

Australian Ballooning Federation Inc

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1. Obtaining CASA Sport Aviation Information

Did you know the CASA Safety Promotion team are eager to keep you up-to-date with the latest sport aviation safety information? The information includes for example, regulation changes, general safety issues, or details of new safety products which may interest you. The service is free and can be obtained either as hard-copy or electronically, including the bimonthly Flight Safety Australia magazine.

CASA sees it as a WIN-WIN situation: you have access to high quality safety information, and CASA is achieving its safety promotion mandate with the likely result of improved aviation safety. As a recipient I recommend you take a look at it soon at:

http://www.casa.gov.au/scripts/nc.dll?WCMS:STANDARD::pc=PC_100208

2. ABF On-line Occurrence Reporting – IRIS**Introduction**

As previewed in the last issue of Aeronotes, the ABF on-line reporting system is now up and running. The following information should further assist you in using the system.

Why a New, On-line System?

This modern on-line reporting system has been introduced by the ABF to improve the safety of our sport and in so doing further support the establishment of a 'just culture' where human error is accepted and occurrences are treated as an opportunity for everyone to learn and improve.

The system, known as IRIS (Integrated Risk Information System), is a huge step forward in the ABF's ability to track and trend safety occurrences. In a shorter time frame, occurrences can be investigated and safety recommendations disseminated to all members to prevent recurrence. The ABF will be able therefore to quickly target its resources and effort where it's most needed with the aim of proactively preventing future incidents.

Logging into IRIS

IRIS, which is owned and operated by a company called Aerosafe, is accessible from www.irisasn.com. Click 'Log In' on the left hand side menu. Your username is your four-digit ABF Membership Number with 'B' as a prefix. Should your number be less than four digits, add the required number of zeroes at the beginning. Your username is then in the form: BXXXX. The default password is: balloon.

Update Details and Password Change

Once you log into IRIS click 'My Account Details' towards the bottom left of the homepage. Click 'Edit' at the top tab. Enter and confirm your new password twice and click 'Save' at the bottom of the page. You also need to update your personal information in this section by clicking 'User Information'. Remember to save.

Logging a Report

To log a report click 'Log an Occurrence Report' on either the homepage or from the navigation menu on the left of other pages. Complete the report by clicking on each of the headings and answering the questions therein. The more information you provide the better will be the safety outcomes. It facilitates follow up, comprehensive analysis, and data to help prevent a recurrence.

The mandatory questions (yellow with an asterisk) are 'Title of Report', 'Person(s) Involved' (under Factual Information), and 'Details' (under Description). 'Title of Report' provides a quick overview of the report, for example 'Encounter with Unforecast Turbulence'. This can then be expanded upon in the Description section.

You may attach files (documents, photos) which are relevant to the occurrence by clicking the File Attachments heading. Click 'Browse' to locate the file and then 'Attach'. You can add more than one file, with a maximum size of 50MB per file.

There is no 'Save' option, so once you have completed the report click 'Submit' at the bottom of the page. You will receive an email receipt notification, including a unique ID number. A record of all your reports is accessible in IRIS by clicking 'My Occurrence Reports' on either the navigation menu or the IRIS homepage.

Logging Out

When you have completed your IRIS session you can log out by clicking 'Log Out' in the top right hand corner.

The Importance of Confidentiality

The confidentiality of data recorded in IRIS is of the utmost importance to the ABF. All ABF information recorded in IRIS will be treated confidentially. ABF procedures ensure only authorised people have access to IRIS and its data which remain the property of the ABF.

Occurrence Reports will be de-identified when it may be beneficial to share with ABF members the lessons learnt from occurrences. All descriptors which may identify an occurrence or people involved will be removed.

IRIS Questions and Answers

Q: What is IRIS™?

A: IRIS™ is an online incident reporting system that is consistent with the standard practice of the broader aviation industry. IRIS™ was developed by Aerosafe around six years ago and is used by other Aerosafe members in Australia, Canada and the USA.

Q: Why has IRIS™ been provided?

A: Following RAAO Industry Risk Profiling in early 2009 a need was identified for online incident reporting capability. An online incident reporting system is one of the key components of a modern Safety Management System (SMS) and allows for management of real time information, closed loop reporting, (eg: feedback system built in, automatically sent to the person who submitted the report) and access in multiple locations.

