

ASSESSMENT TASK 2
PORTFOLIO INSTRUCTIONS

AVIF0026

**Implement Aviation Risk
Management Processes**



S O U T H P A C
aerospace

Table of Contents

AVIF0026 General Assessment Information	4
Assessment Plan	4
Icons.....	4
Assessment Preparation	5
Understand Expectations.....	5
Reasonable Adjustment.....	5
Student Assessment Agreement and Declaration	5
Types of Assessment.....	5
Submission Instructions.....	7
File Naming Conventions	7
Completing Written Assessment Tasks.....	7
Written Answer Question Guidance	8
Following Assessment.....	9
Right of Appeal	9
AVIF0026 Assessment Task 2 Information.....	10
Assessment Task 2 Activities.....	11
1. Carefully Read the Following:	11
2. Portfolio Planning	12
3. Develop a Risk Management Plan.....	13
4. Communicate Your Risk Management Plan	15
5. Monitor and Review of Risk Controls.....	16
6. Upload and Submit your Completed Portfolio to the Learner Portal.....	17
APPENDIX A – Scenario Overviews	18
Baby Q Airlines.....	18
SlingWing Aviation	18
Mick and Millie Maintenance	18
SeeBy Flying Training School.....	18
Paradise Airfield.....	18
APPENDIX B – Kambala Airfield Operation Risk Management Plan	20
Risk Management Plan Cover Page.....	20
Risk Matrix	22



Hazard Register.....	23
Risk Analysis and Evaluation	25
Treatment Plan	27
Treatment Plan Continued.....	29
Risk Management Plan Effect	32
APPENDIX C – Kambala Airfield Operation Safety Assurance Data	34

AVIF0026 General Assessment Information

[AVIF0026 Implement aviation risk management processes](#) describes the skills and knowledge required to implement aviation risk management processes in compliance with relevant regulatory requirements of the Civil Aviation Safety Authority (CASA) and national operating standards.

It includes identifying, controlling, monitoring and reviewing the effectiveness of risk management processes as part of a safety management system (SMS).

Work involves managing the effects of uncertainty on objectives using an SMS within a variety of operational contexts within the Australian aviation industry.

This unit addresses aviation non-technical skill requirements (mental, social and personal-management abilities) related to safety management duties that complement the technical skills of aviation personnel and contributes to safe and effective performance in complex aviation operational environments.

The following information has been designed to help you successfully complete the assessment tasks of the unit being assessed and includes specific instructions for completing AVIF0026 Assessment Task 2: Portfolio.






Assessment Plan


For you to be assessed as competent, you must successfully complete two assessment tasks:

- **AVIF0026 Assessment Task 1: Knowledge Questions** - You must answer all questions correctly.
- **AVIF0026 Assessment Task 2: Portfolio** - You must work through a range of activities and exercises and complete a portfolio.

Icons

Icons are used throughout the Student Assessment Tasks to indicate important information.

	This information indicates that you will need to read information about a task and that you may need to seek further clarification or advice before beginning an assessment.
	This icon indicates that you will need to complete a meeting or role play. Your colleagues, peers or fellow students can be involved in these meetings and play the roles of workplace personnel/management and consultants as relevant.
	This icon indicates that you will need to communicate via email or send documents via email.
	This icon indicates that you will need to submit an item of evidence.
	This icon indicates that you will need to complete a practical element during a task, which may include research, developing documents, brainstorming ideas and so on.

	This icon indicates that information is provided about completing or submitting your assessment.
---	--

Assessment Preparation

Much of the quality of your assessment relies on the planning and preparation that you do. Take the time to:

- Carefully read through the whole of the assessment task and each of the supporting documents.
- Ensure that you are clear about what it is that you are expected to do. Ask your assessor for clarification if you have any questions at all.
- Keep a copy of any work submitted as these will not be returned to you.

Understand Expectations

You will find specific advice at the start of each assessment which will guide you in how to complete each assessment task. Make sure that you take the time to read this advice and to clarify any legislative and organisational requirements before proceeding with assessment.

Always ensure that you are clear about what is expected of you. If you need support, advice or assistance, speak to your trainer, your assessor or a member of the Southpac Team.

Reasonable Adjustment

You are encouraged to consult with your assessor prior to attempting an assessment task if you have a learning need or issue that you require additional support with or which may hinder your ability to successfully complete the assessment.

Student Assessment Agreement and Declaration

For each unit of competency you are to be assessed on, you must agree to and submit the 'Student Assessment Agreement and Declaration' which is included in Assessment Task 1: Knowledge Questions on the Learner Portal.

