

SMS SAFETY REPORT	 Pacific Flying Club <small>www.PacificFlying.com</small> 	PFC-QA-007
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Report No. (PFC Use Only)	
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Instructions:

- a. Please complete this report whenever you identify an abnormal situation or a condition that poses a level of threat to health, property, or environment.
- b. In order to provide a follow-up on your report, please ensure that you use your full name, email address, and provide an accurate description of the hazard or occurrence.
- c. Aircraft Technical issues are to be reported in the logbook prior to completing this form.

Date:		Time:
Reporter's Full Name:		
Pilot in Command (If Different than Reporter):		
Aircraft Type / Registration (if applicable):		
Location/Area:		
Email:		
Phone Contact:		

Description of Occurrence or Hazard:
Can you suggest a practical means of mitigating this occurrence or hazard?

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PFC Use Only:

Transfer to FINDING?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	FND No.
Risk Assessment Required?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	Hazard Level (G/Y/R):
<p>Note: Risk Assessment may be required whenever:</p> <ul style="list-style-type: none"> • A similar Green report has occurred 3 times in 90 days • The report is designated as Yellow or Red (Y/R) • There are two similar Yellow reports within 9 months • Use the PFC-QA-007A form to provide details for the Risk Assessment 			

Follow-Up Action:

Info Only: <input type="checkbox"/>	Sign:	Action Required: <input type="checkbox"/>
If Applicable, Action Performed By:		
Date:		
Root Cause:		
Corrective Action:		
Is further follow-up required?		
	NO <input type="checkbox"/>	YES <input type="checkbox"/> If yes, provide details below:

Report Administration:

Safety Committee Chair Signature:	Date: