

APPENDIX A

JUST A FEW THINGS TO KEEP IN MIND

ALL AVIATION MISHAPS MUST BE ENTERED IN E-AVIATRS ---NO EXCEPTIONS. This includes all aviation related injuries. DO NOT enter these into **e-MISHAPS**.

If you can answer “Yes” to any of the following, the mishap should most likely be entered in **e-AVIATRS**.

Did the mishap happen at an air station or aviation unit?

Was an on duty pilot or aircrew involved?

Was an MPC involved?

Was there an aircraft, GSE, or aviation equipment involved?

Did the injury occur while performing an aviation duty (flying, working on an aircraft or aviation equipment, performing aviation maintenance, fueling an acft)?

Did the event involve horseplay of aviation personnel while on active duty?

Does it fall within one of the aviation OPMODES (Flight, Flt-Related, or AV Ground)?

Could this event happen at another CG air station?

Would this event make for good MRM training?

Would the term FOD, tool control, aviation maintenance, GSE, Maint Control or airframe be used in the report?

PRELIMINARY and FINAL MISHAP MESSAGES.

PRELIMINARY MISHAP MESSAGES. Preliminary Mishap Messages for Class C and D is acceptable and encouraged when there is an urgency to get the word to the field; the Aviation Safety Program is better served; or there is a possibility of the report being delayed. If in doubt, contact CG-1131.

At a minimum, consider a preliminary mishap message for:

- A Class C mishap or above.
- Any mishap where existing procedure/process or aircraft component hindered or threatened to hinder safe operations.
- Any time someone is injured because of an existing procedure, process or equipment
- Any mishap that is apt to generate unusual attention or discussion within the CG or by the media/public.

Preliminary mishap messages can be as simple as a brief description of the incident, identification of the potential hazard(s) and the remaining sections can be “TBD” or “under investigation”.

When sending a Preliminary Mishap Message for any incident the words “PRELIMINARY REPORT” will be added the end of the SUBJECT LINE.

Preliminary Mishap Messages should not be submitted to the database.

FINAL MISHAP MESSAGES. If you send a Preliminary Mishap Message, it is expected that you will be sending a Final Mishap Message. The words “FINAL REPORT” will be inserted in place of “PRELIMINARY REPORT” at the end of the Subject Line.

NOTE: If you determine a Final Mishap Message does not need to be submitted to *e-AVIATRS*, you can delete the report without submitting it. The Command will need to consider sending a cancellation message and you must notify CG-1131, so we won't be tracking it. Only on very rare occasions, will you send a Preliminary Mishap Message and not follow up with a Final Mishap Message.

REPORTING DEADLINES. Preliminary Mishap Messages do not relieve you from of the other M5100.47 reporting requirements. You must still submit a Final Mishap Report within the deadlines or request an extension.

SHARING REPORTS

You must e-mail the mishap report to all reviewers; this includes the other safety personnel at your unit. No one can see a report, except the originator, until the link to that RNO is e-mailed. Use the **Submit to Command Level Reviewer** function on the **FINISH TAB**.

There is only one copy of each report in the database. Everyone that has access to that report (the originator and anyone e-mailed a link to that RNO) can view it, change it and delete it. Two people could conceivably work on the same mishap on two different machines at the same time. This is not recommended.

GROUND MISHAPS WITHOUT AIRCRAFT

Aviation Ground mishaps WITHOUT an acft involved use AVIATION for **Acft Type** and 0000 for the **Tail Number**.

MULTIPLE MISHAPS of the SAME TAIL NUMBER.

If the same airframe has repeat incidents of the same general nature, it is acceptable to report all the incidents in one mishap report----**PROVIDED**---the second or subsequent incidents occurred while the aircraft was still in Charlie status from the previous incident, AND the subsequent incident is related to the previous. However, if the aircraft is back in Bravo status before a subsequent occurrence, then it's a separate incident. If you combine incidents, be sure and mention this in the mishap report.

DEPLOYED ACFT MISHAPS

If a mishap occurs while deployed, the crew can enter the mishap if they have connectivity to the CG Intranet. If not, the home unit must enter the mishap report in *e-AVIATRS*.