Types of Assessment

The Student Assessment Tasks incorporate a range of assessment styles including:

- a. Knowledge Questions
- b. Research Tasks
- c. Assessor Observations
- d. Projects / Portfolios
- e. Role Plays
- f. Simulated Workplace Environments

a. Knowledge Questions:

Knowledge questions are designed to help you to demonstrate the knowledge which you have acquired during the unit. Knowledge questions can be completed in a variety of ways including:

- In an open-book setting. This means that you can draw on your learning materials and other resources to answer questions.
- In an open-book setting in the your own time.
- Via Southpac's Learner Portal.
- As verbal questions if required for the purposes of reasonable adjustment.

b. Research Tasks

Research tasks are provided to help you to demonstrate your ability to conduct and analyse research or to gather information. They also help you demonstrate your knowledge about a particular topic. When completing research tasks, consider the following tips.

- Ensure that you accurately quote your sources (including on-line sources).
- Use information from reliable, relevant sources.
- Use information sources that are current (while there are exceptions, a good guide is not more than six years old).

c. Assessor Observations

- Assessor observations are used where the unit of competency requires that you must be observed by an assessor demonstrating the skills and knowledge that you have learnt during your course. Before being observed, make sure that you read through the task information so that you understand what it is that you must demonstrate. Your assessor will advise you of when you will be observed for the purposes of assessment.
- Observations may be in person, via video conferring software as and when necessary/relevant (e.g., pandemic conditions or distance-based learners) or you may like to video record evidence for your assessor to watch later. When submitting video evidence ensure the quality is suitable enough for the assessor to clearly observe what you are doing and that the audio quality is sufficient. Otherwise, you may be asked to resubmit.

d. Projects / Portfolios

Projects are provided to help you demonstrate a range of knowledge and skills that you have developed during your course. They may be completed in your own workplace, in a simulated workplace, in the classroom or in your own time. Supporting templates and resources are usually provided to help you. They often have a range of tasks within them which will include observations and portfolio completion.

e. Role Plays

Role plays are used to assess your knowledge and skills where it would not be possible to provide evidence in another way. For example, many Human Resources (HR) units will require you to demonstrate competency in processes like recruitment or termination of employment. When participating in role plays, ensure that you behave as you would in real workplace.

f. Simulated Workplace Environments

Many of the student assessment tasks that you undertake throughout your course will take place in the simulated business environment which could include your home and/or classroom. Simulated workplace tasks are designed to:

- Reflect real life work tasks
- Are assessed using criteria that relate to the quality of work expected by industry
- Use authentic workplace documentation
- Require you to work as part of a team
- Involve the use of standard, workplace equipment (hardware, software and consumables)
- Require you to consider usual workplace constraints such as time and budgets

You should therefore ensure that you treat simulated workplaces as real workplaces for the purposes of assessment by:

- Communicating professionally, using industry standard language and terminology
- Adhering to an appropriate level of dress and behaviour
- Working in a way which is client or team focussed (as relevant to the unit)
- Completing group work in a professional, team-oriented way
- Behaving in a way which is consistent with current industry practice.

Submission Instructions

The format that you will submit tasks in will vary, depending on the task. Some might require hand-written responses, some will require submission of electronic files and others will require emails. You will find specific instructions with each task.

File Naming Conventions

It is important that you use a consistent file naming convention for each file that you submit. For all files that you submit throughout the assessment for this course, use the following convention:

[competency code] [task number] [student name] [date]

For example: AVIF0026 AT2 Student Name 25-04-20XX

Completing Written Assessment Tasks

The following advice applies to completing all types of written assessment (for example, knowledge questions, research reports, projects, portfolios and so on).

You should always apply the documentation principles that you have learned throughout your course when answering written questions, completing assessment tasks and presenting reports. In particular, you should:

- Use clear, non-discriminatory language
- Use business-like language
- Follow your workplace's policies and procedures
- Respect the confidentiality of the people who you are providing services and support to.
- Read each question carefully and focus on answering it in full. For example, if the question asks you to list five of something, ensure that you provide five examples.

Written Answer Question Guidance

- The following written questions use a range of “instructional words” such as “identify” or “explain”, which tell you how you should answer the question. Use the definitions below to assist you to provide the type of response expected.
- Note that the following guidance is the minimum level of response required.

Analyse: when a question asks you to analyse something, you should do so in detail, and identify important points and key features. Generally, you are expected to write a response one or two paragraphs long.

Compare: when a question asks you to compare something, you will need to show how two or more things are similar, ensuring that you also indicate the relevance of the consequences. Generally, you are expected to write a response one or two paragraphs long.

Contrast: when a question asks you to contrast something, you will need to show how two or more things are different, ensuring you indicate the relevance or the consequences. Generally, you are expected to write a response one or two paragraphs long.

Describe: when a question asks you to describe something, you should state the most noticeable qualities or features. Generally, you are expected to write a response two or three sentences long.

Discuss: when a question asks you to discuss something, you are required to point out important issues or features and express some form of critical judgement. Generally, you are expected to write a response one or two paragraphs long.

