



THE SAMOA CONFIDENTIAL AVIATION INCIDENT REPORT (SACAIR) SYSTEM

2013



POLICY STATEMENT

It is the policy of the Ministry of Works, Transport and Infrastructure's Civil Aviation Division, that its employees may not disclose, divulge or make accessible confidential information belonging to, or obtained through the Samoa Confidential Aviation Incident Reporting System (SACAIR) to any person, including relatives, friends, business and professional associates, other than to persons who have a legitimate need for such information and to whom the Ministry has authorised disclosure.

MWTI-CAD Staff shall use confidential information solely for the purpose of performing services as stipulated in the SACAIR Program.

This policy is not intended to prevent disclosure where disclosure is required by law.

Employees must exercise good judgement and care at all times to avoid unauthorised or improper disclosures of confidential information.

Conversations conducted beyond official confines should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view.

Endorsed by:

Vaaelua N Vaaelua
Chief Executive Officer/ Secretary for Transport
MINISTRY OF WORKS, TRANSPORT & INFRASTRUCTURE

DATE: 14 MAY 2013

INTRODUCTION

The key objective of the Samoa Confidential Aviation Incident Reporting (SACAIR) System is to enhance aviation safety through the collection of feedback on incidents that would otherwise not be reported through other channels, or that may appear minor but may be useful for others to learn from the reporter's experience and may even lead to changes in procedures or design. But it does not eliminate the need for mandatory reporting of aircraft accidents and incidents to the relevant authorities under the existing law(s).

The SACAIR programme is voluntary, non-punitive confidential reporting system established by the MWTI-CAD. It provides a channel for the reporting of aviation incidents and safety deficiencies while protecting the reporter's identity.

SACAIR COVERAGE

The SACAIR Programme covers the following areas:

1. Flight Operations
 - Departure/en route/approach landing
 - Aircraft cabin operations
 - Air proximity events
 - Weight and Balance and performance

2. Ground Operations
 - Aircraft ground operations
 - Movement on the airport
 - Airport Conditions or services
 - Cargo Loading

3. Air Traffic Management
 - ATC Operations
 - ATC Equipment and Navigation Aids
 - Crew & ATC Communications

4. Maintenance
 - Aircraft Maintenance
 - Record Keeping

5. Aviation Security
 - Suspected aviation security breaches
 - Perimeter Fence breakages

- Attempts at unlawful interference (suspected)
6. Miscellaneous
- Passenger handling operations related to safety

ISSUES BEYOND THE COVERAGE OF SACAIR

The following matters are not covered under the SaCAIR System:

- Accidents, serious incidents or criminal activities (such reports shall be made to the appropriate authorities);
- Incidents or events with no aviation safety content;
- Personal problems, personality conflicts and industrial relation issues;
- Legal or commercial disputes

The following groups (“Aviation Participants”) are encouraged to contribute to safety enhancement through SACAIR by reporting on actual or potential hazards and deficiencies in aviation operations:

- Flight and Cabin Crew Members;
- Air Traffic Controllers;
- Licensed Aircraft Engineers;
- Employees of maintenance, design and manufacturing organisations;
- Airport Operators;
- Airport Employees;
- Individual involved in general operations

WHEN SACAIR REPORTS SHOULD BE MADE

Aviation participants are encouraged to make SACAIR Reports when:

- 1) You wish for others to learn and benefit from the incident but are concerned about protecting your identity;
- 2) There is no other appropriate procedure or channel;

- 3) You have tried other reporting procedures or channels without the issue being addressed;

Note: It is possible that an incident reported by you is also reported to the other relevant authorities by a third party. The SACAIR Programme cannot prevent these authorities from taking (actions) that they deem necessary, even though your identity will be protected by the SACAIR Programme.

REPORTING PROCESS

You can compile a SACAIR report by submitting it online or complete the downloaded form and mailing it to SACAIR Programme at the following address:

Ministry of Works, Transport and Infrastructure
Private Bag
C/O Civil Aviation Division

You may also request for a printed copy of the form by Contacting the MWTI-CAD at **Tel: (685)-21611 or fax: (685)-23565**

Anonymous reports will not be accepted. This is to ensure that the SACAIR Programme Manager can contact you to obtain or clarify information when necessary, and also to advice you on the action taken or outcome arising from your report.

The MWTI-CAD pays particular attention to the need to protect the reporter's identity when processing all SACAIR reports. Every SACAIR report will be ready and validated by the Programme Manager. The Programme Manager may contact the reporter to make sure he understands the nature and circumstances of the incident reported and/or obtain any necessary information and clarification.

When the Programme Manager is satisfied that the information obtained is complete and coherent, he will de-identify the information and enter the data in the SACAIR Database. (Should there be a need to seek inputs from any third party, only de-identified data will be used.)

The SACAIR Form, with the date of returned annotated, shall be returned to the reporter. The Programme Manager will not have any reference to the reporter and will not be able to contact the reporter after the Form is returned.

The Programme Manager will endeavour to complete the processing within three (3) working days if additional information is not needed. In cases where he needs to discuss with the reporter or consult a third party, more time may be needed.

In the absence of the Programme Manager for a prolonged period, the Alternate Programme Manager will process the report. Reporters can rest assured that every SACAIR report will be read and followed through by either the Programme Manager or the Alternate PM and only by one of them.

FEEDBACK TO THE AVIATION COMMUNITY

Relevant de-identified reports and extracts will be shared with the aviation community through periodic publication, so that all can learn from the experiences. Relevant authorities and parties can also review their policy and plan for improvements.

However, if the content of the SACAIR report suggests a situation or condition that poses an immediate or urgent threat to aviation safety, the report will be handled with priority and referred, after de-identification, to the relevant organisation as soon as possible to enable them to take the necessary safety actions.

Contacting the MWTI-CAD or the SACAIR Programme Manager

All aviation participants are encouraged to enquire about the SACAIR Programme or request for a preliminary discussion with the SACAIR Programme Manager before making a report. The Programme Manager or Alternate Programme Manager can be contacted during office hours from Mondays to Fridays at the following telephone numbers:

SACAIR Programme Manager	Alternate Programme Manager
Yvonne Viliamu	Karl Nickel
(685) - 21611	(685)- 21611
Email: yvonne@mwti.gov.ws	Email: karl@mwti.gov.ws