Occurrence Type:** 'Air', 'Local Report Serial Number' '1234', 'What was it Service' 'Incident', 'RAF'.
 - B. Rank or Title/Initials/Name:** 'abc', 'Job Title' 'ghq', 'Contact Details' 'hkhgh', 'Role During Occurrence' 'Aircrew'.
 - C. Aircraft Commander's Rank or Title/Initials/Name:** 'gkhghghghghghgh'.
- D. Injuries:** A table with columns for 'Military Personnel' and 'Civilian Personnel'.

	Military Personnel	Civilian Personnel
Fatal Injuries (Number)	0	0
Major Injuries (Number)	0	0
Minor Injuries (Number)	0	0
Slight Injuries (Number)	0	0
- E. Additional Reports:** 'Airprox'.
- F. Date of Occurrence:** '23/06/2009', 'Local Time of Occurrence' '1200', 'Time of Day' 'Day', 'Place of Occurrence' 'uk', 'Country', 'Station' 'RAF Northolt', 'Unit' '32(R) Sqn', 'Embarked' 'No', 'Exercise Name', 'Operation Name'.

From this screen, you will be able to read the details entered by the Reporter. You will also see the Maintenance section, which will be blank at this stage (unless one of your colleagues in your User Group has already entered some of the data).

K. Perceived Flight Safety Risk Low(C)

Maintenance Section [\(hide\)](#)

L. Rank or Title/Initials/Name Contact Details	Job Title
---	-----------

M. Originator's Reference Number (ORN) or Work Card Number
Investigation and Rectification Work Carried Out

N. Aircraft Damage Category
Engine Damage Category 1. - 2. - 3. - 4. -

O. First System Technical Fault or Maintenance Action Required

Major System Involved	Serial No.
Sub-System Involved	Serial No.
Name of Component (if applicable)	Serial No.
Type of Failure/Fault	

First System Technical Fault or Maintenance Action Required

Major System Involved	Serial No.
Sub-System Involved	Serial No.
Name of Component (if applicable)	Serial No.
Type of Failure/Fault	

P. Other Systems Technical Fault or Maintenance Action Required

Q. Other Equipment Involved (e.g. GSE or MT)

To edit the Maintenance section, scroll the bottom of the page and click on the **Edit Report** button:

Reported By [\(hide\)](#)

Reporter Administrator Site	Position Admin	Date 21/08/2009 13:54
-----------------------------	----------------	-----------------------

Related Reports [\(hide\)](#)
No Related Reports

Attachments [\(Show\)](#)

Actions [\(Show\)](#)

Audit Trail [\(Show\)](#)

Comments [\(hide\)](#)
No comments viewable

Click **Edit Report** to amend the Maintenance section

[Delete Report](#) [Edit Report >>](#) [Submit to Occurrence Manager](#) [Return to Main Menu](#)

You will then be taken to the data entry screen, shown below, from where you can edit any of the fields within the D-FSOR, including the data the Reporter has entered (note that ASIMS always keeps an Audit Trail of previous data in any field). The data you enter into each field is exactly the same as for the D-FSOR (see [D-FSOR User Guide](#) for details of what is included in a particular field).

Maintenance Section [Hide](#)

L. Maintenance Action Reporting Individual	
Rank or Title/Initials/Name <input type="text"/>	Job Title <input type="text"/>
Contact Details <input type="text"/>	
M. Rectification Work Carried Out	
Originator's Reference Number (ORN) or Work Card Number <input type="text"/>	
Investigation and Rectification Work Carried Out	
<input type="text"/>	
1000 characters left	
N. Aircraft Damage Category	
Aircraft Damage Category <input type="text"/>	(For Definitions see JSP 551 Vol 1 Master Glossary)
Engine Damage Category <input type="text"/>	Engine Numbers 1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/>
O. Technical Fault or Maintenance Action Required	
First System Technical Fault or Maintenance Action Required <input type="text"/>	Serial No. <input type="text"/>
Major System Involved <input type="text"/>	

Once you have entered your data, scroll to the bottom of the screen. You can add Attachments to the report, such as photos, scans of paperwork, movie clips and so on. Once your data is complete, click on Review Report.

Attachments [Hide](#)
No Attachments Uploaded

Select File to Attach No file chosen

You will now see the review screen from where you can check the data you have entered. At this point you have 3 main choices:

You can Edit Report, which returns you to the data entry screen.

Alternatively, you may Return to Main Menu, which retains the data you have input and leaves the Report at the Maintenance Action stage, allowing you or another of your colleagues to add to the Maintenance section later (you may use this, for example, if you wish your Senior Engineer to check the Maintenance content before onward transmission of the report).

Finally, if all Maintenance reporting action is complete for now, click Submit to Occurrence Manager to send the report to the next person in the reporting chain. You may not have completed a full engineering investigation into an occurrence before the deadline to get the initial report off-unit. Fill in as much information as you can, remembering that you can always revisit a report later to add extra information – for this

reason, it is useful for you to keep a note of the ASIMS Serial Number of reports which you may come back to later, because after you click `Submit to Occurrence Manager`, the report entry disappears from your `Reports Requiring Action` section of the ASIMS welcome page (although you can still search for it through the ASIMS Filters functionality).

OCCURRENCE MANAGER

On logging in to ASIMS, users in the Occurrence Manager role will see which reports require the input of someone from their Occurrence Manager Group in the Reports Requiring Action section. Clicking on the Serial Number of the report will take the user to the record for that report, similar to the following screen shot.

DEFENCE FLIGHT SAFETY OCCURRENCE REPORT | Main Menu | Enter | Previous | (for RAF Benson) 28 Sqn | (for RAF Waddington) 2 ACI Sqn | (for 0250)

Welcome Administrator Site (log out) | Date: 11/09/09 12:32

[View D-FSOR as PDF](#) | [View D-FSOR and Additional Reports as PDF](#)

Report Information [\(hide\)](#)

Report Reference	(for)RAF Northolt 32(R) Sqn/BAE 146/09/4		Report Status	Open report
------------------	--	--	---------------	-------------

Reporter's Section [\(hide\)](#)

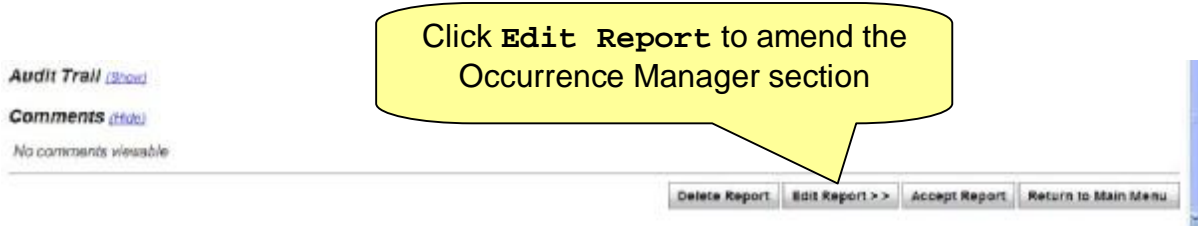
A. Occurrence Type	Air	What was it Service	Incident
Local Report Serial Number	1234		RAF
B. Rank or Title/Initials/Name	abc	Job Title	gfg
Contact Details	hchfjh		
Role During Occurrence	Aircrew		
C. Aircraft Commander's Rank or Title/Initials/Name	gkghghgkghgkghg		
D. Injuries	Military Personnel	Civilian Personnel	
Fatal Injuries (Number)	0	0	
Major Injuries (Number)	0	0	
Minor Injuries (Number)	0	0	
Slight Injuries (Number)	0	0	
E. Additional Reports	Airprox		
F. Date of Occurrence	23/08/2009	Local Time of Occurrence	1200
Place of Occurrence	uk	Time of Day	Day
Station	RAF Northolt	Country	
Embarked	No	Unit	32(R) Sqn
		Exercise Name	
		Operation Name	

From this screen, you will be able to read the details entered by the Reporter and Maintainer. You will also see the Occurrence Manager section, which will be blank at this stage (unless one of your colleagues in your User Group has already entered some of the data).

Occurrence Manager Section [\(hide\)](#)

S. Rank or Title/Initials/Name		Job Title	
Contact Details			
T. Narrative description of cause(s)			
FOD Involved	No		
Occurrence Cause Group	-		
Effects	-		
Contributory Factors	-		
U. Actions Taken at Local Level			
Further Recommendations (Where Appropriate) and to Whom addressed			
V. Further Action			
Airprox Report (Show)			
Reported By (hide)			
Reporter	Administrator Site	Position	Admin
Date	21/08/2009 13:54		

To edit the Occurrence Manager section, scroll the bottom of the page and click on the Edit Report button:



You will then be taken to the data entry screen, shown below, from where you can edit any of the fields within the D-FSOR, including the data the Reporter and Maintainer(s) have entered (note that ASIMS always keeps an Audit Trail of previous data in any field). The data you enter into each field is exactly the same as for the D-FSOR (see [D-FSOR User Guide](#) for details of what is included in a particular field).

A screenshot of the 'Occurrence Manager Section' data entry form. The form is divided into several sections: 'S. Occurrence Manager Details' with fields for 'Rank or Title/Initials/Name', 'Contact Details', and 'Job Title'; 'T. Cause Effects and Contributory Factors' with a large text area for 'Narrative description of cause(s)', a 'FOD Involved' checkbox, and a character count of '580 characters left'; 'Occurrence Cause Group' with a dropdown menu; 'Effects' with two columns of dropdown menus; 'Contributory Factors' with two columns of dropdown menus; and 'U. Actions Taken at Local Level' at the bottom.

Once you have entered your data, scroll to the bottom of the screen. You can add Attachments to the report, such as photos, scans of paperwork, movie clips and so on. Once your data is complete, click on Review Report.

A screenshot of the bottom portion of the report page. It features a section titled 'V. Further Action' with several radio button options: 'Follow Up Report', 'No Further Action', 'Service Inquiry', 'Unit/Ship/Regimental Inquiry', 'PS Investigation', 'MEDA', and 'CAA/MOR'. Below this are links for 'Airprox Report (Show)' and 'Attachments (Hide)', with the text 'No Attachments Uploaded'. At the bottom, there is a file upload area with a 'Select File to Attach' button, a 'Choose File' button, and the text 'No file chosen'. To the right are 'Attach File' and 'Delete Attachment' buttons. At the very bottom right is the 'Review Report >>' button.

You will now see the review screen from where you can check the data you have entered. At this point you have 3 main choices:



You can **Edit Report**, which returns you to the data entry screen.

Alternatively, you may **Return to Main Menu**, which retains the data you have input and leaves the Report at the 'Awaiting Acceptance' stage, allowing you or another of your colleagues to add to the Occurrence Manager section later (you may use this, for example, if you are a Sqn Occurrence Manager and you wish your Stn Occurrence Manager (SFSO) to check the content before onward transmission of the report).

Finally, if reporting action is complete for now, click **Accept Report** to send the report to the next person(s) in the reporting chain. You may not at this stage have completed a full investigation into an occurrence before the deadline to get the initial report off-unit. Fill in as much information as you can, remembering that you can always revisit a report later to add extra information – for this reason, it is useful for you to keep a note of the ASIMS Serial Number of reports which you may come back to later, because after you click **Accept Report**, the report entry disappears from your Reports Requiring Action section of the ASIMS welcome screen. (Note that Vistair are developing an update for us which will keep reports in your workflow until they are complete – we will update this user guide when the functionality is released).

Now that you have Accepted the Report, you now have to think about who in the Command chain, staffing chain and flight safety chain will need to be made aware of the Report. You will be taken to the Report Distribution screen (scroll down to the bottom of the report to see it).

Firstly, you will be able to add any supporting comments you wish to the report, over and above those included in the report itself. Simply type directly into the Comments box then click **Add Comment**. Your comment will be immediately shown on the report:



Next you need to consider which group(s) of people you wish to see the report. You will be presented with an alphabetical distribution list, similar to the following (the list will default at the open position for your unit and all other units will remain collapsed). Simply click on the checkbox of the groups you wish to be notified about the report, then click **Distribute Report**. For example, you may wish the report to be seen by the local Sqn

aircrew, or the Forward Support Wing group, if your unit has been set up on ASIMS in this manner.