Evaluate: when a question asks you to evaluate something, you should put forward arguments for and against something. Generally, you are expected to write a response one or two paragraphs long.

Examine: when a question asks you to examine something, this is similar to “analyse”, where you should provide a detailed response with key points and features and provide critical analysis. Generally, you are expected to write a response one or two paragraphs long.

Explain: when a question asks you to explain something, you should make clear how or why something happened or the way it is. Generally, you are expected to write a response two or three sentences long.

Identify: when a question asks you to identify something, this means that you are asked to briefly describe the required information. Generally, you are expected to write a response two or three sentences long.

List: when a question asks you to list something, this means that you are asked to briefly state information in a list format.

Outline: when a question asks you to outline something, this means giving only the main points, Generally, you are expected to write a response a few sentences long.

Summarise: when a question asks you to summarise something, this means (like “outline”) only giving the main points. Generally, you are expected to write a response a few sentences long.

Following Assessment

As you complete and submit each assessment task, your assessor will mark it and notify you of the outcome of the assessment, which will be Satisfactory or Unsatisfactory.

If your work has been assessed as being unsatisfactory, your assessor will give feedback and provide advice on re-assessment.

Depending on the task, this may include:

- Resubmitting incorrect answers to questions (such as knowledge questions and case studies)
- Resubmitting part or all of a project, depending on how the error impacts on the total outcome of the task
- Redoing a role play after being provided with appropriate feedback about your performance
- Being observed a second (or third time) undertaking any tasks/activities that were not satisfactorily completed the first time, after being provided with appropriate feedback.

Your assessor will provide you with an appropriate timeframe in which to resubmit your work.

Right of Appeal

You have the right to appeal the outcome of assessment decisions if you feel you have been dealt with unfairly or have other appropriate grounds for an appeal.

You should refer to Southpac's assessment appeals process for more information.

AVIF0026 Assessment Task 2 Information

In this task, you are required to demonstrate your skills and knowledge by working through a number of activities and exercises and completing and submitting a Portfolio.

You will need access to:

- Your learning resources and other information for reference
- AVIF0026 Portfolio Template
- AVIF0026 Simulation Information found as appendices of this document and the Portfolio template:
 - APPENDIX A - Scenario Overviews
 - APPENDIX B - Kambala Airfield Operation Risk Management Plan
 - APPENDIX C - Kambala Airfield Operation Safety Assurance Data

Ensure that you:

- Answer all questions completely and correctly
- Submit work which is original and, where necessary, properly referenced
- Avoid sharing your answers with other students

Assessment Task 2 Activities

Complete activities 1 through to 6.

1. Carefully Read the Following:



This assessment requires you to apply precautions and required actions to minimise and control the effects of risk when carrying out a simulated work function.

To achieve this, you are required to:

- Develop a Risk Management Plan
- Communicate your Risk Management Plan
- Monitor and Review Risk Controls in a Safety Action Group Meeting

This assessment is based on a given scenario provided to you as appendices to this document.

You will also need to seek assistance and input from people who work for, or are involved, in this business several times. Your colleagues, peers, fellow students and trainer can be involved in these meetings and play the roles of workplace personnel/management and stakeholders as relevant.

You will be collecting evidence for this unit in a *Portfolio*. The steps you need to take are outlined as follows.

2. Portfolio Planning



Make sure you are familiar with the scenario that is assigned to you by your trainer from which you are to base this assessment on.

Scenario information can be found as Appendices of this document and of the Portfolio document.

Complete *Page 3* of your *Portfolio* for this unit.

Read through the requirements of *Section 1, 2 and 3* of your *Portfolio Template* as well as the necessary background information given to you by your trainer.

3. Develop a Risk Management Plan



Now that you are familiar with the assigned scenario, you are required to problem solve and develop a well-researched, clear and comprehensive Risk Management Plan.

Throughout this assessment item, your assessor will be looking to see that you collaboratively work and communicate effectively with others.

When you develop and complete the Risk Management Plan template found in *Section 1* of your *Portfolio*, you need to:

1. Provide a RMP Cover Page, including:
 - a. An outline of appropriate safety/technical texts that were read and comprehended
 - b. Reference to research and the collection of data to monitor and evaluate hazards and risks
 - c. The identification of aviation hazards through brainstorming methods
 - d. The identification and assessing of aviation hazards and risks ensuring:
 - i. Methods are in accordance with workplace standards
 - ii. Stakeholders are identified and involved
2. Complete a Hazard Register where:
 - a. Hazards are identified, assessed and ranked against established organisational criteria
3. Complete a Risk Analysis and Evaluation
4. Develop and implement a Treatment Plan that:
 - a. Utilises effective decision making, determines and identifies appropriate:
 - i. Risk levels
 - ii. Control methods
 - iii. Risk controls
 - b. Ensures identified risk controls are:
 - i. As low as reasonably practicable (ALARP)
 - ii. Determined with consideration of effect on stakeholders
 - c. Outlines resources required and action plan methods for implementation
 - d. Outlines monitoring and evaluation methods
5. Complete a Risk Management Plan Effect analysis



Make sure you have answered, proofread and checked your RMP and all items in *Section 1* of your *Portfolio* to ensure clarity of meaning, accuracy and consistency of information.



