

**BY ORDER OF THE COMMANDER
OKLAHOMA CITY AIR LOGISTICS
COMPLEX**

**OKLAHOMA CITY AIR LOGISTICS
COMPLEX INSTRUCTION 91-11**

20 MARCH 2014



Safety

**INCIDENT/MISHAP
REPORTING PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: OC-ALC/SE

Certified by: OC-ALC/SE
(Kevin McCoy)

Supersedes: 76 MXWOI 91-11,
3 January 2010

Pages: 6

This instruction establishes reporting procedures and outlines responsibilities for Oklahoma City Air Logistics Complex (OC-ALC) personnel when notifying management, safety and other responsible agencies of incidents and mishaps which occur within OC-ALC. Refer recommended changes and questions about this published document to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>

SUMMARY OF CHANGES

This instruction has been substantially revised and should be reviewed in its entirety. Due to AFMC directed re-organization, the 76th Maintenance Wing (76 MXW) was re-designated as the Oklahoma City Air Logistics Complex (OC-ALC), updated current procedural changes and obsolete local forms 76MXW Form 101A, *Incident/Mishap Report*, Jan 06 and 76MXW Form 101B, *Incident/Mishap Report* (Electronic), Jan 06.

1. Scope. This document establishes standardized safety reporting (via the online reporting system) procedures for all OC-ALC supervisors in order to immediately report incidents and mishaps involving OC-ALC personnel, property or resources. The guidance within this OC-ALC instruction is considered to be the minimum amount of information required for immediate

reporting purposes. In addition, OC-ALC organizations are responsible for developing additional specific detailed reporting and response procedures in accordance with applicable regulations for the specific type of incident or mishap that has occurred. These specific details may be included in the shops Job Safety Training Outline or another method deemed acceptable.

2. Incidents and Mishaps.

2.1. Incident. An incident is a situation, which under slightly different circumstances, could have resulted in a mishap (employee injury/illness or property damage). Incidents are of interest to the Complex if the event impacts OC-ALC operations, equipment or personnel. All incidents must be investigated to determine the underlying causes and identify failures of safety and health systems. The incident examples listed below are provided as a guide in determining what will be reported.

2.1.1. Emergency conditions, such as; utility failures or natural phenomena, which will disrupt operations.

2.1.2. Incidents of command interest, such as; personnel altercations, driving/working under the influence of alcohol or drugs or other serious behavioral offenses while on duty.

2.1.3. Incidents involving OC-ALC personnel during temporary duty periods.

2.1.4. Near-misses.

2.1.4.1. Example: An employee trips over an extension cord that lies across the floor but avoids a fall by grabbing the corner of a desk.

2.1.4.2. Example: Instead of using a ladder, an employee puts a box on top of a drum, loses balance and stumbles to the ground. Although the employee is shaken, there is no injury.

2.2. Mishap. Mishaps are unplanned events that result in an occupational illness or injury, property damage or damage to the natural environment. The mishaps listed below are provided as a guide to determine those mishap types that will be brought to the attention of the OC-ALC Commander and other responsible organizations via the electronic incident reporting system.

2.2.1. Any on-duty fatalities or injuries/illnesses resulting in a civilian employee/military member being referred for medical treatment or transported off base for medical treatment. Any off-duty fatality or serious injury/illness resulting in quarters restrictions for military members.

2.2.2. Events such as Government Motor Vehicle (GMV) accidents or damage to equipment, real property, or aircraft components must be reported as a mishap.

2.2.3. Privately Owned Vehicle (POV) accidents and damage to property such as GMV vehicles, equipment, or real property that are considered normal wear and tear should **not** be reported as mishaps. Additionally, equipment and facility failures that do not result in damage to aircraft or equipment and are not the result of a natural disaster should not be reported as mishaps. These events should be reported using the standard procedure for the owning organization. Supervisors are encouraged to consult their group safety representatives with any questions regarding mishap reporting.

2.2.4. Foreign Object Damage (FOD) and Dropped Object (DO) Mishaps. Following aircraft engine operation, if FOD is discovered, this damage is considered a mishap and shall be reported. A DO is any aircraft part, component, surface or other item lost during aircrew operations, unless intentionally jettisoned between engine start and engine shut down. All DO events shall be reported as a mishap.

2.2.5. Environmental/Bioenvironmental Mishaps. Typical environmental mishaps that occur are fuel spills, oil spills and chemical spills, which are all required to be reported. An example of a bioenvironmental mishap is an unintentional hazardous dust release.