Distribute Report (hide)

Internal recipients

- | | | |
|--|--|---|
| <input type="checkbox"/> ARC Safety Manager | <input type="checkbox"/> Apache Safety Manager | <input type="checkbox"/> C-130 Safety Manager |
| <input type="checkbox"/> C-17 Safety Manager | <input type="checkbox"/> Chinook Safety Manager | <input type="checkbox"/> Commentators - 1 Regt AAC |
| <input type="checkbox"/> Commentators - 1 Regt RA | <input type="checkbox"/> Commentators - 104(V) Regt RA | <input type="checkbox"/> Commentators - 3 Regt AAC |
| <input type="checkbox"/> Commentators - 32 Regt RA | <input type="checkbox"/> Commentators - 4 Regt AAC | <input type="checkbox"/> Commentators - 47 Regt RA |
| <input type="checkbox"/> Commentators - 5 Regt AAC | <input type="checkbox"/> Commentators - 7 Regt AAC | <input type="checkbox"/> Commentators - 9 Regt AAC |
| <input type="checkbox"/> Commentators - Al Udeid | <input type="checkbox"/> Commentators - BAE Systems Warton | <input type="checkbox"/> Commentators - Basrah - 903 EAW |
| <input type="checkbox"/> Commentators - Balus | <input type="checkbox"/> Commentators - Belize | <input type="checkbox"/> Commentators - Brunei |
| <input type="checkbox"/> Commentators - GTT | <input type="checkbox"/> Commentators - Gutersloh | <input type="checkbox"/> Commentators - Hereford |
| <input type="checkbox"/> Commentators - Kandahar/Bastion | <input type="checkbox"/> Commentators - Lyrix | <input type="checkbox"/> Commentators - Middle Wallop |
| <input type="checkbox"/> Commentators - RAF Akrotiri | <input type="checkbox"/> Commentators - RAF Aldergrove | <input type="checkbox"/> Commentators - RAF Barkston Heath |
| <input type="checkbox"/> Commentators - RAF Benson | <input type="checkbox"/> Commentators - RAF Coningsby | <input type="checkbox"/> Commentators - RAF Cottesmore |
| <input type="checkbox"/> Commentators - RAF Cranwell | <input type="checkbox"/> Commentators - RAF Kinloss | <input type="checkbox"/> Commentators - RAF Leeming |
| <input type="checkbox"/> Commentators - RAF Leuchars | <input type="checkbox"/> Commentators - RAF Linton-on-Ouse | <input type="checkbox"/> Commentators - RAF Lossiemouth |
| <input type="checkbox"/> Commentators - RAF Lynnham | <input type="checkbox"/> Commentators - RAF MPA | <input checked="" type="checkbox"/> Commentators - RAF Marham |
| <input type="checkbox"/> Commentators - RAF Northolt | <input type="checkbox"/> Commentators - RAF Odiham | <input type="checkbox"/> Commentators - RAF Shawbury |
| <input type="checkbox"/> Commentators - RAF Valley | <input type="checkbox"/> Commentators - RAF Waddington | <input type="checkbox"/> Commentators - RAF Wittering |
| <input type="checkbox"/> Commentators - RNAS Culdrose | <input type="checkbox"/> Commentators - Sea King | <input type="checkbox"/> Commentators - Seeb |
| <input type="checkbox"/> Commentators - Wattisham | <input type="checkbox"/> Dakota Safety Manager | <input type="checkbox"/> HE Safety Manager |
| <input type="checkbox"/> HIC Safety Manager | <input type="checkbox"/> Harrier Safety Manager | <input type="checkbox"/> Hurricane Safety Manager |
| <input type="checkbox"/> Lancaster Safety Manager | <input type="checkbox"/> Lyrix Safety Manager | <input type="checkbox"/> Maintenance - 702 NAS |

Then scroll to the bottom of the screen and click Distribute Report to send an ASIMS notification to the members of the groups you have selected.



You now have 3 main options.

You can **Edit Report**, which returns you to the data entry screen (after which you may again distribute your updated comments to various user groups).

Alternatively, you may **Return to Main Menu**, which retains the data you have input and leaves the Report at the 'Open' stage, allowing you or another of your colleagues to add to the Occurrence Manager section later. You may use this, for example, if you are awaiting some input from the people you have distributed the report to, prior to finalising the report (see the next paragraph for details of this).

Finally, if reporting action and comments are complete for now, click **Report Complete** to close and archive the report. This does not mean that users can not add comments to it at a later stage, rather that your input on the report as an Occurrence Manager is now complete. As you can see on the following screenshots, although the report status is shown as **Closed** and **filed** you may re-open the report at any stage, and may also send it on a further distribution if required.



DEFENCE FLIGHT SAFETY OCCURRENCE REPORT

[[Main Menu](#) | [Filter](#) | [Next](#) (fson/RAF Benson/28 Sqn/Harrier/09/1)]

Welcome Administrator Site. [Log out](#)

Date: 11/09/09 14:46

[View D-FSOR as PDF](#)

[View D-FSOR and Additional Reports as PDF](#)

Report Information [\(hide\)](#)

Report Reference	Report Status
fson/7 Regt AAC/658 Sqn/09/3	Closed and filed

...

Comments [\(hide\)](#)

Administrator Site	Date	Viewable by
Administrator Site	11/09/2009 14:29	Administrator and other commenters

I consider this report worthy of wider cross-fleet publicity through RAF Flight Safety staff (an article in Airclues magazine perhaps?).

Distribute Report [\(hide\)](#)

[Distribute Report](#)

[Re-open this Report](#)

[Return to Main Menu](#)

COMMENTATOR

The role of Commentator in ASIMS is one who can add their comments to a report (and can also edit the content of the report if they deem it necessary).

On logging in to ASIMS, users in the Commentator role will see which reports require the input of someone from their Commentator Group in the Reports Requiring Action section.

The screenshot shows the ASIMS main dashboard for a user named Capt A Commentator. The page includes a welcome message, navigation buttons for 'Filter and Search Reports', 'Dashboard', and 'Show Recommendations', and a section for 'Reports requiring action'. A table lists reports with columns for Report #, Status, Occ Type, Incident, Date of Occurrence, Aircraft Type, Aircraft Mark, Registration, and Duration. One report is highlighted in pink. Below this is a section for 'Submitted reports' which is currently empty.

Clicking on the Serial Number of the report will take the user to the record for that report, similar to the following screen shot.

The screenshot shows the 'DEFENCE FLIGHT SAFETY OCCURRENCE REPORT' page. It includes a header with the report title and navigation links. A red message prompts the user to add comments. Below this is a 'Report Information' table and a 'Reporter's Section' table.

Report Reference	Report Status
f5orRAF Northolt(32)(R) SqniBAE 146/09/4	Submitted report - awaiting comments

A. Occurrence Type	Air	What was it	Incident
Local Report Serial Number	1234	Service	RAF
B. Rank or Title/Initials/Name	*****	Job Title	*****
Contact Details	*****		
Role During Occurrence	Aircrew		

From this screen, you will be able to read the details entered by the Reporter, Maintainer(s) and Occurrence Manager(s), as well as any other Commentators who have already commented. You may add comments to any report whatever its status (e.g. Open, Closed, Awaiting Maintenance Input etc), although only those at the Awaiting Comments stage will show in your ASIMS welcome screen (all other reports will require you to search them manually in the database).

Once you have read the content of the report, you have the opportunity to add your comments if you have any. Simply type these into the Comments box near the bottom of the screen:

Comments [\(hide\)](#)

No comments available

Add a comment to this report Viewable By: [Administrators and other commenters](#)

Type straight in to this box to add a comment. Any previous comments will be shown above this box.

Type directly into this box to add your comment, then click either **Add Comment** to allow you to comment again later, or **Add Final Comment** if you will have no more to add to the report.

Select File to Attach

Click either **Add Comment** if you think you may want to comment again later, or **Add Final Comment** if you will have no more to add to the report.

If you have no comments to add to the report, simply click **Add Final Comment** without entering any text in the **Comments** box. **THERE IS NO NEED TO WRITE PHRASES SUCH AS "NIL" OR "NO COMMENT" WHEN YOU HAVE NOTHING TO ADD TO THE REPORT** – your **Add Final Comment** action will be recorded by ASIMS in the report's **Audit Trail**.

The **Mark as Pending** button may be used if you want to complete your comment at a later date. The report status will show as pending for you only – anyone else accessing the report will see that it is at the **Comments** stage; the **Occurrence Manager** is able to retrieve the report from you and distribute it further if necessary, so you **Pending** a report does not prevent any onward staffing in the future.

FILTER AND SEARCH REPORTS

The Filter and Search Reports button on the ASIMS Welcome Screen allows you the functionality to search the whole of the ASIMS database. Clicking on the button takes you to the following screen.

The screenshot shows the 'Filter Reports' interface. At the top, it says 'SafetyNet Filter Reports' and 'Welcome Capt Janny OccMgr | Log out'. The date is '11/09/09 18:17'. The main section is 'Select filters for data' with a checkbox for 'Alter selection of historical data'. It includes fields for 'Report Type' (Flight Safety Occurrence Report), 'Reference' (Form Type/Station/Unit/Aircraft Type/Year/Sequence), 'Incident Date (DDMMYYYY)' with 'From' and 'To' fields, and a 'Filters' list with options like 'Aircraft Damage Category', 'Aircraft Registration', 'Aircraft Type', 'Contributory Factors', and 'Contributory Sub Factors'. There are also 'Status' and 'Incident Descriptions Contains' fields. A 'View Results' button is visible at the bottom right.

Simply clicking on `View Results` without entering any search terms will download data for the whole ASIMS database.

If you are searching for a particular report and you know the ASIMS reference number of it, enter 5 forward slashes followed by the reference number e.g. `/////0123`, then click `View Results` to retrieve the report.

You may enter an `Incident Date` range to download occurrences within that range (this can be used with or without other filters). Note that this works on the `Incident Date`, not the date of the report (report date can searched in the filters).

To search the database more selectively you can use the `Filters` sections, which allows you to 'cut' the data in a variety of ways, depending on what are searching for.

To Use Filters:

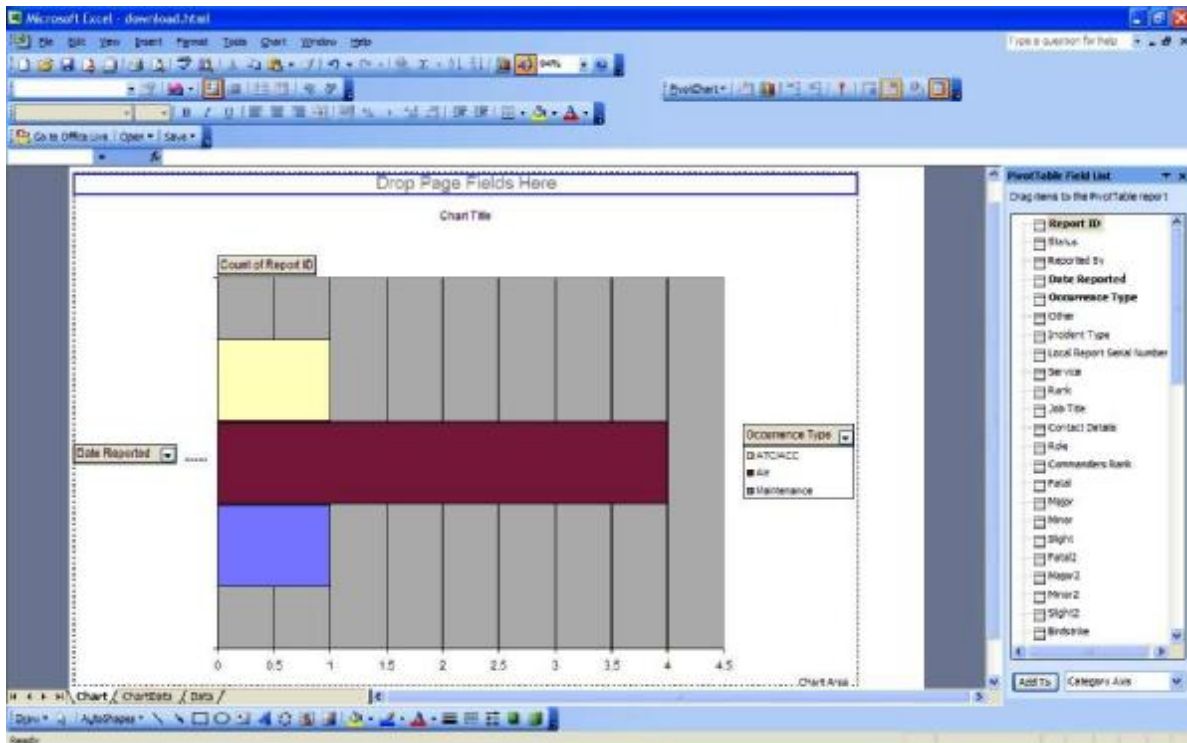
- Click on a filter you want to use – it will then be coloured blue.
- If you want to add more filters, hold down the `Ctrl` key on your keyboard then click on as many other filters as you require.
- Now click on `Update Filters`, which will show the search options for the filters you have selected.
- You can now select as many (or few) search terms as you wish from the filters (e.g. a particular aircraft type(s), a particular aircraft system(s) etc). Hold down the `Ctrl` key whilst clicking the mouse button to select more than one search term in each filter.

- Once your filters are set, click on the `View Results` button. Your data is shown immediately underneath the `View Results` button, in blocks of up to 10 results. If there are more results, click on the `Show More`, `Show Fewer`, or `Show All` options (as appropriate).
- By clicking on the report serial number, you can then view the content of that report (some parts of the report may not be visible, dependent on your access level).
- To view the data in graphical format, it needs to be downloaded to Microsoft Excel. Once you have your matching reports from the data sources you selected in the filters, go to the `Download Options` area of the page. In the pull-down list, select the format you wish your data to be downloaded into.
- If you are carrying out a fresh data search, choose the `Excel Chart` option, then click `Download Data`. When prompted, choose to `Save the data to somewhere on your computer or network`, then open it in Microsoft Excel when it is downloaded.
- Once in Excel, you will see the following data screen. Click on the `Chart` tab to go to the `Chart pivot table screen`.

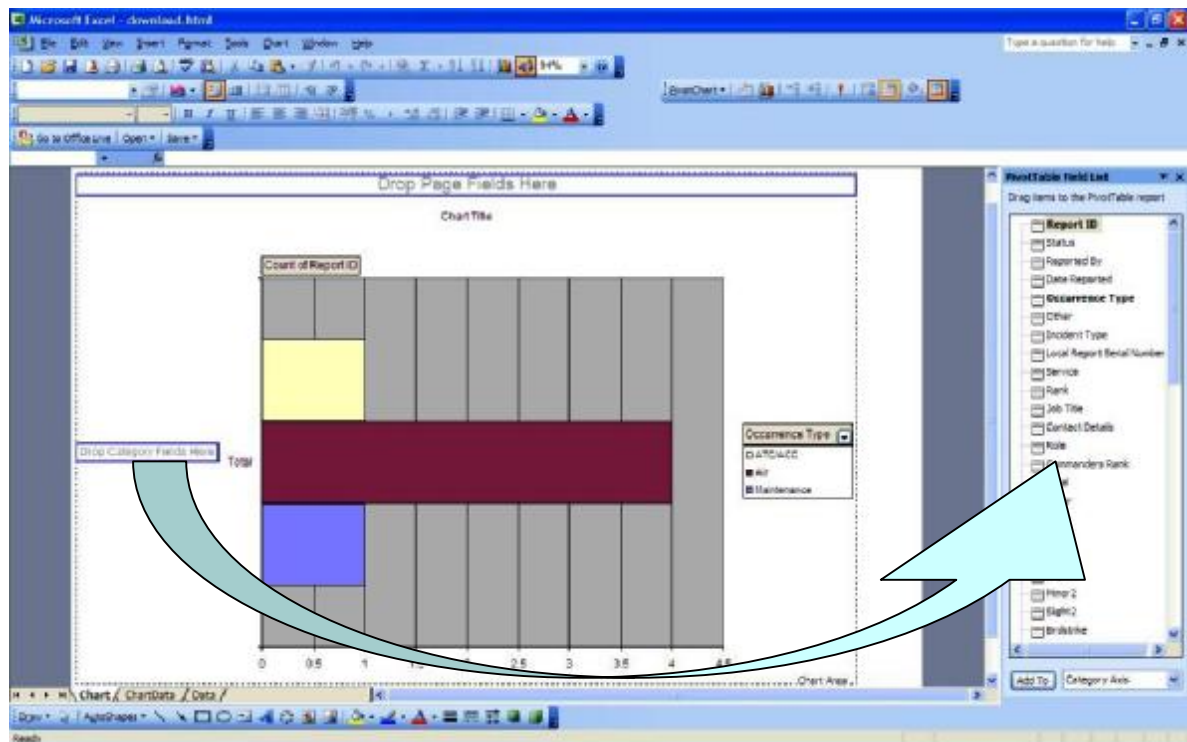
Report ID	Status	Reported By	Date Reported	Occurrence Type	Other	Incident Type	Local Report Serial Number	Service	Rank	Job Title	Contact D	Role
5	RAF B maintain	*****	*****	Maintenance	-	Hazard/Observa		RAF	*****	*****	*****	-
6	RAF B maintain	*****	*****	Air	-	Incident	DARS/1234	RAF	*****	*****	*****	Aircc
7	RAF B comments	*****	*****	Air	-	Incident		RAF	*****	*****	*****	-
8	T Regt closed	*****	*****	ATC/ACC	-	Incident		Army	*****	*****	*****	-
9	RAF N closed	*****	*****	Air	-	Incident	1234	RAF	*****	*****	*****	Aircc
10	RAF V closed	*****	*****	Air	-	Incident	wad	RAF	*****	*****	*****	-

Click on `Chart` to go to the graphical output screen.

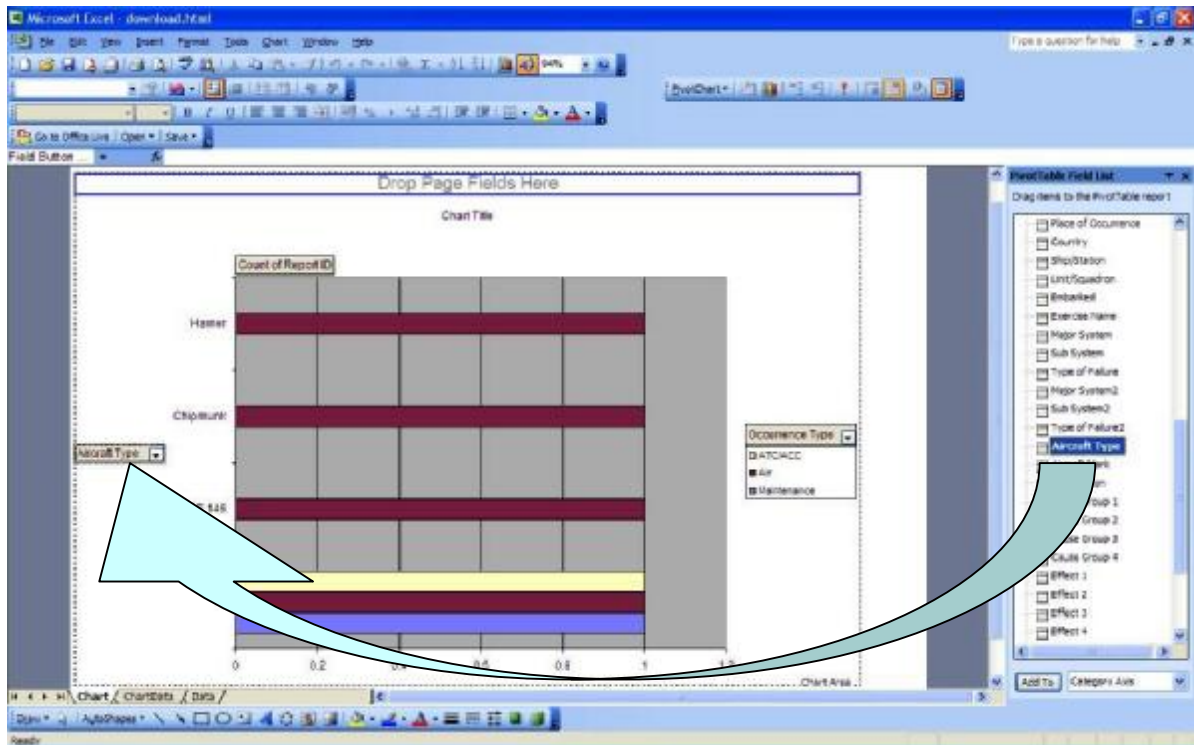
- The term `pivot table` is an Excel function which allows for the easy manipulation of data to give powerful graphical outputs (i.e. graphs and charts). Simply clicking and dragging filter/search terms allows the data to be manipulated. The first chart you will see will be similar to the following:



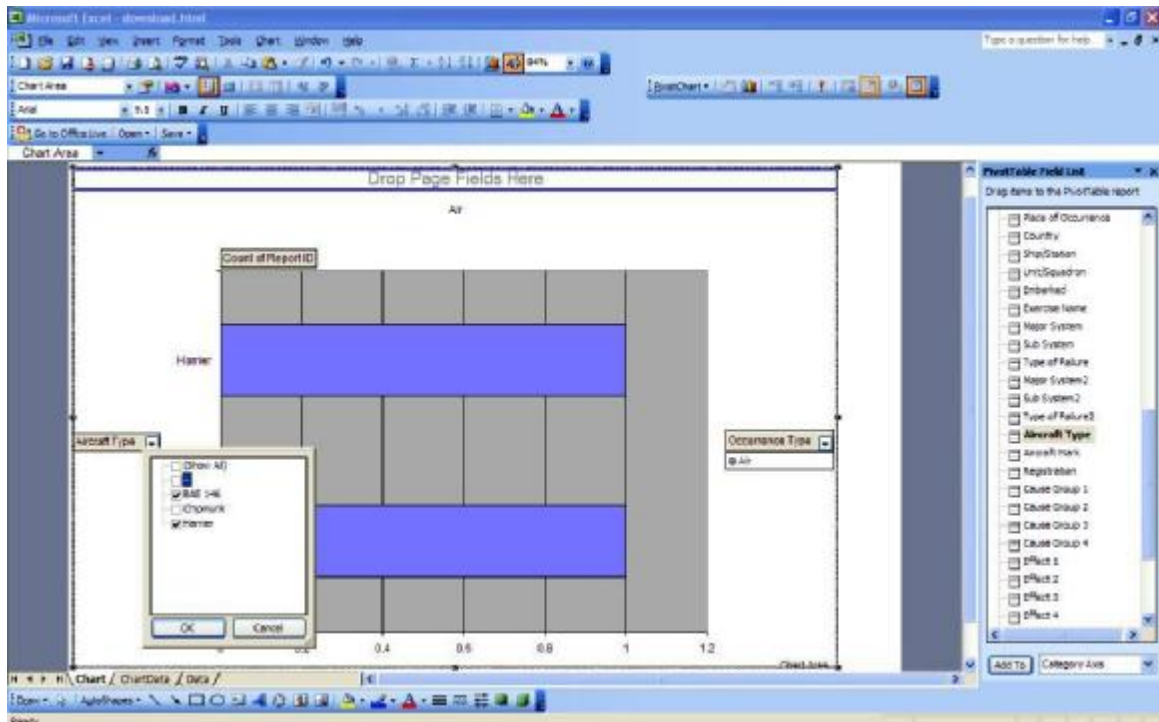
- You can now click and drag terms in to and out of the Pivot Table Field List (on the right of the screen shot) to show the data in the format you desire. For example, in the next screen shot, the Date Reported filter has been dragged back into the Pivot Table Field List to remove it from the chart.



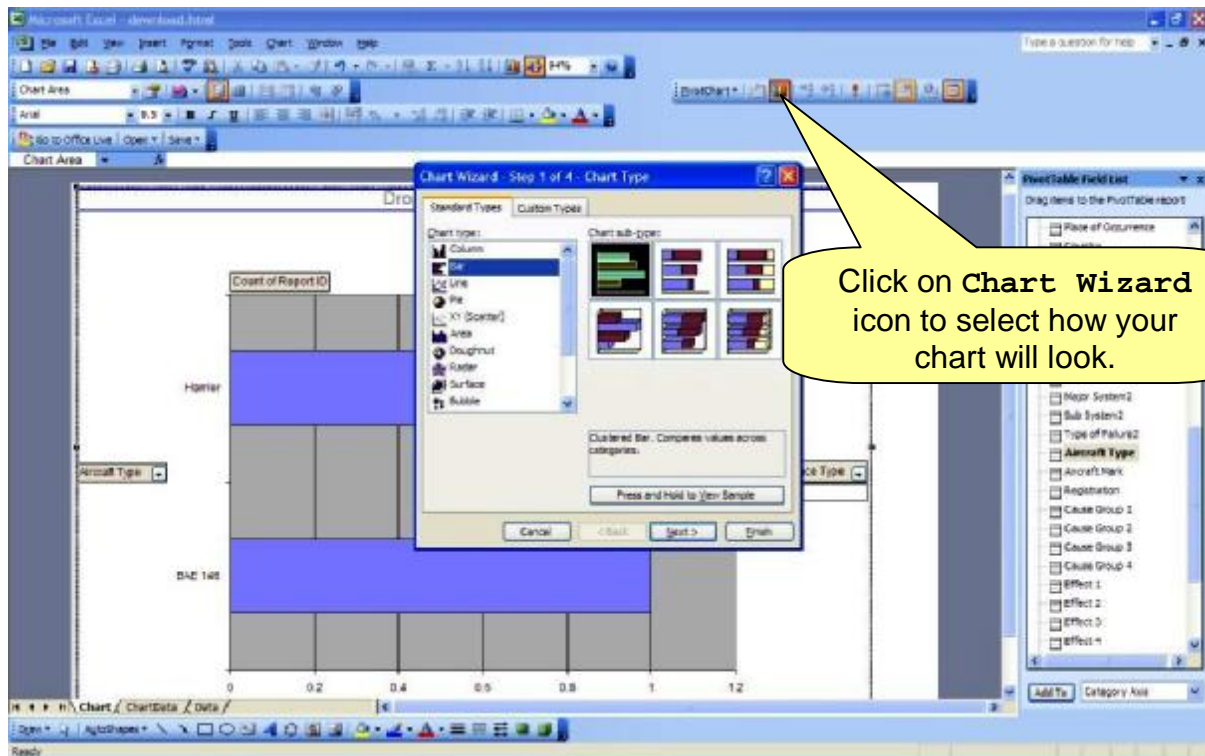
- Then by performing the reverse operation, you can drag filters into the chart, in this case, Aircraft Type.