Prepare all relevant evidence to submit as indicated in *Section 1* of your *Portfolio*.

4. Communicate Your Risk Management Plan



It's now time to communicate your plan to stakeholders.

As the Safety Manager, you are required to effectively communicate the developed Risk Management Plan to key stakeholders during a Safety Review Committee Meeting

Your assessor will be looking to see that you:

1. Communicate the RMP in entirety including:
 - a. The Risk Control Methods
 - b. The Risk Management Action Plan
2. Communicate effectively during the meeting, including:
 - Presents and seeks information from others using structure and language suitable for the audience
 - Provides information about Risk Management Processes identified in the RMP, varying the level of technical vocabulary to suit the audience
 - Speaks clearly and concisely
 - Uses non-verbal communication to assist with understanding
 - Asks questions to identify required information
 - Responds to questions as required
 - Uses active listening techniques to confirm understanding



For the purpose of this role-play, your colleague, peers, fellow students and trainer can act as a one or more Safety Review Committee members.



Prepare all relevant information to present as indicated in *Section 2* of your *Project Portfolio*.

5. Monitor and Review of Risk Controls



Using the Case Study of Kambala Airfield Operation and their developed Risk Management Plan found as Appendix B, assume a period of time has passed and that the Kambala Airfield Operation has now been operating for 3 months.

It has been monitored continuously since it started, and the effectiveness of the risk treatments applied have been continuously monitored by the Chief Pilot and Safety Manager.

A quarterly Safety Action Group (SAG) review of the Risk Management Plan is required prior to the next Safety Review Committee (SRC) Meeting.



A summary of the risks identified and the risk control action plans applied can be found in Appendix C.



For the purpose of this role-play, your colleague, peers, fellow students and trainer can act as a one or more Safety Action Group members.



As the Safety Manager, prepare and conduct a SAG Review Meeting and:

1. Review the existing risk controls, in light of the Safety Assurance data provided in Appendix C
2. Seek assistance and input from members of the SAG to review risk
3. Consider changes to existing controls, or additional controls, which are now required
4. Consider RMP effects on the SMS as a result of the review



Complete *Section 3* of your *Portfolio* and prepare all the relevant evidence to submit as you work through these steps outlined above.

6. Upload and Submit your Completed Portfolio to the Learner Portal



Make sure you have completed all sections of your *Portfolio*, answered all questions, provided enough detail as indicated and proofread for spelling and grammar as necessary.

Remember to upload and submit all necessary document/files/evidence as indicated in the Portfolio.

Submit to your assessor for marking via the Learner Portal.

APPENDIX A – Scenario Overviews

Baby Q Airlines

Baby Q Airlines is looking to expand its Air Transport operations. They have been approached by the Flinders Island Council who are keen to promote new tourist opportunities to the island. Local businesses are enthused and very supportive but there is significant opposition from some of the locals who are incensed that their calm and quiet are being compromised. Some have been making anonymous threats on social media about damaging the aircraft when they are at the airfield. There is also no dedicated RFF at the airfield. Other local issues include airfield staff not used to RPT operations and a Melbourne parachute school that uses the Island airfield for weekend free fall parachute training camps.

SlingWing Aviation

SlingWing has enjoyed being the only operator the Milford Sound area conducting scenic flights to tourists. However now there is a new kid on the block offering the same services. While personal relationships between pilots and management of the two companies are cordial, obviously there is competition for market share, increased air and ground traffic and limited hardstand space. Other local issues include the local refueller being notoriously slow and unreliable, the new operator contracting SlingWing maintenance services, and a deteriorating surface condition of the hard stand. In parts it is breaking up and the local council is being recalcitrant in providing a lasting solution.

Mick and Millie Maintenance

For many years, M&M have been an institution at Cessnock airfield, providing quality maintenance to all SE and ME class rated aircraft used for GA. With declining business in GA, Mick the CEO and senior LAME is bidding for the RFS contract which will significantly increase business and potentially open up other lucrative government tender contract opportunities. However it does require significantly more work for M&M, and it will also require doubling the workforce. Mick is generally in good health however does have special cardiac medical requirements that require close CASA liaison. Other issues include the need to change from CAR 30 to CASR Part 145, unreliable cell phone coverage and some troubling personality conflicts within the workforce.

