

**AERODROME MANUAL**

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<b>AERODROME MANUAL/ AOI REF(S) -</b>	Aerodrome manual, Part B, Section 2				

## **Aerodrome manual, Part B, Section 2, Paragraph 5 “Safety Risk Management Process”**

### **5.1 Hazard Identification**

The **EMA** hazard identification process collects, records, analyses, acts on and generates feedback about hazards that affects the safety of the operational activities of the airport company. Similar processes are in place for the **MAG** ANS provision and are detailed in the ANS Manual.

EMA has an Operational Safety Risk Register in place which details the key overarching risks in place for the airport, as well as the mitigating measures for these risks. The process for the maintenance and review of this Risk Register is detailed in the Compliance Monitoring Manual.

## **Aerodrome manual, Part B, Section 2, Paragraph 9 “Safety Reporting and Investigation”**

### **9.1 Purpose**

9.1.1 Incident reporting is a key factor in assessing the efficiency of the safety management system. This data allows for any areas for potential new or heightened hazards to be identified, as well as reviewing mitigation and procedures in place to assess their suitability.

### **9.2 Incident Reporting System**

9.2.1 The EMA Safety Management System involves the reactive and proactive identification of safety hazards. Whilst aviation accidents are rare events, they are generally investigated more thoroughly than incidents and can reveal a significant amount about safety hazards.

9.2.2 There are five types of incident reporting system at EMA:

- Mandatory Occurrence Reporting (MOR) via ECCAIRS or TOKAI (ATC only)
- Accident/Safety Occurrence (Incident) Reporting System – EMA Internal databases
- Voluntary/Anonymous Safety Reporting via web-based system.
- Personal Injury via SAFEPORT
- Additional ANS reporting

Further safety reporting details contained in AOI 09 “Incident Reporting and Investigations”.

9.2.3 Guidance on the ANS reporting is detailed in MATS Part 1.

9.2.4 All incident investigations will be reviewed as part of the processes in place and any outputs fed into the Safety Risk Register as part of the review process detailed in the Compliance Monitoring Manual.

### **9.3 Voluntary and Anonymous Safety Reporting**

9.3.1 EMA has a system and process in place which supports voluntary and anonymous reporting of incidents and safety hazards. The process for this is contained in AOI 09 “Incident Reporting and Investigations”.

9.3.2 Data and trend identified through these reports will be incorporated into the Safety Management Report on a monthly basis and where required an investigation will be conducted by the Compliance Manager – Ops and Safety to identify root cause and rectification actions.

### **9.4 Internal Safety Investigations**

9.4.1 The primary purpose of accident or safety occurrence investigations is to gather information and evidence to prevent recurrence of an accident or escalation of a safety occurrence to an accident.

9.4.2 Details of the processes which are in place in relation to safety investigations are contained in AOI 09 “Incident Reporting and Investigations”.

### **9.5 Corrective Actions for Non-Compliances**

#### **9.5.1 Airside Safety Regulation and Non-Compliances**

Non-compliances identified through the airside Safety Regulation Scheme will be investigated and followed up as detailed in AOI 14 “Airside Safety Regulation Scheme”.

Non-compliances will be monitored through the Safety Management Report process and where required an investigation will be conducted by the Compliance Manager – Ops and Safety to identify root cause and rectification actions.

#### **9.5.2 Compliance Monitoring Non-Compliances**

Details of the EMA Assurance programme and the processes for identified non-compliances are detailed in the Compliance Monitoring Manual.

#### **9.5.3 Non-Compliances from the Competent Authority**

If EMA is notified of a non-compliance or finding by the Competent Authority, either through scheduled auditing or other oversight activity, EMA will ensure that appropriate remedial actions are put in place within the agreed timescales. This includes:

- a. Addressing both the immediate non-compliance and the root cause where relevant, as well as addressing any associated impacts from the non-compliance.
- b. Ensuring an action plan is put in place with allocated timescales and shared with the Competent Authority
- c. Ensuring that a formal response is sent to the Competent Authority by the agreed deadline.

Where findings require longer term resolutions, such as infrastructure change, an extended timeframe may be agreed with the Competent Authority.

**9.6 Safety Surveys**

- 9.6.1 Safety surveys are conducted every **month** by the Training Team and Airfield Operations, providing a minimum total of 80 per month. The safety survey questions are changed on a monthly basis.
- 9.6.2 The themes and topics of the audits are agreed at the **Safety and Resilience Board** based on current trend, accident investigations and horizon scanning.
- 9.6.3 The results of the safety surveys are reviewed and reported on in the monthly Safety Management Report. **Key themes and trends are also incorporated into the Airside Safety Newsletter.**

**9.7 Restricted access to incident reports**

- 9.7.1 Access to data and reports relating to accidents and incidents is restricted to the person(s) responsible for investigating, storing and analysing them. Any further reports or trend analysis will use anonymised data only.
- 9.7.2 **Requests for access to information should be sent to [compliance@eastmidlandsairport.com](mailto:compliance@eastmidlandsairport.com). Access to information containing sensitive or personal data may require a Data Access Request which will be assessed in line with MAG policy.**

**END****Originator -****Confirmed By -**