- Once a data field is on the chart, it can then altered to take out, or show only, certain elements of the data. For example, clicking on the down arrow next to Aircraft Type allows selection of the particular Aircraft Type required:



- Clicking on the Chart Wizard icon allows you to select how you want your chart to appear (e.g. bar chart, line chart, pie chart etc):



DEFENCE FLIGHT SAFETY OCCURRENCE REPORT (D-FSOR)

AIDE MEMOIRE

INTRODUCTION

From 'Day 1' of basic training, everyone in the Defence aviation community is taught the importance of reporting Flight Safety occurrences. Only by reporting these occurrences can action be taken to prevent recurrence, or, even more importantly, prevent a still more serious incident.

On 2 April 2009 the Defence Flight Safety Occurrence Report (D-FSOR) became the primary method of reporting Flight Safety occurrences across Defence aviation.

PURPOSE OF THIS AIDE MEMOIRE

This Aide Memoire has been designed by DARS to explain how, when, and why the D-FSOR should be used to report a Flight Safety related 'event'. It is aimed primarily at those who will use the D-FSOR to report occurrences (i.e. the aircrew, maintainers, air traffic controllers, refuellers etc who are involved with aircraft operations). However, it also provides guidance to those responsible for staffing the reports at local units, e.g. the Station or Unit Flight Safety Officer or equivalent. For simplicity, we have called these individuals Occurrence Managers.

The Aide Memoire is intended to provide an easy-to-use alternative to the parent publication, JSP 551 Vol 1 Section 200, which remains the authority for Flight Safety reporting.

If you have any queries or questions about the use of D-FSOR, contact your local flight safety staff in the first instance. If they are unable to help, feel free to speak to your single-Service Flight Safety organisation, or to DARS (contact names and numbers are in the Contacts section of this Aide Memoire).

WHAT TO REPORT WITH A D-FSOR

The key to an effective Flight Safety system is to learn from the less severe occurrences (call them hazards, observations or 'near misses' if you will) before they become more serious incidents, or even accidents. Using the analogy of an iceberg, these events are the ones 'below the waterline', the ones which we do not normally get to hear about formally, but are often spread by word-of-mouth.

Hazards, Observations, Near Misses. The main change from the 'old' Flight Safety reporting system to the D-FSOR is that you are now encouraged to **report your 'near misses'** so that *everyone* can learn from them: they may contain useful lessons. In particular, we are interested in learning about your '**human factors**' events.

Incidents/ Occurrences. Naturally, events which have *actually happened* (as opposed to 'near misses') must still be reported, just as they always have been. These events include, but are by no means limited to:

- Abandoned take-off following a system malfunction
- Forced landing
- Loss of thrust/ power
- Flying control malfunction (or UFCM)
- Items becoming detached from aircraft
- Towing incidents
- Injuries to personnel involved in operation of an aircraft
- Loss of prescribed separation between aircraft
- Aircraft FOD, lightning strikes, hostile action damage.....

These examples notwithstanding, the basic advice is to report anything that happened (or nearly happened) that could have or did jeopardise Flight Safety. *If in doubt, report it.*

Specialist Reporting Procedures. If your reportable event requires you to raise a **Bird Strike** form, an **Airprox** form, or an **AIR(C)** form⁴ IAW the relevant guidance⁵, you will find that these standardized forms have been included in the D-FSOR document set (so you won't have to go searching for them in the stationery cupboard!).

Please note these 3 specialist forms have not been at all altered as a result of the introduction of D-FSOR – their format remains the same and they are to be completed as normal. They are simply included in the D-FSOR document set for ease of reference⁶.

FOD reporting does not require a specialist report. FOD occurrences or observations should be reported on a standard D-FSOR report.

⁴ AIR(C) is an air traffic occurrence reporting form – Air Incident Report (Controller).

⁵ JSP 551 Vol 1 – For Airprox and AIR(C) Section 210, for Birdstrike Section 200.

⁶ These forms are available within ASIMS or as separate downloadable PDF files from the DARS website as part of what is called the ASIMS 'document set'. They are separate files for ease of transmission via email. The document set is also available in hard-copy paper format.

WHAT NOT TO REPORT WITH A D-FSOR

Accidents. For accidents or serious incidents (such as those involving VIPs, or which may have potential 'public interest'), 2 reports are required.

The first is the '**Initial Report**' which is to be released by the fastest possible means (usually as a telephone call to the MOD duty officer, followed by an IMMEDIATE signal). The format can be found in Annex D to JSP 551 Vol 1 Section 200. It is designed to alert the aviation community to the accident as soon as possible.

This is to be followed within 24 hours by an '**Accident Report**' *using the format of a D-FSOR* (to ensure that all the relevant information is included), *and sent as a signal IAW Annex C to JSP 551 Vol 1 Section 200.*

Confidential Reports. There may be an occasion when an individual wishes to raise a Flight Safety issue but is concerned about embarrassment within the workplace or retribution from the Command chain, and is therefore reluctant to raise a D-FSOR. In this case, a report should be raised through the Defence Confidential Occurrence Reporting Scheme (DCORS) which guarantees the anonymity of the reporter. DCORS is explained in JSP 551 Vol 1 Section 200 Annex H.

Human Factors Open Reports. The HFOR was an RAF-specific report for capturing the Human Factors associated with an occurrence. Since the advent of D-FSOR, Air Command staff have decided that HFOR is no longer extant, because D-FSOR has been designed to capture the Human Factors associated with events and should be used to report these events

WHO FILLS IN A D-FSOR?

Reporting is the cornerstone of a successful Flight Safety culture, and it is essential that anyone involved in aircraft operations (e.g. aircrew, maintainers, ATC, refuellers etc) can report a Flight Safety event (whether an occurrence or a hazard/ observation/ near miss).

Availability of D-FSOR. D-FSOR should be completed through ASIMS where ASIMS is available. If it is not, D-FSOR is available electronically via the DARS website, and may be copied on local websites. The electronic form is in PDF format and can be completed electronically. Your Flight Safety Responsible Person will also ensure that paper versions are also available for you to use should IT not be available.

The options for distributing a D-FSOR outside of ASIMS are explained later in this Aide Memoire, but they and include email, signal, fax, phone, and post ('snail mail').

Staffing Chain

As the person raising the report, you complete the **Reporter's Section**, Sections A-K inclusive.

Within ASIMS the staffing chain is determined for you by the system.

Outside of ASIMS you pass your D-FSOR to the local maintenance organisation for completion of the **Maintenance Section**, Sections L-R inclusive. If no maintenance activity is required, the local maintenance organisation enters 'No Maintenance Action' in Section M. Whether or not maintenance activity was necessary, the D-FSOR then goes to your local Occurrence Manager, who will complete the **Occurrence Manager's Section**, Sections S-V inclusive. Once this Section is complete, the report is ready for your Occurrence Manager to release (see the distribution section of this Aide Memoire). Clearly, release is as usual subject to local internal or command chain staffing.

HOW TO REPORT WITH A D-FSOR

The D-FSOR has been designed to be self-explanatory and straightforward, so you will probably find that if you do not understand what should go in a particular section, that section is not relevant to you (remember, this is pan-Defence form, and so certain sections are only valid, for example, for aircraft operating from ships).

Note that the mandatory sections are only those which are shaded and marked with an asterisk (*). All other sections are optional (but nonetheless capture valuable data).

If you do leave a section blank and it later turns out to be important, your FSRP can easily contact you to ascertain the missing information. *It is much better to report an event and have some information missing than not to report the event at all.*

This notwithstanding, to help with your completion of the form, you will find that many fields on the electronic version (both on ASIMS and with the PDF) are pre-formatted as drop-down boxes from which you simply need to select one of the options. *This Aide Memoire explains exactly what information is required for every field.*

The conventions used in this Aide Memoire are:

- Key words from the D-FSOR have been shown in **bold** to make them easy to find when scanning the Aide Memoire.
 - Information on the content of **mandatory fields** has been placed in a **purple shaded box**.
 - Examples of the `free text` you enter in the form, or the choices from drop-down menus, have been shown in `Courier font` (i.e. the classic typewriter style font).
-

REPORTER'S SECTION

The instructions and advice in the Reporter's Section are aimed at the person completing the section, that is, the person who experienced the 'event' and is now raising a D-FSOR to report it.

SECURITY CLASSIFICATION

In deciding the security classification of a D-FSOR, the general principle is to keep the classification as low as possible. The inclusion of aircraft registration details in the D-FSOR does not on its own warrant a classification of RESTRICTED.

Some occurrences will, of course, require a higher security classification. Nonetheless, lessons can best be learnt if information can be shared easily across the pan-Defence aviation community, so de-classify as much information as possible without undermining the sense of what is being reported.

If it is necessary to raise a SECRET D-FSOR, it is essential that, IAW the JSP 440 Series (Defence Security Manual), you transmit it using either an approved SECRET IT system (e.g. SECRET DII) or via the signal messaging system.

Always use a transmission medium appropriate the classification of your D-FSOR.

SECTION A – OCCURRENCE TYPE

Choose the tick box for one of the **Occurrence Types**:

Air or **ATC/ACC** (Air Traffic Control / Airspace Control and Coordination) or **Maintenance** or **Other**

and choose what **type of report** it is:

Accident or **Incident** or **Hazard/Observation**

(Hazard/Observation is to be used when reporting 'near miss' type events)

The **Local Serial Number Section** is a free text field to be completed IAW local requirements – your Occurrence Manager will usually issue this reference to you, or provide guidance on how to create it.

Remember to tick what **Service** you are in. (**MFTR** is the Military Flight Test Regulator, which covers all flying and on-aircraft activity (e.g. maintenance) carried out by Defence contractors.)

SECTION B – DETAILS OF INDIVIDUAL REPORTING OCCURRENCE

The **Rank/Title/Initials/Name** field is free text and should be completed in the format:

e.g. Flt Lt A B Bloggs Or Mr I M M Williams

Job Title is another free text field:

e.g. Sqn Pilot Or Maintenance Charge Hand

Contact Details are also free text: they will enable your FSRP to get in touch with you should any clarification be needed:

e.g. 123 Sqn Ops Desk, Ext 9876

Role During Occurrence is a selection from the following options:

- Aircrew
- Air Traffic Controller
- Bird Control Unit
- Flight Authoriser
- Flight Supervisor
- Maintenance
- Other
- Passenger
- Support Personnel

SECTION C – AIRCRAFT COMMANDER'S NAME

The **Rank/Title/Initials/Name** field is free text and should be completed in the format: e.g. Maj S W Smith

SECTION D – INJURIES

Use the fields to input the number of injuries associated with the occurrence. The full definitions are in JSP 551, but are summarised as:

Fatal – Death as a direct result of the accident. Missing persons are presumed fatal until evidence of survival is confirmed.

Major – Injury causing absence from duty for >28 days.

Minor – Injury causing absence from duty for 7-28 days.

Slight – Medically treatable injury not covered by the above.

SECTION E – ADDITIONAL REPORTS

Tick the box if the occurrence has one of the following **Additional Reports** related to it, and remember to raise the additional report form:

- **Airprox**
- **AirC** (an Air Traffic reporting procedure)
- **Birdstrike**

SECTION F – OCCURRENCE DETAILS

Enter the **Date of Occurrence** in the format DD/MM/YYYY e.g. 2nd of April 2009 would be 02/04/2009.

Enter the **Local Time of Occurrence** in 24-hr clock format. No time suffix is necessary. The rationale for entering Local time as opposed to, say, Zulu, is to capture the 'real-world' time of day for those individuals involved in the event (e.g. was it the small hours of the morning for you?).

To provide more information about local conditions for those involved, complete the **Time of Day** choosing from the following options:

- Day
- Night
- Dusk
- Dawn

Place of Occurrence is a free text field: the information is needed to put the report in context. **Place of Occurrence** could be an area (e.g. North Lincolnshire), a unit (e.g. RNAS Culdrose), a specific place within a unit (e.g. Southern Taxiway, RAF Valley), or even a grid reference.

