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VERSION	EFFECTIVE DATE	DESCRIPTION OF REVISION(S)
001	2015.01	Module creation and release.
002	2018.10	Typographic and layout updates – No content changes.
002.1	2023.04	Inclusion of Measurement Standards for clarification, page iv. Minor appearance and format updates.
003	2024.10	Regulatory update for EASA 2023-989 compliance.
003.1	2025.09	Addition of Job Hazard Analysis to Submodule 9. Redefined MEDA as Maintenance Event Decision Aid.

## SAFETY ASSURANCE

How we monitor organization performance: Safety assurance is a process that management uses to track and evaluate how an organization identifies current and future safety problems and how it monitors organizational performance to eliminate those safety problems.

## JOB HAZARD ANALYSIS

Job hazard analysis (JHA) is a systematic process to identify potential hazards in a job task and determine how to eliminate or reduce them to prevent injuries and illness. The process involves selecting a job, breaking it down into steps, identifying hazards for each step, and developing preventive measures like safe work practices and personal protective equipment. A JHA helps create safer workplaces, reduce accidents, and can also serve as a training tool.

### STEPS TO CONDUCT A JOB HAZARD ANALYSIS

1. Select the job to analyze:  
Focus on jobs with a high risk of injury, a history of accidents, or those that are new or modified.
2. Break the job into steps:  
List each basic task or step required to complete the job.
3. Identify hazards:  
For each step, ask:  
What can go wrong?  
What are the consequences?  
How could it happen?
4. Determine controls:  
For each identified hazard, find ways to eliminate or minimize it, prioritizing the most effective methods:
  - Elimination/Substitution: Remove the hazard at the source.
  - Engineering Controls: Design the work to isolate workers from hazards.
  - Administrative Controls: Implement safe work practices, procedures, and training.
  - Personal Protective Equipment: Provide appropriate equipment (e.g., safety glasses, gloves, fall protection).

### THE FOUR SMS COMPONENTS

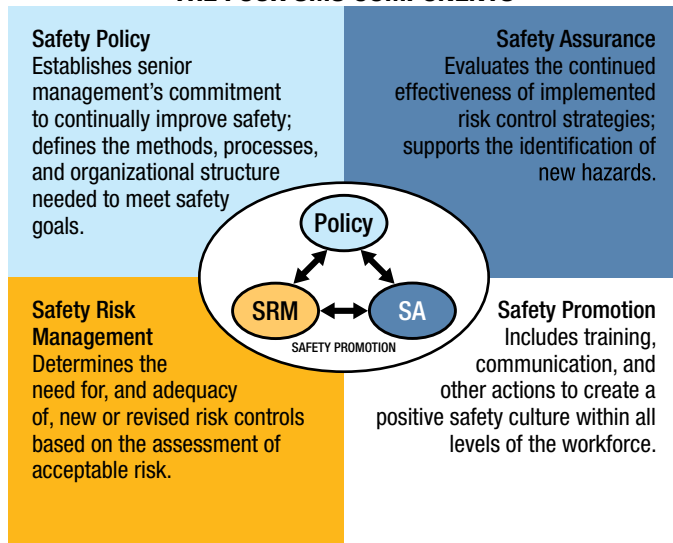


Figure 9-2. The four safety management components.

### 5. Implement and review:

Document the identified hazards and controls, implement the recommended safety measures, and periodically review and update the JHA to ensure it remains effective.

## SAFETY PROMOTION

How we encourage safety throughout the company: Safety promotion creates a company wide culture of safety in which management emphasizes safety and rewards it on all levels while discouraging risk. A company's safety culture might promote standard operating procedures that include safety training policies relating to internal communication and information sharing relating to safety issues.

## JUST CULTURE

A just culture is one in which operators or other persons are not punished for actions, omissions or decisions taken by them that are commensurate with their experience and training, but in which only gross negligence, willful violations and destructive acts are.

### HOW SAFETY CULTURE RELATES TO JUST CULTURE?

Just culture is a collaboration of everything. Management needs to support it and ensure that everyone is a part. With this empowerment the culture dominates the company and the company grows with it.