SeeBy Flying Training School

SeeBy are a CASR Part 142 fixed wing flying training school operating out of a major regional airfield. They have recently been awarded a significant contract to train up to 200 foreign students per year to CPL standard. The contract will require a tripling of the staff and it will be the first time SeeBy have trained foreign students. SeeBy have also expanded their maintenance capability to service their own aircraft when previously this was done by an external source. It is proving difficult to recruit experienced flying instructors as well as retain existing staff who are unsettled about the rapid expansion of operations. The regional airfield butts up against busy capital city-controlled airspace and there is regular RPT aircraft and balloon and drone operations in the vicinity.

Paradise Airfield

Paradise airfield uncontrolled council owned regional airfield undergoing a major upgrade of facilities. The runways are being resurfaced as well as the hardstand and terminal upgraded. The works are being done in a phased approach to allow aviation operations to continue, however workmen and plant equipment will be a constant presence for the foreseeable future. Aviation activity includes RPT movements, a HEMS operation, an Aeroclub and several GA maintenance organisations. Issues include

competing priorities for limited facilities and tradespersons who have no knowledge of aviation safety. Another significant concern is multiple instances of poor behaviour and airmanship from members of the Aeroclub and a reluctance of the club to address this.

APPENDIX B – Kambala Airfield Operation Risk Management Plan

Risk Management Plan Cover Page

Risk Management Plan		
<i>Risk: The chance of something occurring that will impact operations</i>		
Operational Activity	Commence operations at new remote airfield 'Kumbala' located at DRW 120235 S 33 34.320 E 135 45.343	
Risk Assessment Aim	To carry out a risk analysis and evaluation of all risks associated with the new operational activity in operating B58 aircraft into this new airfield up to 20 movements per week during the dry season only.	
Organisational Significance	The activity represents a significant business opportunity as well as a valuable service to a remote community. The success of this activity opens up other similar opportunities with other remote communities in the Territory.	
Research and gather data from applicable safety/technical texts/workplace standards	AS ISO 31000:2018, CASR Part 61, Company Operations Manual	
Organisational methods for researching and collecting data to identify hazards, monitor and evaluate risks include:	<i>Select all that apply:</i> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Brainstorming <input type="checkbox"/> <i>hazard reporting</i> <input type="checkbox"/> <i>historical occurrence data</i> <input checked="" type="checkbox"/> internal/external safety reviews <input checked="" type="checkbox"/> monitoring operational activities <input checked="" type="checkbox"/> reviewing standards, procedures and systems <input type="checkbox"/> <i>surveys and questionnaires</i> 	
Stakeholders	Internal	External
	<ul style="list-style-type: none"> • Management • Flight Crews • Maintenance Crews • Operational Staff 	<ul style="list-style-type: none"> • Kumbala Aboriginal community • NT and Australian Government • Government agencies (Airservices, CASA, ATSB, BoM, AMSA) • Rio Tinto Mining corporation

Who would be involved in the risk assessment process?	<ul style="list-style-type: none"> • Safety Manager • Chief Pilot • Training Officer • Line Pilot 	
Assumptions	<ul style="list-style-type: none"> • Unsealed airstrip • Unreliable perimeter fencing • Day VFR operations only • No ground navigational aids • Serviceable weighing scales at Kumbala • Drum refuelling only at Kumbala • Untrained weather observers at Kumbala • DRW radar coverage until 100 DME DRW above 5000AMSL • First aid available at location • Suitable sleeping accommodation if required • No maintenance facilities • 20/7 SAR coverage through DRW or TN 	
Definitions	<p>Accident: Death or serious injury to any person, loss of an aircraft, aircraft missing or inaccessible, severe structural damage.</p> <p>Incident: Safety has been compromised, some damage or injury (however minor), but did not prevent the outcome of the mission.</p> <p>Occurrence: Safety was not adversely affect safety at the time, but in other circumstances, could have affected safety of aircraft or personnel</p>	
Compiled by:	Ben Cousins	Date: 20 Aug 20XX
Authorised by:	Dalton Gooding CEO (Acting)	Date: 01 SEP 20XX

Risk Matrix

			Determine a credible consequence of contact with the hazard				Likelihood				
							A	B	C	D	E
							Remote	Unlikely	Possible	Likely	Almost certain
			WHS	Operational	Reputation	Financial	Unlikely, may occur in exceptional circumstances	Has not occurred yet but could	Has occurred here or elsewhere	Could occur in most circumstances	Is expected to occur in most circumstances
Consequences	5	Critical	Fatalities	Permanent impact on operations	Critical impact on business with negative media	Financial loss above \$5,000,000	H	H	E	E	E
	4	Major	Permanent disability injury and/or long term off work	Long term impact on all operations	Significant impact on business with natural media	Financial loss \$500,000 - \$5,000,000	M	H	H	E	E
	3	Moderate	Injury requiring medical treatment and rehabilitation	Short term impact on all operations	Moderate to small impact on business reputation	Financial loss \$100,000 - \$500,000	L	M	H	E	E
	2	Minor	Injury requiring medical treatment but no lost time	Impact on operations but no significant disruption	Some impact on business reputation	Financial loss \$50,000 - \$100,000	L	L	M	H	E
	1	Negligible	Minor injury - first aid treatment only	Negligible impact on operations	Minimal impact to reputation	Financial loss less than \$50,000	L	L	M	H	H

