

## Why Use Event Reporting?

- Document the identification, investigation, and resolution of any issue affecting your operation
- Document your best practices
- Keep small problems from becoming large ones
- Closed-loop reporting system
- Easy Web access
- Manage multiple users
- Foundation for your Safety Program
- Enhance the safety and effectiveness of your business



**Safety is Your  
Responsibility**

Check out Event Reporting at  
[www.eventreporting.org](http://www.eventreporting.org)



1635 Prince Street  
Alexandria, Virginia 22314  
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**A FREE\* Service**

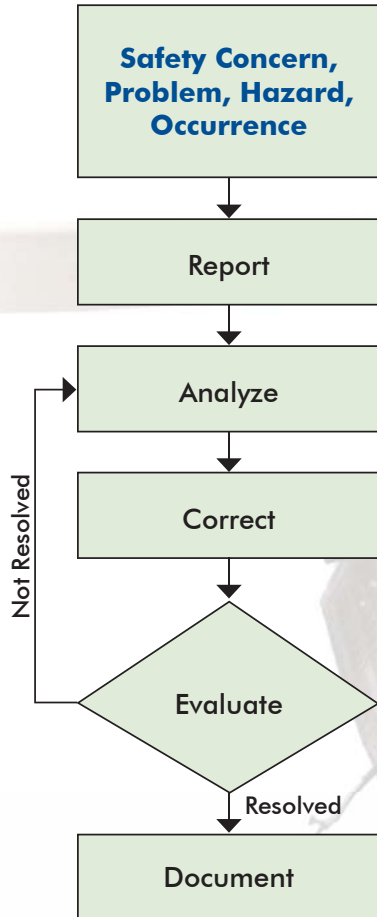
*We just took away your LAST EXCUSE!*

**\*For HAI members  
Non-members \$795/year**

**EVENT REPORTING  
AND PROCESS IMPROVEMENT**

# The heart of your Safety Management System (SMS)

## Closed-Loop Process



The Event Report form is designed for you to tailor to your business.

**Event Report**

Control # 855 | Report # 254  
 1234 Main St | Report 18 | Initiated JQS 10/11/2005  
 Anytown, AB 12345 | Event occurred on 10/11/2005 | Acknowledged JQS 10/11/2005  
 Priority rating: No rating

**Rating**

Action Type: Observation  
 Select the priority of resolving this issue: No rating  
 Event Occurrence Date: 2006 | Oct | 11  
 Event Occurrence Time: 00 | 05 | UTC

**Category (check all that apply)**

- In-flight
- During startup
- Icing
- Taking off
- During shutdown
- Turbulence
- Landing
- Ground handling
- Wake turbulence
- Taxi (Ground)
- Off-base service
- VFR to IFR
- Taxi (Tower)
- Unsched. Maintenance / Repair
- Density altitude
- Climb
- Sched. Maintenance / Repair
- Connective activity
- Descent
- AD compliance
- Other weather-related
- Hover at altitude
- Maintenance Training
- Night
- Automation
- Flight Training
- Best Practices
- Administrative

**Topic** [Add New]

**Aircraft** [Add New]  
 NVZYZ, 150B, SN-55555

**Engine** [Add New]  
 Select Engine | Location | TSI | TSO

**Operational Considerations**

Stage of Operation: Takeoff | Precipitation Procedure: None  
 Nature of Condition: Other | Section: [Select]  
 Reason: [Select Reason]

Check here if this report is related to other Event Reports  
 Report Numbers: 104 | Search

**Describe Event**

text 1 for edit | text 2 for edit | text 3 for edit | text 4 for edit

Check here to acknowledge this report

**Reported Part**

ATAIASC Code | Part Name | Part Number | Total Time on Part  
 Add New | Vendor | Select Company | TSI  
 Serial Number | Location | TSO  
 Part Condition | Quantity | Cycles | CSI  
 Original Equipment? [UNKNOWN]

**Investigation & Findings**

text 1 for edit | text 2 for edit | text 3 for edit | text 4 for edit

**Resolution**

**History**

Report initiated by JQS on 10/11/2005 | Related reports: 184  
 Acknowledged by JQS on 10/11/2005 at 18:16:45 | 184  
 Edit by JQS on 10/11/2005 at 18:16:45 | 184  
 Edit by JQS on 10/11/2005 at 18:17:43 | 184  
 Accessed by JQS on 10/11/2005 at 18:19:47  
 Accessed by JQS on 10/11/2005 at 18:22:41  
 Accessed by JQS on 10/11/2005 at 18:23:31  
 Edit by JQS on 10/12/2005 at 10:44:06 | 184  
 Edit by JQS on 10/12/2005 at 10:45:39 | 184  
 Edit by JQS on 10/12/2005 at 10:47:30 | 184  
 Edit by JQS on 10/12/2005 at 10:48:24 | 184  
 Accessed by JQS on 10/12/2005 at 11:00:03  
 Accessed by JQS on 11/10/2005 at 15:01:43  
 Accessed by JQS on 11/10/2005 at 16:11:18  
 Accessed by JQS on 11/02/2006 at 16:59:45  
 Accessed by JQS on 02/22/2007 at 16:07:24

**Closure**

Check here to CLOSE this report |  Check here to RESOLVE this report

Broad categories

Specific, customizable topics

Identify the issue

Investigate the issue

Resolve the issue

The FAA advocates an active approach to safety, including establishing a safety management program. Use Event Reporting to **START YOUR SMS PROGRAM** or enhance your existing one.

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**Non-members \$795/year**

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# EVENT REPORTING AND PROCESS IMPROVEMENT