Just culture is the single biggest driver for safety behavior of people'. A just culture sits at the core of an organization. Just culture allows anyone to report a problem or own up to a genuine mistake. We all make mistakes, we own our mistakes, we learn from it, we ask questions around it, we fix it and then we move on. It is important to have a "Just Culture" along with an error reporting system. Without undo fear of retribution, an error reporting system can not exist.

### IDENTIFYING, AVOIDING AND REPORTING HAZARDS

#### IDENTIFYING SAFETY RISKS

The term risk refers to the chance that somebody could be harmed by various hazards, together with an indication of how serious the harm could be. From your identified hazards, you need to determine what the potential safety risk could be; meaning the harmful outcome that could result from the hazard.

For some hazards, there may be more than one possible outcome or safety risk. For these instances, you should record all potential safety risks. However, you may find when undertaking a risk assessment that addressing the most significant risk could also address other possible risks arising from the same hazard.

Hazard and risk identification should also consider risks that are generated outside of the organization and away from the direct control of the organization, Hazards related to emerging industry safety risks are also an important way to prepare for situations that may eventually occur.

## Maintenance Event Decision Aid (MEDA) Results Form

Section I—General Information	
Reference #: _____	Interviewer's Name: _____
Airline: _____	Interviewer's Telephone #: _____
Station of Maintenance System Failure: _____	Date of Investigation: ____/____/____
Aircraft Type: _____	Date of Event: ____/____/____
Engine Type: _____	Time of Event: __:__ am pm
Reg. #: _____	Shift of Failure: _____
Fleet Number: _____	Type of Maintenance (Mx) (circle one):
ATA #: _____	1. Line -- If Line, what type? _____
Aircraft Zone: _____	2. Base --If Base, what type? _____
Ref. # of previous related event: _____	Date Changes Implemented: ____/____/____

Section II—Event	
<b>Please select the event (check all that apply)</b>	
<b>1. Operations Process Event</b>	
<input type="checkbox"/> a. Flight Delay __ days __ hrs. __ min.	<input type="checkbox"/> f. Diversion
<input type="checkbox"/> b. Flight Cancellation	<input type="checkbox"/> g. Smoke/fumes/odor event
<input type="checkbox"/> c. Gate Return	<input type="checkbox"/> h. Other (explain below)
<input type="checkbox"/> d. In-Flight Shut Down	
<input type="checkbox"/> e. Air Turn-Back	
<b>( ) 2. Aircraft Damage Event</b>	
<b>( ) 3. Personal Injury Event</b>	
<b>( ) 4. Rework</b> (e.g., did not pass Ops check/inspection)	
<b>( ) 5. Airworthiness Control</b>	
<b>( ) 6. Found during Maintenance</b>	
<b>( ) 7. Found during Flight</b>	
<b>( ) 8. Other Event (explain below)</b>	
<b>Describe the incident/degradation/failure (e.g., could not pressurize) that caused the event.</b>  	