Risk Class, Action required and tolerance approval level

Class	Action required	Tolerance approval level	Action Timframe	Review timeframe
Extreme	Unacceptable risk. Cease operation	Nil. Contact and inform CEO and Safety Manager	Immediate	1 month
High	Improve or implement further controls to lower risk. If not possible, then the activity must cease	If operation is essential, specific approval of the CEO and accountable manager is required.	1 day	3 months
Moderate	Controls need further review. Consultation with supervisors and technical experts are required before continued operations.	Operations need to be captured in approved documentation and procedures	7 days	1 year
Low	Standard SOP activity	Normal operation unless there is a deviation or change from SOPs	1 month	2 years

Hazard Register

Hazard Register - Identify the Risk and Context <i>Hazard: Something that has the potential to cause harm</i>						
Risk Reference	Date	Hazard Identified	Context of the hazard and the potential outcome	Existing Controls	Does this hazard require analysis and evaluation?	Action Deadline
ENV-001	01 Oct XX	Thunderstorms	Lack of TAF and local Wx forecast leading to confrontation with TS	Pilot training and current experience	Yes	01 Nov XX
HF-001	01 Oct XX	Heat Stress	High temperatures when pilots are task focussed leading to inadvertent dehydration	Pilot training and current experience	Yes	01 Nov XX
HF-002	01 Oct XX	Fatigue management	Pilots flying at the edge of Fatigue management breaking limits	Current CAO 48.1 Appendix 4 limitations	Yes	01 Nov XX
OPS-001	01 Oct XX	Unsealed airstrip	Damage to aircraft due to FOD causing rescue mission	Nil	Yes	01 Nov XX
OPS-002	01 Oct XX	Unreliable perimeter fencing	Wildlife on the airstrip causing damage to the aircraft or preventing landing	Local awareness and maintenance	Yes	01 Nov XX

FIN-001	01 Oct XX	Credit timeline	Financial pressures on Remote communities causing delayed payment for services	Existing financial arrangements with similar remote communities providing a blueprint to copy	Yes	01 Nov XX
---------	-----------	-----------------	--	---	-----	-----------

Risk Analysis and Evaluation

	Risk Analysis				Risk Evaluation		
Risk Reference	Dimension	Likelihood	Consequence	Risk Rating	ALARP	What is management tolerance to the risk rating?	Risk Priority
ENV-001	WHS	C	5	5C	No	Not Tolerable. Referred to the SAG for control measures	3
	Operation	C	5	5C			
	Reputational	-	-	-			
	Financial	-	-	-			
HF-001	WHS	D	3	3D	No	Not Tolerable. Referred to the SAG for control measures	1
	Operation	D	3	3D			
	Reputational	-	-	-			
	Financial	-	-	-			
HF-002	WHS	C	4	4C	No	Not Tolerable. Referred to the SAG for control measures	1
	Operation	C	4	4C			
	Reputational	-	-	-			
	Financial	-	-	-			
OPS-001	WHS	-	-	-	No	Not Tolerable. Referred to the SAG for control measures	2
	Operation	C	4	4C			
	Reputational	C	3	3C			
	Financial	C	2	2C			

	Risk Analysis				Risk Evaluation		
Risk Reference	Dimension	Likelihood	Consequence	Risk Rating	ALARP	What is management tolerance to the risk rating?	Risk Priority
OPS-002	WHS	-	-	-	No	Not Tolerable. Referred to the SAG for control measures	2
	Operation	C	4	4C			
	Reputational	C	3	3C			
	Financial	C	2	2C			
FIN-001	WHS	-	-	-	Yes	There is an element of unknown. Until operations commence it is unknown how this may impact safety. SRC consideration for impact and review	4
	Operation	-	-	-			
	Reputational	B	3	3B			
	Financial	C	3	3C			