Enter details of the **Country** where the event occurred (e.g. USA) if the event did not occur in the United Kingdom (if left blank, we will assume that the event happened in the UK).

The section for **Ship/Station/Site** is a drop-down list of all Defence aviation locations (including contractors' locations, hence the term **Site** e.g. Warton).

Likewise, the **Unit/Squadron/Flight/Organisation** field is another pre-populated list from which you can select. (**Organisation** refers to Defence Contractors e.g. BAE Systems).

Note: If you are *not* using the electronic version of the form, simply enter your details for these 2 fields manually.

If relevant, tick the box to indicate whether you were **Embarked** on a ship during the event.

Enter the **Exercise Name** in the free text box if the event occurred during an exercise, and/or the relevant **Operation Name** from the pre-populated drop-down list (or enter it manually if you are using the paper version of the D-FSOR).

SECTION G – AIRCRAFT INVOLVED

Select the **Aircraft Type** and **Aircraft Mark** from the pre-populated drop-down lists. If you choose **Other** (for example, when an occurrence involves a visiting aircraft), or are using the paper version of the form, manually enter the details, for example, **Aircraft Type:** Tornado and **Aircraft Mark:** F3, or **Aircraft Type:** F16 and **Aircraft Mark:** D.

The **Aircraft Registration** is a free text field to enter the registration of the aircraft, e.g. XV123 or G-RAFA. Do not use this field for any other aircraft identifiers or tail number (e.g. 2 letter tail codes).

SECTION H – METEOROLOGICAL & ENVIRONMENTAL CONDITIONS

The fields in this section need only be completed if they are relevant to the event being reported. For example, OAT is relevant if you are reporting an icing event, but is not relevant if you are reporting an airprox. It is appreciated that there may be an element of subjectivity in deciding the relevance of these sections, but remember the guidance given earlier in this Aide Memoire – *it is much better to report an event and have some information missing than to not report the event at all.*

The **Workplace** field is intended to provide an indication of where the event took place, which is particularly relevant if Human Factors are involved. In this free text enter a simple description of the **Workplace** e.g. cockpit, hangar, approach room.

Under **Workplace Temperature** and **OAT** fields, enter the data in degrees Celsius.

For **Visibility Distance**, enter the visibility in metres, then indicate **In** what phenomena visibility was degraded, choosing from one of the following options:

- Cloud
- Dust
- Fog
- Mist
- Recirculation
- Sand
- Snow
- Spray
- Other

Tick whether the **Working Light Level** was good, adequate or poor. Working Light Level may relate to the natural light level outside, if you were working on the line, or the light level in, for example, the hangar. Note that this section is *not* to be used to indicate light levels associated with the use of night vision aids: this is covered in Section I.

Tick if the event occurred in **Icing** conditions. Select **Sea State**, if relevant, from the options in the drop-down field (numbers 0 – 12).

Indicate **Wind Direction** information followed by the **Wind Speed** in the free text boxes. State the units you are using to describe **Wind Speed**.

If relevant, select **Cloud Cover** types from the following options, and state the **Cloud Height** in feet:

- BKN
- FEW
- OVC
- SCT

If relevant, choose a **Precipitation Type** from the list:

- Drizzle
- Freezing Rain
- Hail
- Rain
- Sleet
- Snow
- Snow Grains

...and describe its **Intensity** using the following options:

- Light
- Moderate
- Heavy

SECTION I – ONLY FOR AIR OCCURRENCES

The information requested in this section is only relevant to air occurrences.

Select the **Nature of Flight** from the following options:

- | | |
|-----------------------------|----------------------------|
| - Aerobatics | - Sootax |
| - Casevac | - Training -
Advanced |
| - Check/Standardis
ation | - Training - Basic |
| - Display | - Training -
Conversion |
| - Flight Test | - Training - Other |
| - HDS | - Transit |
| - Operations | - Trial |
| - Other | - Trooping |
| - Role Demo | - Viptax |
| - Search and
Rescue | |

(We haven't explained these options because we the assume that if you do not know what an option means, you were not doing it!)

The **Flight Phase** is selected from the following list of options:

- | | |
|--------------------------|----------------------------------|
| - Abseiling | - GFP |
| - Aerobatics | - Hover |
| - Air Combat Manoeuvring | - IFP |
| - Approach | - Interception |
| - ASAC | - Landing |
| - ASUW | - Load Lifting |
| - ASW | - Low Flying |
| - Autorotation | - Manoeuvring |
| - Circuit | - Navex |
| - Climb | - Night Flying -
Conventional |
| - Cruise | - Night Flying - NVG |
| - Deck Landing | - Other |
| - Deck Launch | - Overshoot |
| - Descent | - Parachuting |
| - Display | - Ramp Launch |
| - Fighter Evasion | |

- Rapid Roping
- Reconnaissance
- Recovery
- Role Demo
- Roller Landing
- Shut-Down
- Stationary
- Start-Up
- Tail Chase
- Taxy
- Take-Off
- Transit High Level (>FL245)
- Transit Medium Level (FL050-FL245)
- Transit Low Level (<FL050)
- VSTOL
- Weapon Checks
- Weaponeering

Number of Flight Crew and **Number of Passengers** are numerical free text fields e.g. 3 and 14.

Point of Departure (e.g. RAF Odiham) and **Point of Next Intended Landing** (e.g. Salisbury Plain Training Area) are both free text fields.

The default option for **Night Vision System Used** is a blank: if you leave it blank, we will assume that Night Vision Systems were not used. If you were using a Night Vision System (such as NVG), select **Yes** from the drop down list and then enter the **Light Level** (including units of measurement) in the free text field e.g. 10 millilux.

Choose **VMC** or **IMC** from the **Flight Conditions** drop down field.

Choose **Type of Air Traffic Service** from the following drop down options:

- Basic
- De-Confliction
- Procedural
- Radar Control
- Traffic
- Other

Choose **Type of Mission Control** from the following drop down options:

- Autonomous
- AWACS/ASAC
- Broadcast
- Bullseye
- Close
- Freelance
- Ground
- Ship

Enter your airspeed in the **IAS (KT) or Mach No** free text field, remembering to indicate which units you are using, e.g. 150 KT, or 1.7 MACH.

Likewise with **Height (Ft or FL)**, enter the information in the free text field, indicating whether the units are feet or flight level, e.g. 500 Ft, or FL21.

Choose the **Runway / Landing Surface Type** (at the occurrence location) from the following drop down options:

- Grass

- Gravel
- Sand
- Tarmac

...and indicate what the **Runway / Landing Surface Condition** was, choosing from the following options:

- Deteriorated
- Dry
- Ice
- Slush
- Snow
- Water-Logged
- Wet

The final item on the first page of the D-FSOR is **Turbulence**: chose between Light, Moderate or Severe.

SECTION J – DESCRIPTION OF EVENT

The whole of the second page is given over to your description of the event. Explain fully, in your own words, what happened (or what *nearly* happened, or what *could have* happened).

Start off by giving the description a **Brief Title** which will give the reader an indication of what the report is about:

e.g. Inadvertent Selection of Undercarriage at Too High Airspeed

Then go on to explain the circumstances surrounding the event. In the **Narrative Description of Event** please utilise as far as possible Rudyard Kipling's 6 Honest Serving Men:

*I keep six honest serving-men
(They taught me all I knew);
Their names are **What** and **Why** and **When**
And **How** and **Where** and **Who**.*

Answering the simple questions What?, Why?, When?, How?, Where? and Who? should ensure you include all the information relevant to the event. Naturally, some of the information may not be available immediately after an event: in particular, the answer to the question Why? might only be answerable following an investigation (whether formal or informal). Do not worry if all the information is not available – report as much as you can at the time. There is the option of a **D-FSOR Follow-Up Report** (described later in this Aide Memoire) should further information become available after the D-FSOR has been released.

SECTION K – PERCEIVED FLIGHT SAFETY RISK

Your final action before you send the D-FSOR to your local maintenance organisation is to indicate the **Perceived Flight Safety Risk** of the event.

Enter your own perception of what you believe the risk to have been (or what you think the risk still is, if you are reporting a hazard or observation) from the drop down options shown below. There is no right or wrong answer to this question – it is your own personal perception. (Some have described this section as ‘how scared you were’ during the event, which does give a very good indication of its severity).

- High (A)
- Medium (B)
- Low (C)
- Negligible (D)

You have now completed your input as the originator of the D-FSOR. Send your D-FSOR to your local maintenance organisation for their staffing action (either automatically through ASIMS, or manually by other means e.g. email, or hard copy).

MAINTENANCE SECTION

The instructions and advice in this part of the Aide Memoire are aimed at the **Maintenance Action Reporting Individual** within the local maintenance organisation who will be completing the Maintenance Section of the D-FSOR.

SECTION L – MAINTENANCE ACTION REPORTING INDIVIDUAL

The **Rank/Title/Initials/Name** field is free text and should be completed in the format:

e.g. Flt Lt L M Ginger-Beer Or Mr I M M Williams

Job Title is another free text field:

e.g. 2 Sqn JEngO Or Maintenance Senior Charge Hand

Contact Details is also a free text field, should be completed to allow the Occurrence Manager to clarify any of the report content with you:

e.g. 2 Sqn Eng Control, Ext 4567

SECTION M – RECTIFICATION WORK CARRIED OUT

Enter the **Originator's Reference Number (ORN) or Work Card Number** in the free text field,

e.g. 1234 XV999 020409

The **Investigation and Rectification Work Carried Out** field is free text, and exists for you to describe what work has been involved in recovering and/or investigating the event described in the **Reporter's Section**. Please use terminology that is easily understandable by the whole range of people who will read the final D-FSOR – do not, for example, use technical terms or abbreviations without explaining them.

There is no requirement to include detailed references to any maintenance documentation used or referred to during the investigation/recovery, where this information is not of direct relevance to the original event. Readers will naturally assume that you carried out any work in accordance with the relevant Maintenance Procedures (etc), so there is no need to state, for example, that the "damage was blended iaw AP101-0601 MP 12/00-6". Instead, just state "damage was blended".

SECTION N – AIRCRAFT DAMAGE CATEGORY

The **Aircraft Damage Category** field and the **Engine Damage Category** field, for each of the **Engine Numbers**, is a drop down selection from the following options. The full definition of each category is given in the Master Glossary to JSP 551 Vol 1, but the definitions are briefly summarised below:

- Cat 1 - repairable at first line
- Cat 2 - repairable at 'second' line (on site)
- Cat 3 - repairable on site, with external assistance
- Cat 4 - not repairable on site
- Cat 5 - beyond economical repair

SECTION O – FIRST SYSTEM TECHNICAL FAULT OR MAINTENANCE ACTION REQUIRED

Section O is included to give you the opportunity to indicate the main systems which were involved in the event. There is the option to refer to 2 main systems, labelled **First** and **Second**, but there is no precedence involved in these descriptors. For example, when a hydraulic pipe is chafing against a fuel pipe, you would refer to the hydraulic system and the fuel system. In the event that more than 2 main systems are involved in the event, you have may enter details of this system in the free text field in Section P.

The drop-down fields for the **Major System Involved**, **Sub-System Involved** and **Type of Failure/Fault** (for both **First System** and **Second System**) are very extensive and so have been included at the end of this Aide Memoire under 'Section O Drop Down Fields'.

The **Serial Number** fields are free text, as is the **Name of Component (if applicable)** (e.g. Maxaret unit). **Serial Number** is used as a generic term for data by which the component can be identified – you may decide whether you enter the actual serial number, or Part Number, or NATO Stock Number, or whatever reference you deem best suitable for subsequent analysis of the report (in particular, by personnel working in a Project Team).

SECTION P – OTHER SYSTEMS TECHNICAL FAULT OR MAINTENANCE ACTION REQUIRED

This is a free text section for you to detail any additional affected system which was not mentioned in Section O (in this case, you should also indicate any sub-system and the nature of the failure/fault).

SECTION Q – OTHER EQUIPMENT INVOLVED

This is a free text section for you to detail any other equipment involved in the event, for example any Ground Support Equipment or Mechanical Transport. Include enough information to properly identify the equipment involved, including Serial Number where appropriate.

SECTION R – FURTHER ACTION

This is another free text section for you to indicate if there have been **Other Agencies Consulted**, such as IPT. If there have, please include details of who was contacted and when, and what the discussion involved.

If any further maintenance reports (e.g. **Serious Fault Signal**, **F760 Fault Narrative Report**, **MoD F765 Publication Amendment**, a **QOR**, or any **Other Actions/Reports**) have been raised, tick the relevant **Yes** box and **State Serial Number** in the relevant free text box.

You have now completed your input as the **Maintenance Action Reporting Individual** for the D-FSOR. Send the report to the Occurrence Manager (either automatically through ASIMS or via manual means e.g. email or hard copy).