Q: Who has ownership of the data in IRIS™?

A: The data is owned by the ABF (as with our paper based system) and remains the property of each respective RAAO once entered into IRIS™.

Q: Does CASA have access to our organisation's data in IRIS™?

A: No. For CASA to have access they would require an ABF Administrator level password and username, which they don't have.

Q: Does Aerosafe report IRIS™ information to CASA?

A: No. Aerosafe provides IRIS™ as part of the ongoing support and resource provided under the Aviation Safety Network (ASN) program. In the case of IRIS data, Aerosafe provides direct support to the organisations only, and does not disclose data to any third party (including CASA).

Q: Does Aerosafe have access to our data, and if so, how is it used?

A: Aerosafe has access to all its clients' data, but it is used only in the following ways:

- a) To review data and provide monthly reports outlining safety trends, and
- b) To assist in providing adequate maintenance support to the IRIS™ platform.

It should be re-emphasised that RAAO data is neither shared among RAAOs, nor with CASA or any other external parties.

Q: What legal protection does this data have?

A: Privacy of data will be maintained by ABF and Aerosafe staff. However, it should be noted that such data is subject to subpoena regardless of any confidentiality rules.

Q. As there is no privacy statement on the system, how will the data be used?

A: The following phrase is included at the top of the 'Log an Occurrence' page: 'Your report will then be sent to your organisation's Administrator, where it will be reviewed confidentially, and then actioned if required. Your personal information will be treated confidentially at all times.'

Q. How long will the submitted data be held in the system?

A: Data will be held indefinitely.

Need help?

Help is available in several ways:

- Access the IRIS Tutorials and Handbook by clicking 'Assistance' in the top right hand corner of any page.
- Submit a 'Support Request' form via IRIS which is accessible from the navigation menu on the left hand side of any page or the IRIS homepage.
- Contact one of the ABF IRIS Administrators: Bob Cook, ABF National Safety Officer via email roulette483@yahoo.com.au or phone 0400 334 329, or Ian Robinson, the ABF Operations Manager at ian@balloonflightvic.com.au or phone 0418 937 415.
- Contact the ASN directly via email <asn@aerosafe.com.au> or phone 02-8336 3700.

3. Confidential Incident Reporting – REPCON

What is REPCON?

REPCON is an ATSB voluntary confidential reporting scheme. REPCON allows any person who has an aviation safety concern to report it to the ATSB confidentially. Protection of the reporter's identity and any individual referred to in the report is of primary importance. See https://www.atsb.gov.au/voluntary/repcon_aviation.aspx for the submission of a report.

What May be Reported with REPCON?

Any matter may be reported if you think it endangers, or could endanger the safety of an aircraft. Examples include: unsafe rostering of crew, safety issues due to commercial pressures, non-compliance with rules or procedures.

REPCON would also like to hear about 'close calls' so that others may benefit from the lessons you have learnt. These reports can serve as a powerful reminder that, despite the best of intentions, well-trained and well-meaning people are still capable of making mistakes. The de-identified stories arising from these reports may serve to reinforce the message that we must remain vigilant to ensure the ongoing safety of ourselves and others.

Who May Make a REPCON Report?

A REPCON report may be made by anyone who observes or becomes aware of a reportable safety concern.

What is Confidential?

Personal information about the reporter and any person referred to in the report is confidential. If you believe it would be necessary to act on information about an individual referred to in your report then you should consider reporting this directly to the Civil Aviation Safety Authority (CASA) on 1800 074 737.

How are REPCON Reports Processed?

REPCON staff will assess reports for clarity, completeness and significance for aviation safety. To do this, the staff may need to contact the reporter. Once satisfied that the report is as complete as possible, the staff enter the de-identified content of the report into the REPCON database, which allocates it a unique identification number.

REPCON may use the de-identified version of the report to issue an information-brief or alert bulletin to a person or organisation including CASA, which is in a position to take safety action in response to the safety concern.

Pilots' Circular (PC) is produced by the Australian Ballooning Federation Inc. It contains operational and safety information for all Australian balloonists. All ABF members – from the newest student to the most experienced pilot – are invited to contribute to PC on issues they feel other pilots may wish to know about, to raise questions they would like information on, or to make general comment. Thanks in anticipation to all members who contribute.

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