Treatment Plan

Treatment Plan								
Priority	Risk Reference	Treatments / Controls / Mitigation	Dimension	Likelihood	Consequence	Risk Rating	ALARP	Risk Decision
1	HF-001	<ul style="list-style-type: none"> Stockpiles of water in aircraft and Kumbala Cockpit heat reflectors for each aircraft Urine colour charts in all toilets for dehydration Water consumption guide to be added to Ops manual 	WHS	C	3	3C	Yes	Acceptable - moderate to High
			Operation	B	3	3B		
			Reputational	-	-	-		
			Financial	-	-	-		
1	HF-002	<ul style="list-style-type: none"> Change start of duty times to 0700 from 0500 Reduce duty time not more than 10 hours for the day Not more than four days continuous roster Route specific fatigue reporting for one year 	WHS	B	3	3B	Yes	Acceptable - Moderate
			Operation	B	3	3B		
			Reputational	-	-	-		
			Financial	-	-	-		
2	OPS-001	<ul style="list-style-type: none"> Reduced breaking technique training for all pilots Use of lower RPM for all taxi operations Prop blending training for all pilots - files for each aircraft Regular grading of airstrip 	WHS	-	-	-	Yes	Acceptable - Moderate
			Operation	B	2	2B		
			Reputational	B	2	2B		
			Financial	B	2	2B		
2	OPS-002	<ul style="list-style-type: none"> Runway inspection prior to landing Local awareness campaign Semi-annual inspection local works depot to inspect monthly 	WHS	-	-	-	Yes	Acceptable - Moderate
			Operation	B	2	2B		
			Reputational	B	3	3B		
			Financial	B	2	2B		

Treatment Plan								
Priority	Risk Reference	Treatments / Controls / Mitigation	Dimension	Likelihood	Consequence	Risk Rating	ALARP	Risk Decision
3	ENV-001	<ul style="list-style-type: none"> TAFs for XXXX, YYYY and ZZZZ to be taken pre-flight Weather radar advise obtained by HF prior to TOD Log of local TS activity for 12 months No flight if greater than PROB 60 for TS 	WHS	B	4	5B	Yes	Acceptable - High
			Operation	B	4	5B		
			Reputational					
			Financial					
4	FIN-001	<ul style="list-style-type: none"> SLA to clearly reflect terms of payment and lines of credit Company liaison for local community to be established Transparent SLA with Government agencies Semi-annual review with all stakeholders 	WHS	Not Required			Yes	Acceptable - Low
			Operation					
			Reputational					
			Financial					

Treatment Plan Continued

Treatment Plan - Continued							
Reference	Resources Required and Action Plan	Responsible Person	Effect on Stakeholders	Timeline	How will this be monitored/evaluated?	Residual Risk?	Residual Risk Action
HF-001	<ul style="list-style-type: none"> Bottled water to be carried on each aircraft. This will be part of the pre-flight inspection. Pilots are to ensure they are fully hydrated prior to departure and endeavour to drink water enroute. There will be a stock of water kept at the Kambala and heat shields for each aircraft for use when parked and waiting 	SM CP	Annual crew water budget to be increased by \$2000.	Before commencement of route	SM to monitor fatigue reports and report each SRC	Operations at max AUW	CP/SM to monitor
HF-002	<ul style="list-style-type: none"> Both pilots and ops staff are to monitor crew duty hours. When a pilot receives their roster, it is to be cross checked to confirm within limits assuming maximum crew duty days. CP to be advised if Fatigue limits cannot be maintained. All pilots to complete mandatory fatigue reporting for this route UFN. 	SM CP	CP to consider route review if fatigue is shown to be impacting the operation.	Next roster issue (Oct 20XX)	CP to advise each SRC on effect of FM on operational tempo	Loss of missions	CP/SM to monitor

Treatment Plan - Continued							
Reference	Resources Required and Action Plan	Responsible Person	Effect on Stakeholders	Timeline	How will this be monitored/evaluated?	Residual Risk?	Residual Risk Action
OPS-001	<ul style="list-style-type: none"> Pilot training and route checking to include enhanced consideration for potential FOD and corrective actions. Prop blending training to be organised for all pilots. Liaison required with the local works depot to ensure regular grading of the airstrip and inspections and reporting on this required by all crew 	SM CP Trg Officer	Trg Officer to liaise with Chief Engineer regarding training content	01 Nov XX	Chief Engineer to report each SRC on Aircraft damage due FOD	Nil apparent	N/A
OPS-002	<ul style="list-style-type: none"> If runway wildlife clearance cannot be confirmed by ground agencies crew must perform an airstrip inspection for wildlife prior to final approach. Diversion will be required if the wildlife cannot be cleared. Training for local staff on airfield inspection. Liaison with local works depot for perimeter fence maintenance 	SM CP	Trg Officer to deploy to Kambala for 2-day training of local staff.	01 Nov XX	SM to monitor and report at SRC	Low flying for inspection	Runway inspection required on route check

Treatment Plan - Continued							
Reference	Resources Required and Action Plan	Responsible Person	Effect on Stakeholders	Timeline	How will this be monitored/evaluated?	Residual Risk?	Residual Risk Action
ENV-001	<ul style="list-style-type: none"> If the ARFOR has greater than PROB60 for TS the mission is to be delayed. If there are reports of any TS activity with 30nm of Kambala the mission is to be delayed. Crews are to check XXXX, YYYY and ZZZZ TAFs for TS activity prior to any departure. 	SM CP	CP to ensure Pilots check appropriate TAF's in wx briefing	01 Nov XX	SM and CP to monitor at SAG meeting	Nil apparent	N/A
FIN-001	<ul style="list-style-type: none"> Nil at this stage. To be reviewed by SRC 01 Aug 20X1 	CEO SM CFO	CFO to monitor and advise by next SRC	01 Aug XI	SRC meeting Sep 20X1	N/A	N/A