OCCURRENCE MANAGER SECTION

The instructions and advice in this part of the Aide Memoire are aimed at the person who will be completing the Occurrence Manager Section.

SECTION S – OCCURRENCE MANAGER DETAILS

The **Rank/Title/Initials/Name** field is free text and should be completed in the format:

e.g. Sqn Ldr W B Macintyre OR Mr I M M Williams

Job Title is another free text field:

e.g. Stn Flight Safety Officer

Contact Details is also a free text field, and should be completed to ensure that you can be contacted if clarification of the content of the D-FSOR is needed:

e.g. Stn Ops Flight, Ext 6666

SECTION T – CAUSE EFFECTS AND CONTRIBUTORY FACTORS

The **Narrative Description of Cause or Causes** field is a free text box in which you can describe the cause of the event, as determined by investigation (formal or informal) or analysis.

Once the cause(s) of the event has/have been determined, it is possible to determine the **Occurrence Cause Group**, choosing from one or more of the following:

- Human Factors (ACC)
- Human Factors (Aircrew)
- Human Factors (Airworthiness)
- Human Factors (Maintenance)
- Human Factors (Other)
- Natural Operating Risk
- Non Service Control
- Organisational Fault
- Technical Fault
- Unsatisfactory Equipment

But what is meant by each of these options? The definitions from JSP 551 Vol 1 Section 200 Annex F will help your understanding:

Human Factors (ACC). Any event whose cause is Human Factors in either the Air Traffic Control or Fighter Control disciplines.

Human Factors (Aircrew). Any event whose cause is Human Factors in any aircrew branch.

Human Factors (Airworthiness). Any event whose cause is Human Factors originating in the airworthiness management process.

Human Factors (Maintenance). Any event whose cause is Human Factors originating in any on- or off-ac maintenance.

Human Factors (Other). Any event whose cause is Human Factors involving personnel not captured in the Human Factors categories indicated above. This category includes movements and support disciplines.

Natural Operating Risk. Any event whose cause is a natural operating risk, such as a lightning strike or birdstrike.

Non Service Control. Any event whose cause lies outside the control of the MoD, such as damage to an ac at a non-MoD airfield caused by personnel not under service control.

Organisation Fault. Any event whose cause is attributable to a breakdown of policy or management.

Technical Fault. Any event whose cause is attribute to a technical failure of any aircraft or ground support system. This Cause Group should not be used when a technical failure results from incorrect maintenance.

Unsatisfactory Equipment. Any event whose cause is attributable to equipment that is considered unsatisfactory for the task or role for which it was procured and designed.

One or more **Effects** may result from the event. Where relevant, select from one or more of the following:

- Aircraft or Equipment Damage
- Environmental Impact
- Financial Cost
- Flight Effect
- Personal Injury

Financial Cost is intended to capture any direct Financial Cost resulting from the event.

The **Contributory Factors** field allows you to capture any Human Factors involvement in the event. This is an opportunity to use a Human Factors coding system called the ASIMS Taxonomy, which is explained under '[How to HF Code 'Contributory Factors' using the ASIMS Taxonomy](#)': this explains the background to the ASIMS Taxonomy, and defines in detail the categories set out below. The options from which you may choose (none, one, or more than one) are:

- Unsafe Acts
 - Errors
 - Violations
- Preconditions for Unsafe Acts
 - Conditions of Operators
 - Environmental Factors
 - Personnel Factors
- Supervision
- Organisational Influences

SECTION U – ACTIONS TAKEN AT LOCAL LEVEL

Following any investigation (formal or informal) that results from a D-FSOR 'event' (be it a hazard, observation, near miss, incident or accident) recommendations may be made & actions taken to prevent recurrence (which demonstrates that lessons have indeed been learnt).

Section U gives you the opportunity to record in free text boxes the **Actions Taken at Local Level** and **Further Recommendations (Where Appropriate) and To Whom Addressed**. You should note that this section simply provides a place to record these pieces of information; do not assume that an entry in the **Further Recommendations** section counts as having actually *actioned* the organisation concerned – you (or your organisation) will still need to carry out formal tasking action (e.g. by staff letter).

SECTION V – FURTHER ACTION

Your final section to complete (for now!) is the **Further Action** tick boxes, for **Follow-up Report, Nil Further Action, Service Inquiry, Unit/Ships/Regimental Inquiry, FS Investigation, MEDA, or CAA MOR**.

Your reporting action for D-FSOR is now complete and, assuming local staffing is complete and your local management is in agreement, the D-FSOR is ready for transmission off your unit (see Distribution section later in this Aide Memoire). When distributing the D-FSOR outside of ASIMS (i.e. via email or post or fax), remember to include any **Additional Reports** (e.g. Airprox or Birdstrike) which have been raised in concert with it.

REPORTING TIMESCALES

The timescale for transmitting a D-FSOR off your unit to the ‘outside world’ is 2 working days from the time of the event. There will clearly be occasions when you do not have all of the information available to send a ‘complete’ report. On these occasions, send the D-FSOR with as much detail as possible, and then, when more information becomes available, ‘fill in the gaps’ by updating the D-FSOR on ASIMS, or by resending the D-FSOR with the additional information in it.

The D-FSOR is to be updated and redistributed at least every 15 working days until all relevant information has been reported and the reportable event can be considered closed.

D-FSOR FOLLOW UP REPORT

One of the benefits of ASIMS is that reports remain ‘live’ on the system and can be updated at any point. Even when the ASIMS report has been closed, it can be subsequently reopened if new information comes to light.

Outside of ASIMS (i.e. when Defence Intranet access is not available), ‘follow-up’ information (i.e. that information which was not available when the report was originally distributed off-unit) should be sent by simply resending the D-FSOR, including the updated information and ensuring that the original local serial number has been included (where an ASIMS serial number also exists, this should also be included on the updated D-FSOR, as would be the case, for example, when a D-FSOR sent in PDF format has subsequently been ‘uploaded’ into ASIMS).

HOW TO HF CODE ‘CONTRIBUTORY FACTORS’ WITH THE ASIMS TAXONOMY

The instructions and advice in this part of the Aide Memoire are aimed at the **Occurrence Manager**, to whom it will fall to code the ‘Contributory Factors’ element of Section T, where this is necessary.

WHEN DO I NEED TO HF CODE ‘CONTRIBUTORY FACTORS’?

You should use the ASIMS Taxonomy to HF code the ‘Contributory Factors’ when Human Factors have contributed to the event.

AIM OF THE ASIMS TAXONOMY

A key part of ASIMS is its database, a standing reserve of data derived from Flight Safety reports that can be used to spot trends and pre-empt more serious occurrences. To exploit that information, it is essential that we classify and code it. Once coded, it is much easier to search for related information or identify patterns and hence trends: in short, it is a key enabler for a modern Flight Safety system. However, it is essential we put in place a ‘taxonomy’ to define the pieces of information we most need to capture. In particular, we need to capture information about Human Factors, that is, the way in which humans interact with machines, with their environment, or with each other, and how this shapes and affects every aspect of the safe operation of aircraft.

The aim of the ASIMS Taxonomy is to provide a standardized way of coding and therefore capturing the contribution of Human Factors to an occurrence. The information can then be used for contemporary and historical analysis, providing evidence based data, and assisting in the generation of safety interventions.

BACKGROUND TO THE ASIMS TAXONOMY

The ASIMS Taxonomy is based on the Human Factors Analysis and Classification System (HFACS), which is in turn derived from the well-known ‘Swiss Cheese’ model of accident causation. The ASIMS Taxonomy is intended to identify failed or absent defences (or the ‘holes in the cheese’), and code them appropriately (see Figure 1 below). In its fullest form, the ASIMS Taxonomy offers a very detailed breakdown of the Human Factors that may have contributed to an event.

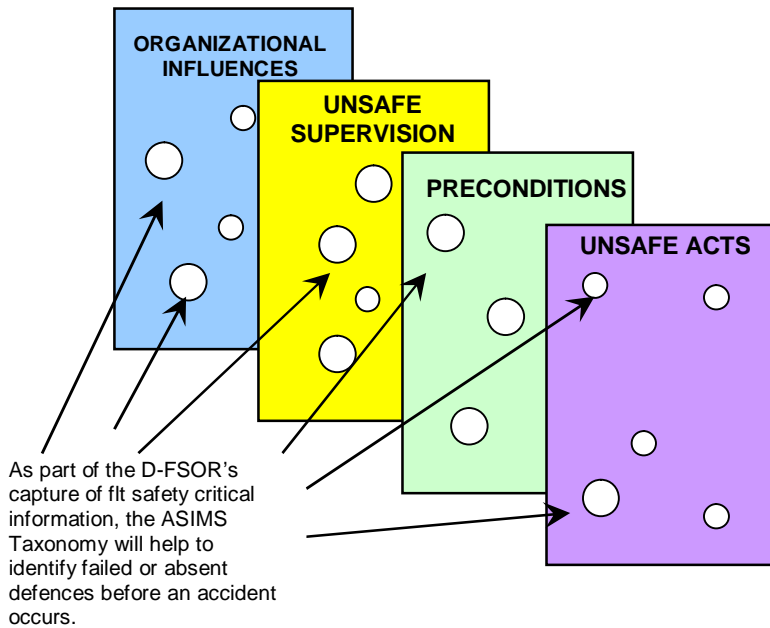


Figure 1. Outline of the ASIMS Taxonomy concept.

WHAT CODING ARE YOU EXPECTED TO DO & NOT TO DO?

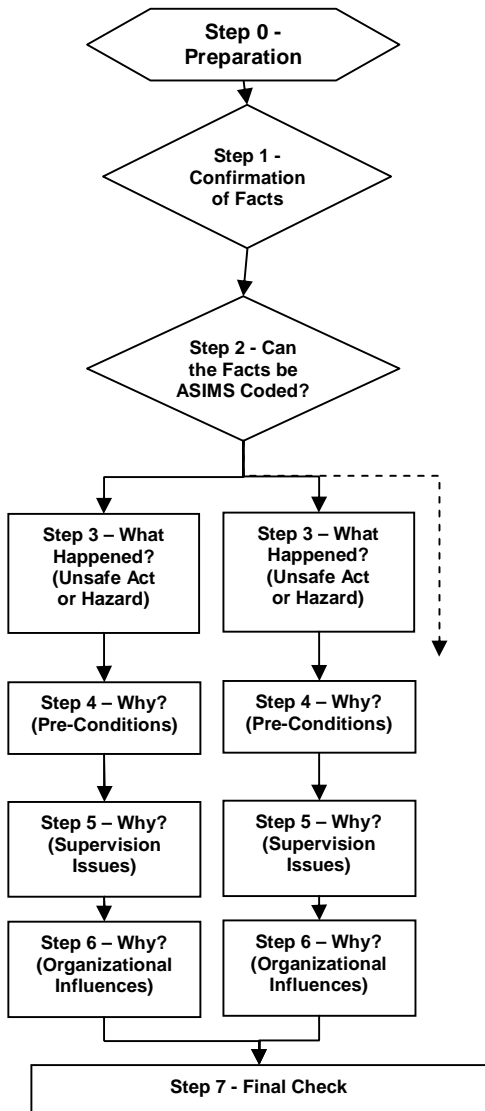
DO:

- Make sure you are familiar with the ASIMS Taxonomy.
- Clarify any points of understanding with those involved in the event before you HF code using the ASIMS Taxonomy.
- Use the ASIMS Taxonomy to populate the 'Contributory Factors' element of Section T where Human Factors have contributed to the event (this will become more clear when we come to define the options).

DO NOT:

- Code the Contributory Factors element if Human Factors have not contributed to the cause of an occurrence, e.g. if it was caused by a technical failure that was the result of normal wear and tear.
- Code if you do not have the evidence to do so, and that evidence has not been captured in the text of the D-FSOR document set.
- Code beyond the levels highlighted in the Definitions below (where next levels are shown, it is simply to provide you with a better understanding of the overall structure of the Taxonomy).
- Use HF coding for any purpose other than Flight Safety: you are NOT apportioning blame or pointing the finger – you are simply categorising the information which has been reported to you.

