Safety Communiqué Form

AMD-34 / FS 5700-14

	REPORTED BY: (optional)
SAFECOM Aviation Safety Communique'	**Name**:
	E-Mail:
	Phone:
	Cell Phone:
	Pager:
	Organization:
	Organization Other:
	Date Submitted: mm/dd/yyyy

EVENT

Date: mm/dd/yyyy	**Local Time:** hhmm	**Injuries:** Y/N	**Damage:** Y/N
State:	**Location:** (Airport, City. Lat/Long or Fire Name)		

Operational Control:
Agency:
Region:
Unit:

MISSION (* see look-up tables)

Type: *	Other:
Procurement: *	Other:
Persons Onboard:	Special Use: Y/N	Hazardous Materials: Y/N
Departure Point:	Destination	

AIRCRAFT (* see look-up tables)

Type: *	Tail #	Manufacturer: *	Model:
Owner/Operator:	Pilot:	Manager:	

NARRATIVE: (A brief explanation of the event)

CORRECTIVE ACTION: (What was done to correct the problem)

SAFECOM FORM INSTRUCTIONS

The Aviation Safety Communique (SAFECOM) database fulfills the Aviation Mishap Information System (AMIS) requirements for aviation mishap reporting for the Department of Interior agencies and the US Forest Service. Categories of reports include incidents, hazards, maintenance, and airspace. The system uses the SAFECOM Form AMD-34 or FS-5700-14 to report any condition, observation, act, maintenance problem, or circumstance with personnel or aircraft that has the potential to cause an aviation-related mishap. The SAFECOM system is **not** intended for initiating punitive actions. Submitting a SAFECOM is **not** a substitute for "on-the-spot" correction(s) to a safety concern. It is a tool used to identify, document, track and correct safety related issues. A SAFECOM **does not** replace the requirement for initiating an accident or incident report.

These instructions and helpful hints are intended to make the process of submitting a SAFECOM as easy as possible. If you need assistance, please don't hesitate to call the Forest Service at (208) 387-5285 or the Aviation Management Directorate, Aviation Safety at (208) 433-5070. After the completion and submission of your SAFECOM, your data will be stored in a central database that is shared on an interagency basis. Therefore, you only have to submit one SAFECOM per event.

The **REPORTED BY section** is associated with the person <u>submitting</u> the SAFECOM. All of these fields are optional. However, this contact information is extremely helpful if it becomes necessary to follow-up with the submitter on a particular issue. This section asks for the name of the person reporting the event, their contact information and the organization <u>they</u> work for. If you choose to submit your name or any other information in this section, it will not appear on the SAFECOM that is available to the general public.

The **EVENT** section asks for the "when" and "where" in addition to damage or injuries. Enter the **Date** in the **mm/dd/yyyy** format, and then enter the **Time** using the 24-hour time format, i.e. **hhmm.** Note that the date is a required field and both the date and time fields will only accept numeric characters. Were there any **Injuries**? **Yes** or **No**. If you select **Yes**, please explain in the narrative. Was there any **Damage**? **Yes** or **No**. If you select **Yes,** please explain in the narrative. The next field in this section is the **State**, which applies to the state where the <u>event</u> occurred. Note that the **State** field is a required entry. In the **Location** field enter the airport, name of the fire or lat and long. The next three selections identify the Agency, Region or State for USDI and the Unit that had operational control of the mission at the time of the event. These selections determine which organization(s) will receive initial notification that a SAFECOM has been entered into the database. From the look-up table select the **Agency**. From the next look-up table select the **Region** for USFS or **State** for USDI. Next, select the **Unit** from the look-up table if it applies. See examples below:

Agency: Bureau of Land Mgt   **Region**: Alaska State Office   **Unit**: Glenallen FO
Agency: Forest Service   **Region**: Region 2   **Unit**: San Juan NF

The **MISSION** section asks for information that describes the mission at the time of the event. In the **Type** field, use the look-up table to make a selection that <u>best</u> describes the mission that was being performed. Use the **Other** field if you need to further identify the mission or if nothing is available from the look-up table that actually describes the mission. In the **Procurement** Field, enter how the aircraft you were utilizing was procured from the look-up table. Use the **Other** field to further identify procurement if necessary. Under **Persons**

Onboard, enter the total number of people on the aircraft, which includes the pilot(s), all flight crew personnel and passengers. Was the mission **Special Use, Yes** or **No?** Many of our missions are special use. In fact, almost all fire missions are considered special use as well as animal counting, herding, eradication, etc. Were there **Hazardous Materials** onboard, **Yes** or **No**? In **Departure Point**, enter where you departed from, an airport or helibase for example and under **Destination**, enter the intended destination, which could be an airport, fire name or helispot.

The **AIRCRAFT** Section generally applies to the aircraft you are utilizing. However, in the event of an airspace intrusion, conflict or near mid-air, enter as much information as possible about the other aircraft. If there are multiple aircraft involved, list the other aircraft in the narrative section. In the **Type** field, enter the aircraft type from the look-up table. In the **Tail #** field enter the tail number of the aircraft beginning with **N** for US Registered and **C** for Canadian Registered aircraft. Please do not enter the Tanker, Jumper or Helicopter number unless that is all you have. In the **Manufacturer** field, select the manufacturer from the look-up table. In the **Model** field, enter the model number without any spaces or hyphens for example, 206L3, DC6, PB4Y2. In the **Owner/Operator field**, enter the name of the agency if the aircraft is an agency fleet aircraft (ie USFS, USDI, etc) or the name of the vendor operating the aircraft if it is contracted. In the **Pilot** field enter the pilot's name, first name then last name.

