

<b>RISK ASSESSMENT SHEET</b>	<b>Ref.</b>
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<input type="checkbox"/> Repetitive intervent.	<input type="checkbox"/> Generic intervention	<input type="checkbox"/> Specific intervention	Planned period:
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<b>1. PURPOSE OF THE INTERVENTION</b>				
	<b>drafted by (Tech.Service)</b>	<b>date</b>	<b>drafted by (Ops. Service)</b>	<b>date</b>
(FINAL VALIDATIONS)				

**2. DESCRIPTION OF THE INTERVENTION AND CONSEQUENCES FORESEEN:**

→ **TYPE OF INTERVENTION (MISO FOR SAM RESTRICTED TO PREVENTIVE MAINTENANCE)**

- |   |   |
|---|---|
| <input type="checkbox"/> A : Change of component (hardware and/or software) | <input type="checkbox"/> D : Linked to the environment of the system  |
| <input type="checkbox"/> B : Change of operational context                  | <input type="checkbox"/> E : Geographical reorganisation of equipment |
| <input type="checkbox"/> C : Change of parameters or configuration          | <input type="checkbox"/> F : Preventive maintenance                   |

→ **HARDWARE / SOFTWARE / FUNCTIONS IMPACTED** (to be amended depending on centre)

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> RDP                  | <input type="checkbox"/> G/G Telephone                | <input type="checkbox"/> ACC ODS                | <input type="checkbox"/> Fire             |
| <input type="checkbox"/> FDP                  | <input type="checkbox"/> A/G radiocommunications      | <input type="checkbox"/> APP ODS                | <input type="checkbox"/> Lightning        |
| <input type="checkbox"/> TID                  | <input type="checkbox"/> Network management           | <input type="checkbox"/> Network supervision    | <input type="checkbox"/> Security         |
| <input type="checkbox"/> Strip Printers       | <input type="checkbox"/> Recording system             | <input type="checkbox"/> Fallback radar network | <input type="checkbox"/> Cabinets         |
| <input type="checkbox"/> Keyboards, screens   | <input type="checkbox"/> Radio supervision            | <input type="checkbox"/> Radar data network     | <input type="checkbox"/> Office servers   |
| <input type="checkbox"/> Dynamic Map server   | <input type="checkbox"/> Radio station links          | <input type="checkbox"/> ATC / FDDI networks    | <input type="checkbox"/> Office network   |
| <input type="checkbox"/> RDP/FDP Supervision  | <input type="checkbox"/> AFTN                         | <input type="checkbox"/> Meteo data display     | <input type="checkbox"/> Office energy    |
| <input type="checkbox"/> FMP tools            | <input type="checkbox"/> Power Supply                 | <input type="checkbox"/> Centralised Tech Sup   | <input type="checkbox"/>                  |
| <input type="checkbox"/> CFMU                 | <input type="checkbox"/> Time Manager                 | <input type="checkbox"/> Radar Tech Supervision | <input type="checkbox"/>                  |
| <input type="checkbox"/> Simulator            | <input type="checkbox"/> Batteries                    | <input type="checkbox"/> Radars                 | <input type="checkbox"/>                  |
| <input type="checkbox"/> Oldi                 | <input type="checkbox"/> Telecom equip.               | <input type="checkbox"/>                        | <input type="checkbox"/>                  |
| <input type="checkbox"/> Military Interface   | <input type="checkbox"/> Uninterruptible power supply | <input type="checkbox"/>                        | <input type="checkbox"/> ATC furniture    |
| <input type="checkbox"/> Approach             | <input type="checkbox"/> Back-up energy               | <input type="checkbox"/>                        | <input type="checkbox"/> Airport platform |
| <input type="checkbox"/> Switching / matrices | <input type="checkbox"/> Air conditioning/heating     | <input type="checkbox"/>                        | <input type="checkbox"/>                  |
| <input type="checkbox"/>                      | <input type="checkbox"/>                              | <input type="checkbox"/>                        | <input type="checkbox"/>                  |

→ **PROPOSED SUPPORT SERVICES IMPACTED:**  (§6 to be addressed on separate sheets)

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> No support service impacted. | <input type="checkbox"/> Air/ground comm.           | <input type="checkbox"/> Ground/Ground comm              | <input type="checkbox"/> Air Surveillance              |
| <input type="checkbox"/> PLN management               | <input type="checkbox"/> Recordings (on & off-line) | <input type="checkbox"/> ATC room manag.                 | <input type="checkbox"/> Ground Surveillance           |
| <input type="checkbox"/> ASM/ATFM assistance          | <input type="checkbox"/> Nav aids (En-Route & TMA)  | <input type="checkbox"/> Special-status airspace display | <input type="checkbox"/> General and aero info display |
| <input type="checkbox"/> Decision-making tools        | <input type="checkbox"/> Ops maintenance            | <input type="checkbox"/> Safety nets                     | <input type="checkbox"/> Others:                       |