HOW TO HF CODE USING THE ASIMS TAXONOMY



<p>Step 0 - Preparation. Ensure you are familiar with the ASIMS Taxonomy framework & with the definitions of the terms below.</p>
<p>Step 1 - Confirmation of Facts. If the event reported in this D-FSOR is still under investigation, do not code until the facts are established.</p>
<p>Step 2 - Can the Facts be Coded? Read the D-FSOR and decide if its contents fall within the scope of the ASIMS taxonomy.</p>
<p>Step 3 - WHAT HAPPENED? From the information in the D-FSOR consider WHAT the individual(s) did or didn't do which led to the occurrence. For each identifiable element (there may be more than one) consider whether the Unsafe Act can be classified as an 'Error' or a 'Violation' type (see definitions below) and record the results under the Contributory Factors.</p>
<p>Step 4 - WHY (Pre-Conditions)? From the D-FSOR information consider WHY the Unsafe Act occurred. Does the D-FSOR information indicate any Pre-conditions that contributed to the occurrence (see the definitions below)? If so, record the results under the Contributory Factors.</p>
<p>Step 5 - WHY (Supervision)? Does the D-FSOR information indicate that Supervision contributed to the occurrence? Classify the elements using the definitions below and record the results under the Contributory Factors.</p>
<p>Step 6 - WHY (Organizational Influences)? Does the D-FSOR information indicate there were Organizational Influences involved in the cause of the occurrence? Classify the elements using the definitions below and record the results under the Contributory Factors.</p>
<p>Step 7 - Final Check. Re-read the D-FSOR and review the ASIMS Taxonomy codes you have assigned to the occurrence: is there evidence in the text of the D-FSOR to justify the coding you have assigned?</p>

ASIMS Taxonomy Definitions: FSRP Coding Options Are Highlighted	
Category	Explanation of Category Element
UNSAFE ACTS	
Errors occur when the mental or physical activity of a person or group either fails to achieve the intended outcome or the outcome is achieved but not in the intended way.	Skill-based errors occur when a person's execution of a routine, highly practiced task relating to procedures, training or proficiency results in an unintended outcome.
	Judgment and decision making errors occur when the behaviour or actions of the person proceed as intended yet the chosen plan proves inadequate to achieve the desired end-state.
	Misperception errors occur when a person acts or fails to act based on an illusion, misperception or disoriented state resulting in an unintended outcome.
	Knowledge Errors occur when the task, procedural or aircraft knowledge is inadequate, or if incorrect, inadequate or ambiguous information leads to an unsafe situation / human error.
Violations occur when a person or group act with a conscious disregard for rules and instructions.	Routine Violations occur when a procedure or policy violation is systemic in a unit / organization and is not based on a risk assessment for a specific situation. It needlessly commits the individual, team, or crew to an unsafe course-of-action – these violations may have leadership sanction.
	Situational Violations occur when the consequences / risk of violating published procedures was recognized, consciously assessed and honestly determined by the individual, crew or team to be the best course of action.
	Exceptional Violations occur when an individual, crew or team intentionally violates procedures or policies without cause or need. These violations are unusual or isolated to specific individuals rather than larger groups and there is no evidence of these violations being condoned by leadership.

ASIMS Taxonomy Definitions: FSRP Coding Options Are Highlighted	
Category	Explanation of Category Element
PRE-CONDITIONS	<p>The Condition of the Individual is a factors if any of the following contributed to an occurrence:</p> <ul style="list-style-type: none"> • Cognitive Factors. e.g. distraction, inattention, confusion, cognitive over-saturation • Psycho- Behavioral Factors. e.g. overconfidence, poor motivation • Adverse Physiological States. e.g. fatigue, dehydration, motion-sickness • Physical/Mental Limitations. e.g. learning ability rate • Perceptual Factors. e.g. spatial disorientation, illusions <p>Environmental Factors are a factor if any of the following contributed to an occurrence:</p> <ul style="list-style-type: none"> • Physical Environment e.g. weather, climate, 'white-out' or 'brown-out', • Technological Environment e.g. cockpit / vehicle / workspace design factors, automation affect the actions of individuals <p>Personnel Factors are factors if any of the following contributed to an occurrence:</p> <ul style="list-style-type: none"> • Co-ordination, Communication & Planning e.g. poor interactions among individuals, crews and teams, inadequate planning and briefing, critical information not communicated, failure of crew / team leadership • Self Imposed Stresses e.g. disregard of rules and regulations that govern the person's readiness to perform IRT e.g. alcohol, self-medication, (self-imposed) inadequate rest, inadequate nutrition

ASIMS Taxonomy Definitions: FSRP Coding Options Are Highlighted	
Category	Explanation of Category Element
SUPERVISION	<p>Inadequate Supervision is a factor if the following contributed to an occurrence:</p> <ul style="list-style-type: none"> • Supervision which proves inappropriate or improper and fails to identify hazard, recognize and control risk, provide guidance, training and/or oversight and results in human error or an unsafe situation. <p>Planned Inappropriate Operation is a factor if any of the following contributed to an occurrence:</p> <ul style="list-style-type: none"> • Supervision which fails to adequately assess the hazards associated with an operation and allows for unnecessary risk • Supervision which allows non-proficient or inexperienced personnel to attempt missions beyond their capability or when crew or flight makeup is inappropriate for the task or mission. <p>Failure to Correct Known Problem is a factor if the following contributed to an occurrence:</p> <ul style="list-style-type: none"> • Supervision which fails to correct known deficiencies in documents, processes or procedures, or fails to correct inappropriate or unsafe actions of individuals. <p>Supervisory Violation is a factor if the following contributed to an occurrence:</p> <ul style="list-style-type: none"> • Supervision which willfully disregard instructions or policies.

ASIMS Taxonomy Definitions: FSRP Coding Options Are Highlighted	
Category	Explanation of Category Element
ORGANIZATIONAL INFLUENCES	<p>Organizational Resource Management is a factor if the following contributed to an occurrence:</p> <ul style="list-style-type: none"> • Processes or policies influence system safety, result in inadequate error management or create an unsafe situation e.g. financial constraints, operator support, design processes, lack of weather & ops information <p>Organizational Climate is a factor if the following contributed to an occurrence:</p> <ul style="list-style-type: none"> • The working atmosphere within the organization influences individual actions resulting in human error e.g. organizational culture, unclear or inadequate command structures, incorrect equipment expectations <p>Organizational Process is a factor if the following contributed to an occurrence:</p> <ul style="list-style-type: none"> • Decisions and rules that govern everyday activities e.g. workload / pace of operations, SOPs, doctrine, procedural guidelines & publications (Flight Reference Cards, engineering publications etc), training policy

ASIMS CODING EXAMPLES

The examples below are designed to show the codes shown above might be applied to the Contributory Factors section of a D-FSOR based on the text describing an event.

Example 1. “After conducting the change of a hydraulic system component ABC with reference to publication XYZ, it was found during the supervisory checks that the component had actually been installed the wrong way round. It was found that publication XYZ in fact described the procedure for fitting a pre-modification version of component ABC. An amendment notification to publication XYZ has been submitted.”

ASIMS Taxonomy Coding Example 1:	Unsafe Act: Error	Organizational Influences: Organizational Process
-------------------------------------	----------------------	--

Example 2. “On a Night Vision Goggle range sortie in low light-levels and with no discernible horizon, on the downwind leg at 2000ft AGL in the range pattern, I became distracted whilst looking over my shoulder to try to identify other aircraft in the range pattern. As I continued to look over my shoulder, I did not scan my instruments and so did not realise that my aircraft had started a descent. When the Ground Proximity Warning System alert sounded I looked forward, saw what happened, and recovered the aircraft. The aircraft bottomed out at 90ft above the ground.”

ASIMS Taxonomy Coding Example 2:	Unsafe Act: Error	Pre-Condition: Environmental Factor	Pre-Condition: Condition of the Individual
-------------------------------------	----------------------	--	---

Example 3. “During the engineering preflight check of an engine intake, the torch bulb blew and the engineer, who did not want to delay the sortie, decided the best course of action was to use his own personal torch, contrary to local orders. Just as the inspection was completed, his personal torch broke into pieces. The engineer believed that all the pieces had been collected from the engine intake. However, part of the engineer’s personal torch had actually gone into the engine, and so was not visible on the pre-flight inspection. When the engine was started, Foreign Object Damage resulted.”

ASIMS Taxonomy Coding Example 2:	Unsafe Act: Violation (Situational)	Pre-Condition: Condition of the Individual
-------------------------------------	--	---

Example 4. “Whilst setting up for an approach to a high density altitude landing site with 10 people on board, the pilot did not initially spot the onset of a fast rate of closure. The pilot significantly reduced speed but then realised that the aircraft was now falling short of the landing site, and was at low airspeed. Inadvertently, an over-torque resulted as power was applied to arrest the rate of descent and commence an overshoot.”

ASIMS Taxonomy Coding Example 3:	Unsafe Act: Error	Pre-Condition: Condition of the Individual	Pre-Condition: Environmental Factor
-------------------------------------	----------------------	---	--

Example 5. “A part-completed engineering task was handed over during a shift briefing and completed by the oncoming personnel. There was a misunderstanding about the progress of work, a misunderstanding that resulted from the information exchanged in the hand-over briefing, and an important component remained disconnected. This disconnected component was not spotted during the supervisory check of the work.”

ASIMS Taxonomy Coding Example 5:	Unsafe Act: Error	Pre-Condition: Personnel Factors	Supervision: Inadequate Supervision
-------------------------------------	----------------------	-------------------------------------	--

HOW TO DISTRIBUTE A D-FSOR

The instructions and advice in this part of the Aide Memoire are aimed at the individual completing the Occurrence Manager's Section who will then be responsible for the D-FSOR's distribution.

The first choice of distribution method for a D-FSOR is using the distribution mechanism built into ASIMS, as described in the [Distribution](#) section of this User Guide.

The remainder of this section details how to distribute a D-FSOR when ASIMS is not available to you. In this case, the preferred method of distribution is by sending the PDF D-FSOR by email over the Defence Intranet. (If the security classification of the D-FSOR is UNCLASSIFIED, it may be originated away from the Defence Intranet and emailed over the internet (World-Wide Web) into the Defence Intranet). If email is not available, send the D-FSOR by fax. If fax is not possible (or, in particular, if the security classification of the D-FSOR prevents transmission over the Defence Intranet, internet, or fax), then the D-FSOR may be transmitted via the signal messaging system (see the guidance below on how to convert a D-FSOR into signal format).

When you send your D-FSOR off your unit, you need to send it to 3 addresses: DARS Occurrence Branch; the relevant Single-Service/ Agency Flight Safety Organisation, and relevant Command Organisation. These are detailed below. Sending your D-FSOR to these 3 categories of recipient will ensure that both Command Chain and Flight Safety organisations are informed about an event at the same time.

Once DARS has received your D-FSOR, it will transmit it onwards to the wider Defence aviation community (i.e. to those sections of the community who are likely to be interested in your report). Only after completing this onward transmission will DARS staff carry out any analysis of the content of the D-FSOR.

1. DARS Occurrence Branch.

- Defence Intranet Email: Dars-Signals
- Internet Email: dars-signals@northolt.raf.mod.uk
- Fax: 95233-8098 or 0208 833 8098
- SMA: RAF NORTHOLT

2. Relevant Single-Service Flight Safety Organisations.

Royal Navy.

- Defence Intranet Email:
- Internet Email:
- Fax:
- SMA:

Army.

- Defence Intranet Email:
- Internet Email:
- Fax:
- SMA:

Royal Air Force.

- Defence Intranet Email:
- Internet Email:
- Fax:
- SMA:

MFTR.

- Defence Intranet Email:
- Internet Email:

- Fax:
- SMA:

3. **Relevant Command Organisations.**

i.e. Navy Command, Land Command, 1Gp, 2Gp, 22(Trg) Gp and/or JHC.

(Specific contact details have not been included in this Aide Memoire, as the list is long and often changes – with your local knowledge you are best placed to know which elements of your Command chain need to see your D-FSORs first)

Other methods of transmission include posting a hard copy through the mail system, or phoning the details through to the DARS Occurrences Branch, but these methods should be used as a last resort.

Converting a D-FSOR Into Signal Format

You may have noticed that the various sections of the D-FSOR have been labelled alphabetically. One of the reasons for this is to assist in converting a D-FSOR into a 'signal-able' format in those cases where it is necessary to transmit it as a signal message. Quite simply, all you do is to take the D-FSOR and transcribe the content of each alphabetic section onto your signal messaging form (F/Sigs 266).

For example, if your D-FSOR describes an Air Incident from an RAF unit with Local Serial Number BEN/33/12/09 (i.e. the content of Section A), then the first line of your F/Sigs 266 would be:

A. AIR INCIDENT BEN/33/12/09 RAF.

For Sections such as H, where not all the fields are mandatory and may be blank, simply transcribe the completed fields to the signal form, indicating which field it is. For example, if the relevant fields are **OAT**, **Working Light Level**, **Cloud Cover** and **Cloud Height**, your entry on your F/Sigs 266 for Section H would (for example) be:

H. OAT 19 DEG CELCIUS, WORKING LIGHT LEVEL POOR, CLOUD COVER OVC, CLOUD HEIGHT 100 FT.

The Address Indicator Group (AIG) and Subject Indicator Codes (SIC) are contained in JSP 551 Vol 1 Sect 200 Annex C (and have not been repeated here, since it is a lengthy list, and you probably already know what your relevant AIGs/SICs are).