In the **NARRATIVE** section give a brief description of the event with the facts and outcome of the event. Elaborate on any previous blocks above as necessary.

In the **CORRECTIVE ACTION** section give a brief description of the corrective action that was taken in an effort to prevent the event from reoccurring. Remember, submitting a SAFECOM is not a substitute for resolving the problem and taking on the spot corrective action. SAFECOMS are for tracking and trending purposes.

Accidents and Incidents-With-Potential (IWP) must be reported immediately via the most expeditious method in accordance with the Interagency Aviation Mishap Response Plan. A SAFECOM should be completed later, but it is not to be used as an initial notification method.

The SAFECOM should be routed through the local unit aviation officer or can be faxed to Aviation Management Directorate, Aviation Safety at (208) 433-5007 or USFS at (208) 387-5735 ATTN: SAFETY or entered directly on the internet at www.safecom.gov

SAFECOM LOOK-UP TABLES

MISSION TYPE
Accident Investigation
Aerial Photography
Air Quality Monitoring
Cargo Letdown (Non-Fire)
Cargo Transport (Internal) (Non-Fire)
External Load (Longline) (Non-Fire)
Ferry/Repositioning Flight (Non-Fire)
Fire, Aerial Ignition
Fire, Aerial Ignition (Prescribed)
Fire, Air Attack
Fire, Air-Attack (Prescribed)
Fire, Cargo Letdown
Fire, Cargo Transport (Internal)
Fire, Detection
Fire, External Load (Belly Hook)
Fire, External Load (Longline)
Fire, Ferry/Repositioning Flight
Fire, Helitack
Fire, Helitorch
Fire, Infrared Imagery
Fire, Initial Attack
Fire, Leadplane
Fire, Leadplane (Prescribed)
Fire, Medivac
Fire, Other
Fire, Paracargo
Fire, Passenger Transport
Fire, Ping-Pong Ball
Fire, Rappel
Fire, Reconnaissance
Fire, Retardant
Fire, Retardant Drop (Airtanker)
Fire, Retardant Drop (Helicopter)
Fire, Retardant Drop (SEAT)
Fire, Smokejumper
Fire, Water Drop (Fixed Wing)
Fire, Water Drop (Helicopter Bucket)
Fire, Water Drop (Helicopter Fixed-Tank)
Inspection (Aircraft)
Inspection (Pilot Evaluation)
Inspection (Unit)
Law Enforcement
Maintenance Test Flight
Medevac

Offshore
Other
Paracargo (Non-Fire)
Passenger Transport (Non-Fire)
Pipeline Patrol
Powerline Patrol
Proficiency, Pilot
Proficiency, Rappel
Proficiency, Smokejumper
Rappel (Non-Fire)
Reconnaissance (Non-Fire)
Research
Search/Rescue
Seeding/Fertilization
Short Haul
Spraying
Survey/Forest Health Protection (Non-Fire)
Survey/Observation (Non-Fire)
Training, Aircrew
Training, Helitack
Training, Law Enforcement
Training, Other
Training, Pilot
Training, Rappel
Training, Smokejumper
Wildlife, Animal Capturing
Wildlife, Animal Counting
Wildlife, Animal Eradication
Wildlife, Animal Herding
Wildlife, Animal Survey
Wildlife, Animal Tagging
Wildlife, Animal Tracking

MISSION PROCUREMENT
Cooperator
CWN (call when needed)
End product contract
Exclusive use contract
Fleet
Lease
Military
Rental
Other/Unknown
None

AIRCRAFT TYPE
Airplane
Airtanker (SEAT)
Airtanker (Multi Engine)
Helicopter
Helitanker
Unmanned Aircraft System (UAS)
N/A

AIRCRAFT MANUFACTURER
Aero Commander
Aeronca
Aerospatiale
Arava
Artic
Atlantic
Ayres
BAC
Banderanti
Beechcraft
Bell
Bellanca
BN-Islander
BN-Trislander
Britannia
Britten-Norman
Boeing
Boeing Vertol
British Aerospace
Brooklands
Canadair
Casa
Cessna
Champion
Christen
Consolidated
Convair
Corvette
Curtis
Dassault
DeHavilland
Dornier
Douglas
Dromader
Enstrom
Ercoupe
Eurocopter
Fairchild
Falcon
Fokker

Gates
General Dynamics
Glasair
Great Lakes
Grumman
Gulfstream
Hawker-Siddeley
Helio
Hiller
Hughes
Hustler
Israel
Kaman
Lake
Lear
Lockheed
Luscombe
Martin
Maule
McDonnell Douglas
Mitsubishi
MBB
MBB-Kawasaki
Mooney
Normad-GAF
North American
Partenavia
Piper
Republic
Riley
Robinson
Rockwell
Saab
Schweitzer
Scottish
Shorts
Sikorsky
Stinson
Swearingen
Taylorcraft
Teal
Trident
Unknown
Varga
Volpar
Vought
Weatherly
(Other)