Aviation Hazard - documenting hazards

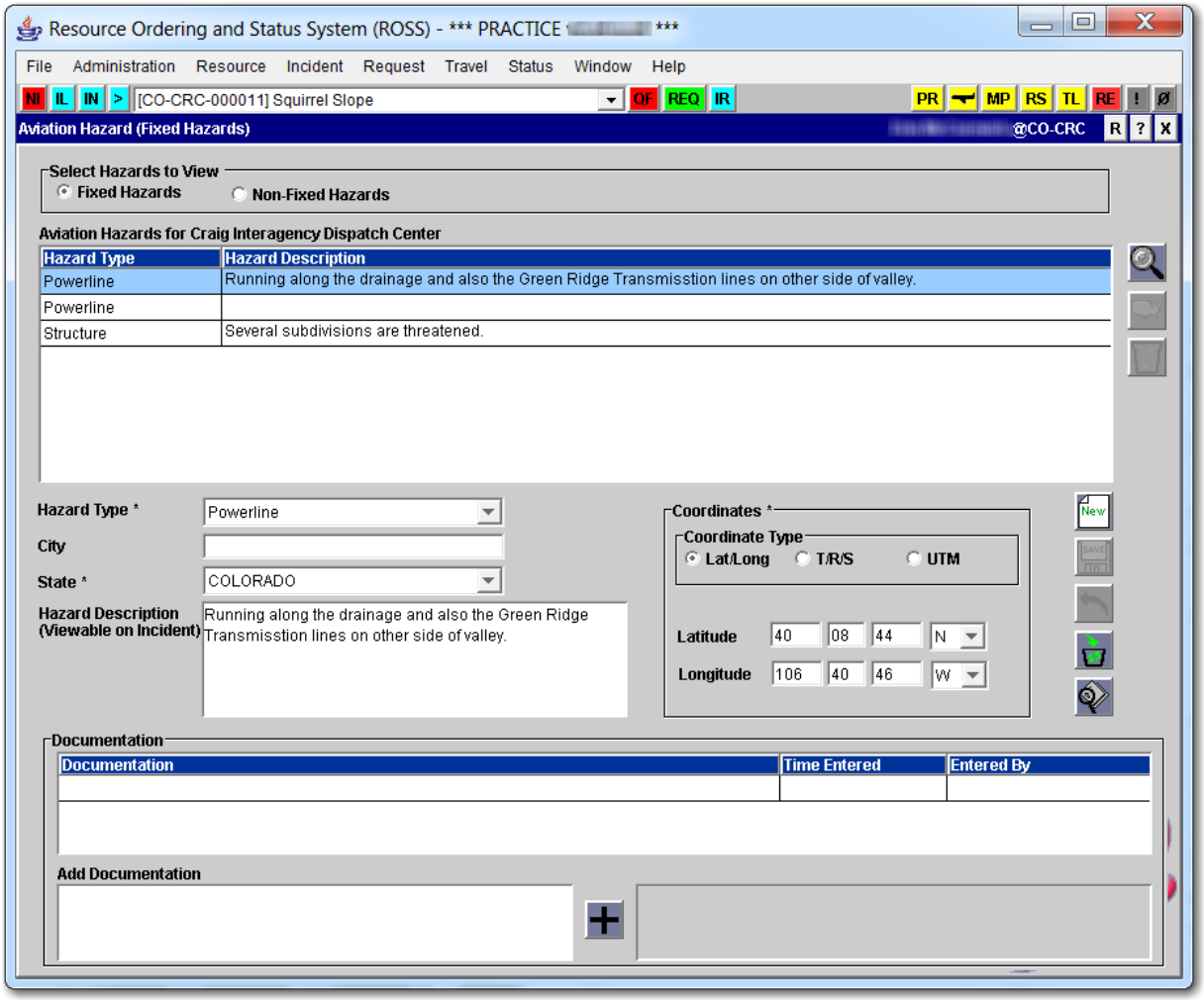
This chapter explains how to search for, identify, modify existing, or remove/delete aviation hazard information from the ROSS database. Remember these key points when working with aviation hazards:

- At the time of an incident, ROSS may not include every aviation hazard. Do not use ROSS as the sole source for aviation hazard information.
- You can only view, edit, and/or delete aviation hazards you enter. You can not delete an aviation hazard related to an active incident.
- To prevent duplicates, search for existing aviation hazards within a specified radius of miles before entering a new one.
- ROSS only searches for those aviation hazards entered by your organization.
- Aviation hazards received from an external CAD system do not display on the Aviation Hazards screen., including incidents created by promoting an initial report.

To access the Aviation Hazard screen

- On the **Administration** menu, click **Aviation Hazard**.

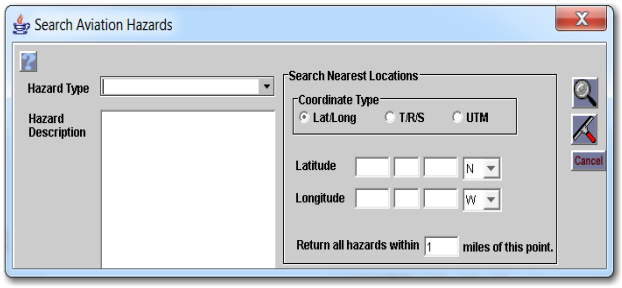
Aviation Hazard screen



To search for an existing aviation hazard

1. On the **Aviation Hazard** screen, click **Search Aviation Hazards**.
2. On the **Search Aviation Hazards** dialog box, type information into as many text boxes as possible to narrow your search.
3. In the **Return Nearest Aviation Hazards** box, type a **number for the radium of miles** that you want the system to search within, and then click **Search**.

The following graphic shows the Search Aviation Hazards dialog box.



To add aviation hazard information to the ROSS database

Use the Incident screen to add temporary aviation hazards "on the fly."

1. On the **Aviation Hazard** screen, click **New**.
2. In the **Hazard Type** box, click the drop-down arrow to see the list of available options, and then select the **Hazard Type** of your choice.
3. In the **Hazard Description** box, type any additional description for the aviation hazard.
4. Under **Coordinates**, select the appropriate **Coordinate Type**, type the appropriate coordinate information, and then click **Save**.

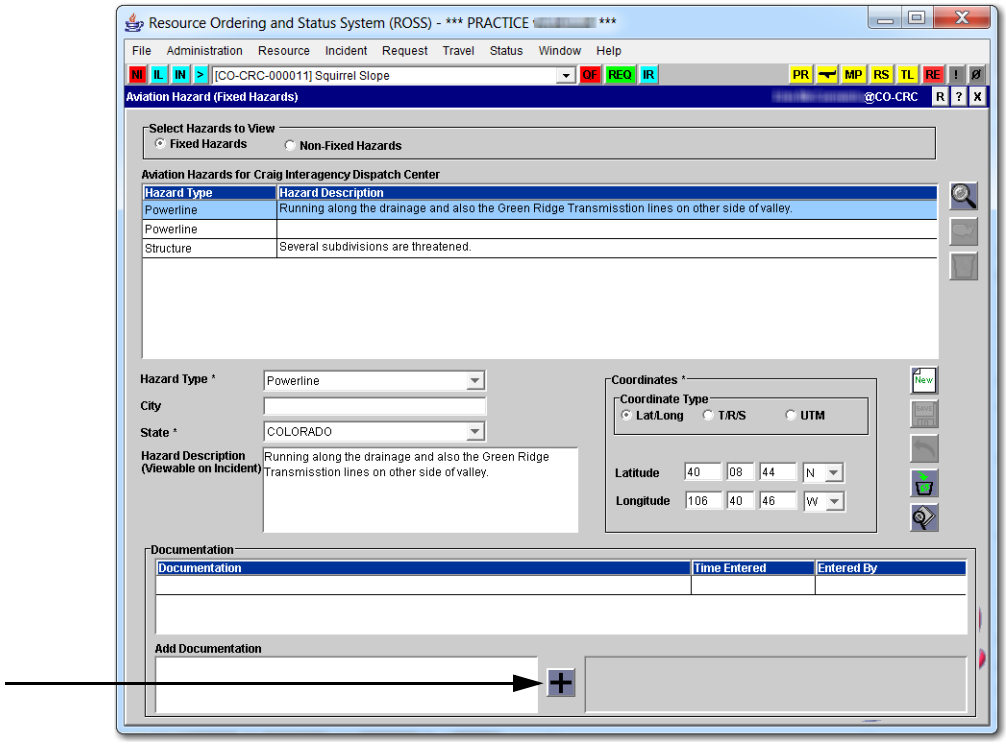
To modify aviation hazard information

1. On the **Aviation Hazard** screen, search for and then highlight the **Hazard Type** of your choice.
2. Type or replace the following information, as appropriate
   - Hazard Description
   - Coordinates.
3. To save your modifications, click **Save**.

To add documentation to an existing aviation hazard

1. On the **Aviation Hazard** screen, search for and then highlight the **Hazard Type** of your choice.
2. Under **Documentation**, type the text of your choice in the **Add Documentation** text box, and then click the **Add Documentation** button.

The following graphic shows a sample Aviation Hazard screen. The arrow points to the Add Documentation text box.

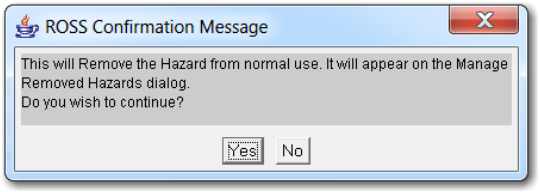


To remove an aviation hazard from view

You must have the Data Manager role to remove/delete an aviation hazard from the ROSS database.