SECTION O DROP DOWN FIELDS

The first level of this list refers to the **Main System Involved** (in **bold**), the second level to the **Sub-System Involved**, and the third level to the **Type of Failure/Fault** (shown in *italics*).

Air Conditioning

Anti-G
Aircraft Heating
Cabin Conditioning
Cabin Pressurisation
Equipment Cooling
Discomfort
Erroneous Indication
Errors in Drills/Checks
Failed to Operate
Fumes/Smoke
High Pressure Flow
High Temperature
Inadvertently Operated
Indication Misread
Low Temperature
Mishandling
Vibration/Noise

Errors in Drills/Checks
Failed to Lock
Failed to Operate
Fire
Fire Warning
Fumes/Smoke
Inadvertently Operated
Indication Misread
Loose
Mishandling
Misting/Fogging
Parts Detached
Shattered
Structural Failure/Damage
Surface Degraded
Tailscape
Unlocked
Vibration/Noise

Aircraft Safety and Emergency Equipment

Canopy Jettison
Crew Restraint Harness
Door/Hatch Jettison
Ejection Seat
Escape Rope/Chute
Failure to Set Safety Devices
Flotation Equipment
MDC
Parachute
Quick Release Fastener
Errors in Drills/Checks
Erroneous Indication
Failed to Operate
Inadvertently Operated
Indication Misread
Mishandling
Parts Detached
Uncommanded Movement

Alighting Gear

Alighting Gear (All Gear Affected)
Alighting Gear Inadvertently Operated
Landing Gear Doors
Main Landing Gear
Mixed Lights
Nosewheel Steering
Nose Landing Gear
Outrigger Landing Gear
Skids
Tail Landing Gear
Burst Tyre
Collapsed
Emergency System Used
Errors in Drills/Checks
Failed to Extend
Failed to Operate
Failed to Retract
Hydraulic Problem
Indication Mis-read
Landed Wheels Up
Mishandling
Nearly Landed Wheels Up
Parts Detached
Structural Failure/Damage
Total System Failure
Uncommanded Movement
Unlocked

Airframe

Aerial or Probe
Bomb Bay
Cabin
Canopy
Cargo Hold
Cockpit
Door
Escape Hatch
External Store
Flap
Interior Fitting
Lights
Nose
Panel
Pod/Nacelle
Pylon
Radome
Ramp
Seat
Tail
Thermal Blanket
Window
Windscreen
Windscreen Wipers
Wing
Wingfold
Dented/Damaged

Armament and Stores

Dented/Damaged
Errors in Drills/Checks
Erroneous Indication
Inadvertent Operation
Indication Misread
Irregular Stores Release
Mishandling
Munitions Malfunctions
Parts Detached
Stores Failed to Release

Braking

Anti-Skid
Arrestor Hook
Arrestor Hook Bounce
Brake Binding
Brake Fire
Brake Parachute
Differential Braking

Parking Brakes
 Total Brake Failure
 Wheel Brakes
 Errors in Drills/Checks
 Failed to Operate
 Hydraulic Problem
 Inadvertently Operated
 Mishandling
 Parts Detached
 Structural Failure/Damage
 Uncommanded Movement

Communications

Aerial
 Datalink
 Emergency Frequency
 IFF
 Intercom
 Main Radio
 Microphone
 Secure Comms
 Standby Radio
 VHF/UHF/HF
 Erroneous Indication
 Failed to Operate
 Fire
 Fumes/Smoke
 Inadvertently Operated
 Indication Misread
 Intermittent
 Mishandling
 Parts Detached
 Radio Lockout
 Radio Noise
 Structural Failure/Damage
 Total Radio Failure
 Unintelligible

Electrical Power Supply

Battery
 Busbar
 Centralised Warning System
 Circuit Breaker
 Electrical Control
 External/Ground Power
 External Lighting
 Galley
 Generator/Alternator
 Ground Connection
 Internal Lighting
 Inverter
 Landing Light
 Ram Air Turbine
 Transformer Rectifier Unit
 Miscellaneous
 Arcing/Sparking
 Erroneous Indication
 Errors in Drills/Checks
 Failed to Operate
 Fire
 Fumes/Smoke
 High Power
 Inadvertently Operated
 Indication Mis-read
 Leak
 Low Power
 Mishandling
 Multiple Failure
 Parts Detached
 Power Fluctuation
 Pre-Cautionary Engine
 Shutdown for Electrical
 Reasons
 Short
 Total Electrical Failure
 Transients

Engine

Anti Icing
 APU
 Bleed
 Control
 Cooling
 Cross Drive
 Exhaust
 Fire Protection
 Fuel
 Gearbox
 Ignition Relight
 Intake
 Manual Throttle
 Oil Starting
 Powerplant
 Reheat
 Reverse Thrust
 T/P Gauge
 Water Injection
 Aircraft Icing
 Auto Rotation
 Chip Detector Warning
 Compressor Failure
 Contamination
 Contents
 Control Restriction
 Dented/Damaged
 Engine Failed to Relight
 Engine Failure
 Engine Identification Problem
 Engine Off Landing
 Engine Relit
 Engine Shutdown
 Erroneous Indication
 Errors in Drills/Checks
 Failed to Operate
 Fire
 Fire Warning
 Freeze
 Fumes/Smoke
 High Power
 High Pressure/Flow
 High Temperature
 High TGT
 IGV/BV Malfunction
 Inadvertently Operated
 Incorrect Diagnosis
 Indication Misread
 Leak
 Low Power
 Mishandling
 Nozzle Malfunction
 Parts Detached
 Power Fluctuation
 Pressure Flow Fluctuation
 Reversion to Manual Control
 Rundown/Flameout
 Seizure/Mechanical Failure
 Shutdown Wrong Engine
 Surge
 Turbine Failure
 Uncommanded Movement
 Uncontained Engine Failure
 Vib Caption
 Vibration/Noise

Flight/Nav Attack

Accelerometer
 Air Radar
 Airspeed Indicator
 Altimeter
 AOA Indicator
 Attitude Indicator
 Autopilot

Call Warning
 Central Tactical System
 Compass/Giro System
 Heading Indicator
 Head Up Display
 Head Down Display
 General Instrument
 GPWS
 Inertial Navigation System
 Laser Ranger
 Management System
 Navigation/Approach Aid
 Pitot
 Radar
 Radar Altimeter
 Rate of Climb/Descent Indicator
 Sonar
 Stores Management System
 TCAS
 Terrain Following Radar
 Turn and Slip Indicator
 Weapon Aiming System
 Erroneous Indication
 Errors in Drills/Checks
 Failed to Operate
 Fumes/Smoke
 Inadvertently Operated
 Indication Misread
 Mishandling
 Multiple Failure
 No Failure Indication
 Partial System Failure
 Symbology
 Total System Failure

Flying Clothing

Air Ventilated Suit
 Anti G Suit
 Body Armour
 Boots
 Coverall
 Crew Accessories
 Gloves
 Goggles
 Helmet
 Immersion Suit
 Mask
 NBC Equipment
 Passive Night Goggles
 Personal Equipment Connector
 Pressure Jerkin
 Spectacles
 Under Garments
 Visor
 Discomfort
 Failed to Operate
 Incorrectly Equipped
 Mishandling
 Misting/Fogging
 Parts Detached
 Poor Condition or Fit

Flying Controls

AFCS/Autostab
 Airbrakes
 Artificial Feel
 Boundary Layer Control
 Collective
 Cyclic
 Elevator
 Flaperon
 Flaps
 Nozzle Control
 Pitch
 Reaction Control

Roll
 Slat
 Spoilers
 Stability Augmentation
 Throttle
 Trim
 Wingsweep
 Yaw
 Aircraft Icing
 Control Difficulty
 Control Restriction
 Dented/Damaged
 Errors in Drills Checks
 Excessive Control Movement
 Failed to Extend
 Failed to Operate
 Failed to Retract
 Hydraulic Problem
 Inadvertently Operated
 Inappropriate Setting
 Indication Misread
 Loss of Control
 Mishandling
 Parts Detached
 Pilot Induced Oscillation
 Reversion to Manual Control
 Uncommanded Movement
 Vibration/Noise

Fuel

Control
 Contents
 External Fuel Tank
 Ferry Tanks
 Filler Cap
 Flight Refuelling
 Fuel Management
 Fuel Pipe
 Fuel Pressurisation
 Fuel Pump
 Fuel Transfer
 Gauges
 Internal Fuel Tank
 Short of Fuel
 Total Fuel System Failure
 Dented/Damaged
 Erroneous Indication
 Errors in Drills/Checks
 Failed to Operate
 Fuel Contamination
 High Temperature
 Inadvertently Operated
 Incorrect Operation
 Indication Misread
 Leak
 Low Pressure/Flow
 Manual Control
 Mishandling
 Parts Detached
 Venting

Hydraulic Power

Auxiliary Hydraulics
 Hydraulics 1
 Hydraulics 2
 Hydraulics 3
 Pneumatic System
 Powered Flying Controls
 Ram Air Turbine
 Services Hydraulic Power
 Utility
 Blocked
 Contents
 Erroneous Indication
 Failed to Operate
 High Pressure/Flow

High Temperature
Leak
Low Pressure/Flow
Multiple Failure
Pressure Flow Fluctuations
Total Hydraulic Failure
Vibration/Noise

Ice and Rain Protection

Anti Icing
Water Repellent
Windscreen Clearance
Windscreen Wipers
Aircraft Icing
Failed to Operate
Parts Detached

Oxygen

Breathing Air
Contents
Supply
Erroneous Indication
Errors in Drills/Checks
Inadvertently Operated
Indication Misread
Leak
 Mishandling

Propellers and Rotors

Blade Fold
Clutch
Gearbox
Main Rotor
Oil Cooler
Propeller
Propeller Control
Rotor Brake
Synchronisation
Tail Rotor
Torque Control
Transmission
Transmission Oil
Chip Detector Warning
Control Restriction
Erroneous Indication
Errors in Drills/Checks
Failed to Operate
Fire
Fumes/Smoke
High Power
High Temperature
Inadvertently Operated
Indication Misread
Leak
Low Power
Low Pressure/Flow
 Mishandling
Overspeed
Power Fluctuation
Precautionary Shutdown
Structural Failure/Damage
Vibration/Noise

Role Equipment

Air Cargo Equipment
Aircraft Blanks
Cargo Hold
Chaff and Flare
ECM
Flight Refuelling Equipment
Lifting/Towing Equipment
Load Hook
Recce Equipment
Tactical Sensor
Weapon
Winch

Dented/Damaged
Erroneous Indication
Errors in Drills/Checks
Failed to Operate
Fuel Transfer Problem
Fumes/Smoke
Inadvertently Operated
Indication Misread
 Mishandling
Parts Detached
Uncommanded Movement

Survival Equipment

Cooling Vest
Dinghy
First Aid Kit
Harness
Life Preserving Jacket
Liferaft
Personal Locator Beacon
Personal Survival Pack
STASS
Stretcher
Torch
Failed to Operate
Inadvertently Operated
Incorrectly Equipped
Lost/Missing
Structural Failure/Damage

D-FSOR GLOSSARY

AIG – Address Indicator Group

ASIMS – Aviation Safety Information Management System

DARS – Directorate of Aviation Regulation and Safety

D-FSOR – Defence Flight Safety Occurrence Report

FSRP – Flight Safety Responsible Person

JSP – Joint Service Publication

SIC – Subject Indicator Code

Rudyard Kipling (1865-1936) – British novelist and poet, best known for *The Jungle Books*, *Just So Stories*, and *Kim*, and winner of the Nobel Prize for Literature (1907).

D-FSOR CONTACT NUMBERS

If you have any queries or questions about using the D-FSOR, please contact your local FSRP. If the FSRP is unable to help, or not available, call your single-Service Flight Safety organisation:

Royal Navy Flight Safety Accident Investigation Centre

RNAS Yeovilton

Mil Tel: 93510-6223

Civ Tel: 01935 456223

Army Accident Investigation & Engineering Flight Safety Officer

SSAvn, Middle Wallop

Mil Tel: 94329-4419

Civ Tel: 01264 784419

Royal Air Force Aviation Safety Group

HQ Air Command, RAF High Wycombe

Mil Tel: 95221-3870

Civ Tel: 01494 493870

DARS staff are also able to help with your queries.

DARS Occurrences Desk

RAF Northolt

Mil Tel: 95233-8082 or 8081 or 8072

Civ Tel: 0208 833+Ext 8082 or 8081 or 8072

GLOSSARY

INDEX

Add Comment	19, 23	FILTER AND SEARCH	24
Add Final Comment	23	Filters	24
Closed.....	20	Motd	8
COMMENTATOR.....	22	Pivot Table	25
Deadline Date	12	Re-Open	20
Distribute Report	19, 20	Report Complete.....	20
Download Data.....	25	Return To Main Menu	15, 19, 20
Edit Report	14, 15, 18, 19, 20	View Results	24