2.2.6. Fires. All fires shall be reported.

3. Roles and Responsibilities for Reporting Incidents and Mishaps.

3.1. Employees.

3.1.1. Immediately take action to prevent further or additional injury to personnel.

3.1.2. Call **911** if emergency personnel are necessary.

3.1.3. Report all incidents/mishaps to their supervisor immediately, regardless of severity.

3.2. Supervisors.

3.2.1. Accomplish the actions outlined in Attachment 2.

3.3. 76 AMXG Maintenance Operations Center (MOC) (76 AMXG/OBO)

3.3.1. Accomplish the actions outlined in Attachment 3, if necessary.

3.4. Group Planning Offices.

3.4.1. For all property damage mishaps (excluding vehicle mishaps), the respective planning/financial organization will provide a property damage cost estimate to OC-ALC/SE after notification of the mishap, based on reporting requirements found in AFI 91-204, *Safety Investigations and Report*, (refer to Table 6.2. and paragraph 1.11 for details).

DONALD E. KIRKLAND, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 91-204, *Safety Investigations and Reports*, 24 September 2008

AFI 91-204 AFMC SUP 1, *Safety Investigations and Reports*, 18 August 2011

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

76 AMXG—76 Aircraft Maintenance Group

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

DO—Dropped Object

EM—Environmental Management

EMS—Emergency Medical Services

FOD—Foreign Object Damage

GMV—Government Motor Vehicle

MOC—Maintenance Operations Center

OC—ALC - Oklahoma City Air Logistics Complex

OC—ALCI – Oklahoma City Air Logistics Complex Instruction

OC—ALC/SE - Oklahoma City Air Logistics Complex/Safety Office

POC—Point of Contact

POV—Privately Owned Vehicle

SE—Safety Office

Attachment 2

SUPERVISOR'S INCIDENT/MISHAP REPORTING PROCEDURES

A2.1. Supervisor's Incident/Mishap Reporting Procedures

A2.1.1. Incident Mishap Reporting Process. Accomplish in order.

A2.1.1.1. Immediately take action to prevent further or additional injury to personnel. Stop all work on or in the affected area.

A2.1.2. Call **911** to notify emergency response personnel, if necessary. If phone is not available, use a radio to contact 76 AMXG MOC and ask them to call **911**.

A2.1.3. Prepare an incident/mishap report using the online mishap reporting system at https://wwwmil.tinker.af.mil/amocc/net20/incrpt_net20/Incidents.aspx or on the OC-ALC's main AF Portal page. **NOTE:** In the rare event the network is down, please notify your group safety office and try resubmitting the online report at a later time.

A2.1.4. Verbally notify the next level in your chain of command to facilitate notification to the highest levels in your group.

A2.1.5. Notify designated POC for cost estimate and provide them a copy of the incident/mishap report for property damage mishaps.

Attachment 3

AMXG MAINTENANCE OPERATIONS CENTER (MOC) INCIDENT/ MISHAP REPORTING PROCEDURES

A3.1. 76 AMXG Maintenance Operations Center (MOC) Incident/ Mishap Reporting Procedures

A3.1.1. Accomplish in order.

A3.1.1.1. Immediately call **911**, if emergency response personnel are necessary and have not already been contacted.

A3.1.2. As soon as possible, call the appropriate group safety office, the base command post and, if necessary, EM. Provide all information available at this time.

A3.1.2.1. During day shift duty hours, call appropriate group safety office if an electronic incident report has **not** been accomplished (all SE personnel receive electronic incident reports); the Command Post, 739-2171; and, if necessary, EM, 734-4111.

A3.1.2.2. During swing shift, contact the on-duty swing shift safety person, 417-2619, and the Base Command Post, 739-2171.

A3.1.2.3. If an actual event occurs that warrants immediate notification to group and squadron commanders, (mishaps, property damage, FOD/DO, etc.) during the non-duty hours (hours other than day and swing shift), weekends, and holidays, contact the on-call safety person (refer to the MOC copy of the safety on-call roster) and the Base Command Post, 739-2171. Note: Direct person to person telecommunication with standby personnel must be accomplished. Leaving a message on voice mail or an answering machine does not constitute notification. If standby personnel cannot be reached and directly notified, call (in order) the management personnel on the on-call roster.

A3.1.3. Call the appropriate group and squadron commanders, if incident/mishap warrants their immediate notification.