EXTENSIONS

- Timelines for submission are 14 days for Class C, 21 Days for Class D, and 30 days for Class E.
- When granted, an extension will add an additional 30 calendar days to the date the report was due. (Example: Class D = Date of Incident + 21 days + 30 day extension. 51 days from date of incident).
- After the date of the extension deadline, a letter (or e-mail) is required from the unit Commanding Officer to the Chief of Aviation Safety explaining the delay.

To request an extension click the **Extension Granted** box on the **GENERAL INFORMATION** page. The **AVIATION MISHAP REPORT EXTENSION REQUEST** form will appear.

MISHAP COSTS

DO NOT include costs for transportation (e.g., personnel or property), trailer, salvage, temporary additional duty, setting up equipment to facilitate repair, etc., in the total mishap cost estimate. Only direct costs should be used for determining mishap damage cost.

Detailed information is contained in Appendix C of this USER GUIDE and Encl 13 to COMDTINST 5100.47.

Coast Guard mishap damage costs include the actual cost of materials, parts and direct repair work hours.

Coast Guard still uses a labor rate of \$46, which **e-AVIATRS** computes based on number of man hours.

The cost of environmental cleanup, resulting from a Coast Guard mishap **is** to be included in the cost of the mishap.

WORK AROUNDS/PROBLEMS

We have been able to eliminate all of the e-AVIATRS workarounds and glitches we have been made aware of. We have to know about the problems before we can fix them. Please submit your comments, suggestions, problems etc using the **Feedback** function or e-mail peter.m.evonuk@uscg.mil.

Do not assume that you have to live with something, just because it's that way it works in some other USCG network system. We may not be able to change it, but if we do not hear about it, the programmers can't look into it. Many of the problems we found in **e-AVIATRS** existed in **e-MISHAPS**, but no one reported it. And most have been quick fixes.

MISC ITEMS

SPELL CHECKER does not check the entire document, you must click Spell Check on each screen.

VIEWING MISHAP RECORDS. No one but the originator can see a mishap report until you e-mail the report link.

MISHAP MESSAGE vs. MISHAP REPORT/RECORD. Mishap Message refers to the Admin OIX message and the Mishap Report/Record is the data or record in **E-AVIATRS**. It may seem trivial, but it can make a big difference in how your question or problem is handled, or how quickly your problem is understood.

Admin OIX MESSAGE. REMEMBER to generate the message BEFORE submitting the report to **e-AVIATRS**.

AVIATRS vs. e-AVIATRS. **AVIATRS** was the old access database used from 1993 to 2005; **e-AVIATRS** is the new electronic web-based database (since Nov 2003).

To make life easier, **e-AVIATRS** has been designed to export the text of the mishap record to Admin OIX via Microsoft Outlook. That is as far as it goes. **e-AVIATRS** does not use C2OIX AIGs and

therefore that information is not captured by the database.

Mishap Reports are not in **e-AVIATRS** master database until you hit the **Submit Report to AVIATRS Database** button and the CG-1131 rep QA's the report.

e-Aviatrs will not let you submit a report to database until all mandatory/red dot fields are filled in.

Do not leave any fields blank, enter something. All fields have an N/A, none, or other option. (For Ground mishaps enter 0 for Airspeed and Altitude).

Don't forget the **Additional Factors (Yes/No)**. These fields are very useful for quick searches and looking for case studies.

If **CRM or MRM** are mentioned in a text field or as a cause factor, be sure and check the CRM or MRM boxes and cause factors.

Flight-related Mishap: According to the M5100.47 if there is intent for flight but no aircraft damage the mishap should be reported as **FLT-REL**.

Injury mishaps: Injury mishaps (with no aircraft damage) shall be reported as **FLT-REL** and entered in **e-AVIATRS**.

FOUO & releasing mishap information outside the USCG

CG aviation mishap messages may contain privileged information and are classified For Official Use Only (FOUO), and can not be transmitted outside protected Coast Guard systems. You are never authorized to forward a FOUO message outside the organization (even to your own home computer). Never forward a CG mishap message to any email address other than a ".mil" address.

All members of the Coast Guard are reminded that mishap messages and other documents should be controlled and protected from unauthorized copy or distribution in order to maintain the integrity of the Aviation Safety Program and the continued promotion of aviation safety.

*For all questions, issues, or problems, contact CG-1131 or use the **Feedback** function in **e-AVIATRS**.*