Section III—Maintenance System Failure	
<b>Please select the maintenance system failure(s) that caused the event:</b>	
<b>1. Installation Failure</b>	
<input type="checkbox"/> a. Equipment/part not installed	<input type="checkbox"/> b. Unapproved
<input type="checkbox"/> b. Wrong equipment/part installed	<input type="checkbox"/> c. Incomplete
<input type="checkbox"/> c. Wrong orientation	<input type="checkbox"/> d. Other (explain below)
<input type="checkbox"/> d. Improper location	
<input type="checkbox"/> e. Incomplete installation	
<input type="checkbox"/> f. Extra parts installed	
<input type="checkbox"/> g. Access not closed	
<input type="checkbox"/> h. System/equipment not reactivated/deactivated	
<input type="checkbox"/> i. Damaged on remove/replace	
<input type="checkbox"/> j. Cross connection	
<input type="checkbox"/> k. Mis-rigging (controls, doors, etc.)	
<input type="checkbox"/> l. Consumable not used	
<input type="checkbox"/> m. Wrong consumable used	
<input type="checkbox"/> n. Unserviceable part installed	
<input type="checkbox"/> o. Other (explain below)	
<b>2. Servicing Failure</b>	
<input type="checkbox"/> a. Not enough fluid	
<input type="checkbox"/> b. Too much fluid	
<input type="checkbox"/> c. Wrong fluid type	
<input type="checkbox"/> d. Required servicing not performed	
<input type="checkbox"/> e. Access not closed	
<input type="checkbox"/> f. System/equipment not deactivated/reactivated	
<input type="checkbox"/> g. Other (explain below)	
<b>3. Repair Failure</b> (e.g., component or structural repair)	
<input type="checkbox"/> a. Incorrect	
<b>4. Fault Isolation/Test/Inspection failure</b>	
<input type="checkbox"/> a. Did not detect fault	
<input type="checkbox"/> b. Not found by fault isolation	
<input type="checkbox"/> c. Not found by operational/functional test	
<input type="checkbox"/> d. Not found by task inspection	
<input type="checkbox"/> e. Access not closed	
<input type="checkbox"/> f. System/equipment not deactivated/reactivated	
<input type="checkbox"/> g. Not found by part inspection	
<input type="checkbox"/> h. Not found by visual inspection	
<input type="checkbox"/> i. Technical log oversight	
<input type="checkbox"/> j. Other (explain below)	
<b>5. Foreign Object Damage/Debris</b>	
<input type="checkbox"/> a. Tooling/equipment left in aircraft/engine	
<input type="checkbox"/> b. Debris on ramp	
<input type="checkbox"/> c. Debris falling into open systems	
<input type="checkbox"/> d. Other (explain below)	
<b>6. Airplane/Equipment Damage</b>	
<input type="checkbox"/> a. Tools/equipment used improperly	
<input type="checkbox"/> b. Defective tools/equipment used	
<input type="checkbox"/> c. Struck by/against	
<input type="checkbox"/> d. Pulled/pushed/drove into	
<input type="checkbox"/> e. Fire/smoke	
<input type="checkbox"/> f. Other (explain below)	
<b>7. Personal Injury</b>	
<input type="checkbox"/> a. Slip/trip/fall	
<input type="checkbox"/> b. Caught in/on/between	
<input type="checkbox"/> c. Struck by/against	
<input type="checkbox"/> d. Hazard contacted (e.g., electricity, hot or cold surfaces, and sharp surfaces)	
<input type="checkbox"/> e. Hazardous substance exposure (e.g., toxic or noxious substances)	
<input type="checkbox"/> f. Hazardous thermal environment exposure (heat, cold, or humidity)	
<input type="checkbox"/> g. Other (explain below)	
<b>8. Maintenance Control Failure</b>	
<input type="checkbox"/> a. Scheduled task omitted/late/incorrect	
<input type="checkbox"/> b. MEL interpretation/application/removal	
<input type="checkbox"/> c. CDL interpretation/application/removal	
<input type="checkbox"/> d. Incorrectly deferred/controlled defect	
<input type="checkbox"/> e. Airworthiness data interpretation	
<input type="checkbox"/> f. Technical log oversight	
<input type="checkbox"/> g. Airworthiness Directive overrun	
<input type="checkbox"/> h. Modification control	
<input type="checkbox"/> i. Configuration control	
<input type="checkbox"/> j. Records control	
<input type="checkbox"/> k. Component robbery control	
<input type="checkbox"/> l. Mx information system (entry or update)	
<input type="checkbox"/> m. Time expired part on board aircraft	
<input type="checkbox"/> n. Tooling control	
<input type="checkbox"/> o. Mx task not correctly documented	
<input type="checkbox"/> p. Not authorized/qualified/certified to do task	
<input type="checkbox"/> q. Other (explain below)	
<b>( ) 9. Other (explain below)</b>	
<b>Did the Maintenance System Failure "fly" on the aircraft? ( ) Yes ( ) No</b>	
<b>Describe the specific maintenance failure (e.g., auto pressure controller installed in wrong location).</b>  	