• **OBSERVATIONS :**

**3. PROPOSED UNITS CONCERNED BY THE PREPARATION:** (to be amended depending on the centre)

Technical	Operating	Others at ANSP	External Services
<input type="checkbox"/> Technical Quality Unit	<input type="checkbox"/> OPS Quality Unit	<input type="checkbox"/> Technical Dep (Headq)	<input type="checkbox"/> Comm Service Provider
<input type="checkbox"/> RDP/FDP unit	<input type="checkbox"/> OPS project unit	<input type="checkbox"/> Other ACC	<input type="checkbox"/> Eurocontrol
<input type="checkbox"/> Network and ODS unit	<input type="checkbox"/> OPS unit	<input type="checkbox"/> Other APP	<input type="checkbox"/> Foreign centres
<input type="checkbox"/> A/G & G/G com unit	<input type="checkbox"/> Training Unit	<input type="checkbox"/> Airport	<input type="checkbox"/> Military

→ **SUPPLEMENTARY LIST:**

4. ANALYSIS OF THE TECHNICAL RISKS <span style="float: right;">(performed by the Technical Service)</span>			
→ ANALYSIS OF THE TECHNICAL RISKS <span style="float: right;">(without taking account of the content)</span>			
Criteria	Eval.	Observations (necessary if >=2)	Proposed risk mitigations at Technical Serv.
Technical complexity			
Multiple stakeholders.			
Interact. with other systems			
Intervention Duration			
Risk due to mis-handling			
Sequencing constraints			
Backtracking condition			
Number of problems experienced			
Level of involvement of the Technical Supervisor (local)			
<b>Total: technical risks</b>		(from 0 to 27)	(if > 10 assurance procedure)
<ul style="list-style-type: none"> <li>• <b>EXPECTED CONSEQUENCES:</b> <span style="float: right;">(e.g.: No. of airspace control units, cover, etc.)</span></li> <li>• <b>HAZARDS (CAUSED BY TECHNICAL INCIDENTS)</b></li> </ul>			

5. MITIGATIONS OF THE TECHNICAL RISKS			
→ TECHNICAL RISKS EVALUATED	<input type="checkbox"/>	0 to 10 => Normal	<input type="checkbox"/> 11 to 27 = Assurance
→ CHOICE OF PREPARATION MODE	<input type="checkbox"/>	Normal	<input type="checkbox"/> Assurance
• JUSTIFICATION OF DIFFERENT MODE			Add to this form : The Assurance sheet The operating modes
→ CONVENTIONAL MITIGATION MEANS ON THE TECHNICAL SIDE			
<input type="checkbox"/> Precise documentation exists on the subject Reference:		<input type="checkbox"/> There is technical feedback on the subject Reference:	
→ RISK-REDUCTION MEASURES PROPOSED BY THE TECHNICAL SERVICE			
<input type="checkbox"/> choice of a specific period:		<input type="checkbox"/> Additional briefings	
<input type="checkbox"/> Presence of the Person responsible for round-the-clock technical service		<input type="checkbox"/> Keep the Technical Supervision (local) informed	
<input type="checkbox"/> Presence of Technical expert		<input type="checkbox"/> Additional training:	
<input type="checkbox"/> Others			
→ OBSERVATIONS AND RECOMMENDATIONS FOR THE INTERVENTION : (in particular impact for supervision)			
→ TESTS AT END OF INTERVENTION: <span style="float: right;">(Evaluations, validations, etc.)</span>			

<b>6. PRELIMINARY ASSESSMENT OF SAFETY IMPACT OF A SINGLE SUPPORT SERVICE</b> (for each additional support service, a separate sheet is provided)			
→ <b>OPERATIONAL RISK ANALYSIS:</b> (assessed on the basis of the functions, in particular the content under the conditions proposed by the Technical Service.)			
<b>Support service impacted</b> <b>Choice of a support service</b>		<b>Risk 'determinant'</b> <b>Choice of a risk 'determinant'</b>	
	<i>Eval.</i>	<i>Justifications/analyses</i>	<i>Proposed mitigation means</i>
<i>Expected impact (redundancy, fallback, etc.)</i>			
<i>Proportion of flights affected</i>			
<i>Validation tests</i>			
<i>Potential risks</i>			
<i>Backtracking typology</i>			
<i>Conventional mitigation means on the operational side</i>			
<b>Residual index</b>		to be compared with the threshold associated with the risk 'determinant' (line 1) <input type="checkbox"/> support service anomalous	
• <b>OBSERVATIONS ON THE CONTENT:</b> (linked to this service)			
→ <b>ROUTINE MITIGATION MEANS ON THE OPERATION SIDE</b>			
<input type="checkbox"/> Presence of operational experts		<input type="checkbox"/> Prior briefing to the Head of the control room	
<input type="checkbox"/> Presence of person responsible for round-the-clock operations		<input type="checkbox"/> Prior briefing to the controllers	
→ <b>OVERALL ASSESSMENT OF OPERATIONAL RISKS</b> (taking account of the other support services impacted)		<input type="checkbox"/> <b>COMPLIES</b>	<input type="checkbox"/> <b>ANOMALOUS</b> if at least one anomaly
→ <b>GENERAL OBSERVATIONS:</b>			