Risk Management Plan Effect

Element		How this Element Could be Affected by the RMP Outcome
1.1	Management Commitment and Responsibility	Safety KPIs to include remote airfield proficiency route checks
1.2	Safety Accountabilities	CP and SM to collate data of all Kambala airfield safety issues and reports. SRC to review outcomes after 12 months and indicate if training requirements to be updated
1.3	Appointment of Key Safety Personnel	Kim Perry (senior pilot) to mentor new aircrew in Kambala operations and provide quarterly report to SAG
1.4	Coordination of Emergency Response Planning	EPR to be updated to include Kambala operations
1.5	SMS Documentation	Kambala airfield to be included in remote community operations documentation
	SMS Implementation	Nil
	Contractor/Third Party Interfaces	SMS training required for Kambala local staff - particularly hazard and incident reports
3.1	Safety Performance Monitoring and Measurement	SM to monitor occurrence reports for operations into this airfield

3.2	The Management of Change	This RMP is to be documented with MoC for this activity
3.3	Continuous Improvement of the SMS	Operations into this airfield to be reviewed at SAG and SRC
	Internal Safety Investigations	As required
4.1	Training and Education	All crew to trained and specifically briefed in Kambala airfield safety issues
4.2	Safety Communication	Intranet page to be updated to contain a Kambala link page. SM to brief all pilots on any incidents and reports at next available morning brief.



APPENDIX C – Kambala Airfield Operation Safety Assurance Data

Hazard ID	Hazard	Risk Controls Action Plan Applied	Evidence for Review
HF-001	Heat stress	<ul style="list-style-type: none">• Bottled water to be carried on board.• Pilots to ensure they are hydrated before departure.• Bottled water stocks to be kept at Kambala.• Heat shields to be used during aircraft stops.	<ul style="list-style-type: none">• Bottled water was not available at Kambala on two occasions (Safety Reports 973 and 1024 refer). In both cases supplies were not restocked in time.• No adverse Fatigue Reports associated with dehydration were received during the period.
HF-002	Fatigue management	<ul style="list-style-type: none">• Pilots and Ops staff to monitor crew duty times.• Pilots to ensure rosters comply with Duty limits.• CP to be advised if fatigue limits cannot be maintained.• Mandatory fatigue reports required at duty completion.	<ul style="list-style-type: none">• Daily Fatigue Reports were filed for all Kambala flights.• No adverse fatigue reports associated with the operation were received during the period.• Ops staff report that no Duty limits were approached or exceeded during the period.
OPS-001	Unsealed strip	<ul style="list-style-type: none">• Pilot Training and Checking for FOD prevention.• Prop blending training for all pilots.• Liaison with Kambala re regular strip grading.• Inspections and reporting of strip quality required by crews.	<ul style="list-style-type: none">• No adverse reports received regarding propellor or other aircraft damage at Kambala during the period.• CP advises that all pilots have now received training on FOD prevention and prop blending, and are cleared to operate to Kambala.• Kambala Works Depot has instituted a strip grading program. This has been completed once and will continue at 90-day intervals UFN.
OPS-002	Unreliable perimeter fencing	<ul style="list-style-type: none">• Strip inspections required if no local inspection is confirmed.• Diversion required if wildlife unable to be cleared.• Inspection training required for local staff.• Liaison with Kambala required for perimeter fence maintenance.	<ul style="list-style-type: none">• Two reports cited Kangaroo activity in the vicinity of the Kambala perimeter fence, but no strip incursions were noted (Safety Reports 993 and 1031 refer). Note: Perimeter fence was not breached on either occasion.• Kambala Works Depot have instituted a weekly perimeter



			fence inspection program, with no issues noted to date.
ENV-001	Thunderstorms	<ul style="list-style-type: none"> • Delays required for greater than PROB40 TS on ARFOR. • Delays required for TS activity reported within 30nm of Kambala. • Crews to check nearest airport TAFS for TS activity prior to departure. 	<ul style="list-style-type: none"> • Ops staff advise that no ARFOR's had been reported with PROB40 TS or worse during the period and no weather delays had been incurred. • Four iterations of PROB30 TS were noted in the XXXX TAF and YYYY TAF during the period, but no evidence of TS activity has been noted by pilots during the Kambala operations.
FIN-001	Credit timeline	<ul style="list-style-type: none"> • Nil action. To be reviewed by SRC. 	<ul style="list-style-type: none"> • No issues with financial matters had been reported to the SAG over the last 3 months. All payments associated with Kambala operations have been received on time, to date.