<b>7. ADDITIONAL RISK-REDUCTION MEASURES</b> (coordination Operational/technical services)			
→ <b>OPERATIONAL MITIGATION MEANS</b>		→ <b>TECHNICAL MITIGATION MEANS</b>	
<input type="checkbox"/> Traffic flow restrictions		<input type="checkbox"/> As a result of very little traffic with presence constraints	
<input type="checkbox"/> Additional ATCO per sector		<input type="checkbox"/> Presence of other technical experts	
<input type="checkbox"/> Others:		<input type="checkbox"/> Others:	
→ <b>CHOICE OF INTERVENTION SLOT:</b> (scheduled date and time)			
→ <b>OTHER RISK-REDUCTION MEASURES :</b> (details and non-routine barriers)			
→ <b>OBSERVATIONS AND RECOMMENDATIONS FOR THE INTERVENTION:</b> (in particular impact in control rooms)			

<b>8. RESIDUAL RISK AFTER RISK MITIGATION</b> (coordination operational/technical services.)			
→ <b>CONCLUSIONS:</b>			
→ <b>RATING OF OVERALL RESIDUAL RISK</b> (estimate)			
<input type="checkbox"/> None	<input type="checkbox"/> Significant	<input type="checkbox"/> Major	<input type="checkbox"/> Serious
			<input type="checkbox"/> If greater

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→ COMMUNICATION TO MANAGEMENT	<input type="checkbox"/> <i>to the person authorised to sign the works sheet, see SMS</i>	<input type="checkbox"/> <i>Arbitration by Head of Centre</i>	<input type="checkbox"/> <i>Safety argument required</i>	<i>Do not perform the intervention</i>
→ <b>RISK OF NOT PERFORMING THE INTERVENTION AND OTHER OBSERVATIONS:</b> (in the case of unavoidable operations, apply the more detailed project management procedure)				

**NORMAL PROCEDURE (or common part with ASSURANCE)**

**9. COORDINATION MEETING** *(for more, see Assurance procedure sheet)*

<b>Date</b>	<b>Participants</b>

- Observations :**

**10. LIST AND REFERENCES OF USEFUL DOCUMENTATION**

→ **DOCUMENTATION ATTACHED:** *(including works sheet and/or EB, etc.)*

→ **DOCUMENTS APPLICABLE :** *(instruction, procedure, etc.)*

**11. STAFF INVOLVED** *(surname, first name or section, tel., office, etc.)*

• <b>OPERATION MANAGER:</b>	
• <b>OTHER STAFF INVOLVED AT THE CENTRE:</b>	
• <b>STAFF INVOLVED AT OTHER CENTRE(S):</b>	
• <b>STAFF INVOLVED - EXTERNAL COMPANY(IES):</b>	
• <b>OTHERS :</b>	

**12. SUMMARY IMPLEMENTATION TABLE** *(for more, see Assurance procedure sheet)*

Chrono. or Seq.	Operations	Place/Actor	Observations	Done
	<i>Pre-requisite:</i>			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
	<i>End tests:</i>			<input type="checkbox"/>

**PROPOSED DECISION** *(in accordance with the centre's quality manual)*

<b>Preparation validated by</b> <i>described in the centre's SMS</i>	<b>For Operational Service (local)</b>	<b>on</b>	<b>For Technical Service (local)</b>	<b>on</b>
<b>Works notice ref.</b>	<i>(a form is proposed by the method)</i>			
<b>Submitted for decision</b> <i>set out in the centre's SMS</i>	<b>to</b>	<b>on</b>	<b>validated</b>	<b>on</b>

**13. CLOSURE OF THE INTERVENTION** *(double the line if required for Operational Service.)*

<input type="checkbox"/> <b>Nominal</b>	<input type="checkbox"/> <b>Slight deviations</b>	<input type="checkbox"/> <b>Major anomaly =&gt; feedback reference #</b>
<ul style="list-style-type: none"> <li><b>COMMENTS AND SUGGESTIONS:</b> <i>(for the next intervention of the same type)</i></li> </ul>		

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