1. On the **Aviation Hazard** screen, search for and then highlight the **Hazard Type** of your choice, and then click the **Remove Hazard** button.
2. On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

The following graphic shows the ROSS Confirmation Message dialog box for removing an aviation hazard.



To delete a removed aviation hazard from the ROSS database

1. On the **Aviation Hazard** screen, click the **Manage Removed Hazards** button.

2 On the **Manage Removed Aviation Hazards** dialog box under **Set Filter for Removed Aviation Hazards**, click one of the following

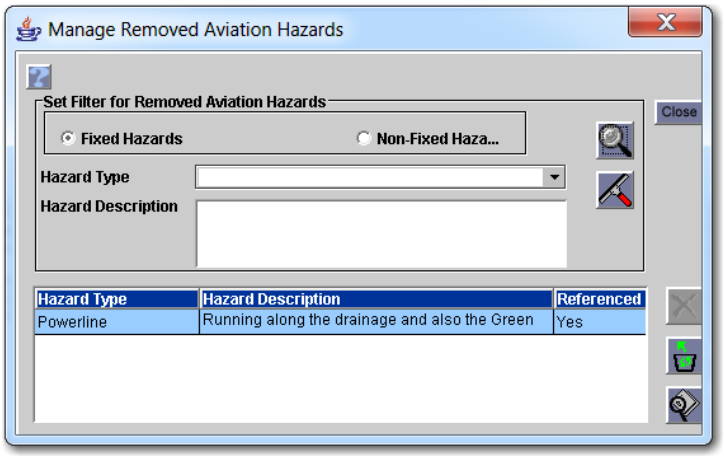
- Fixed Hazards
- Non-Fixed Hazards.

3 Click the **Hazard Type** drop-down arrow, and then click to select the **Hazard Type** of your choice.

4 Search for and then highlight the **Hazard Type** of your choice, and then click the **Delete Aviation Hazard** button.

5 On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.

The following graphic shows the Manage Removed Aviation Hazards dialog box.



To restore a removed avaiation hazard

1 On the **Aviation Hazard** screen, click the **Manage Removed Hazards** button.

2 On the **Manage Removed Aviation Hazards** dialog box under **Set Filter for Removed Aviation Hazards**, click one of the following

- Fixed Hazards
- Non-Fixed Hazards.

3 Click the **Hazard Type** drop-down arrow, and then click to select the **Hazard Type** of your choice.

4 Search for and then highlight the **Hazard Type** of your choice, and then click the **Restore Aviation Hazard** button.

To view aviation hazard usage

You can view aviation hazard usage information for incidents and documentation.

1 On the **Manage Removed Aviation Hazards** dialog box under **Set Filter for Removed Aviation Hazards**, click one of the following

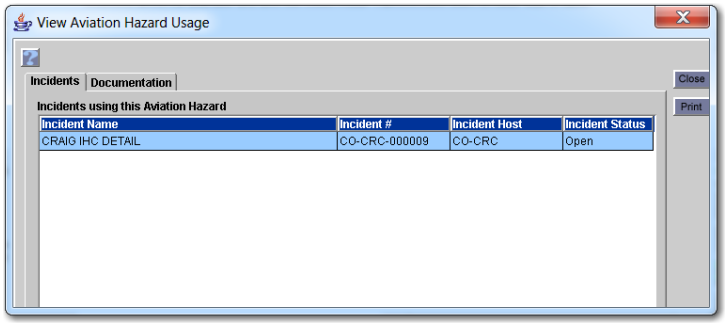
- Fixed Hazards
- Non-Fixed Hazards.

2 Click the **Hazard Type** drop-down arrow, and then click to select the **Hazard Type** of your choice.

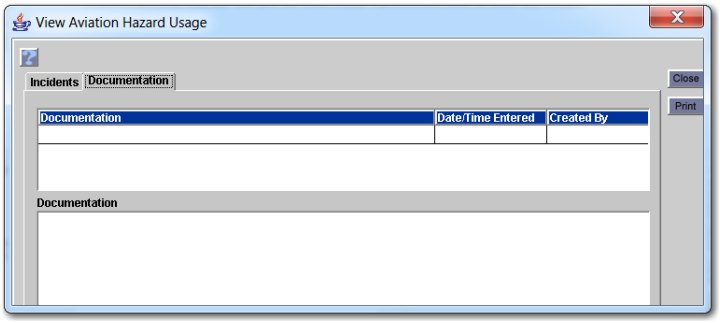
3 Search for and then highlight the **Hazard Type** of your choice, and then click **View Aviation Hazard Usage** button.

4 Click the tab of your choice.

The following graphic shows the Incidents tab on the View Aviation Hazard Usage dialog box.



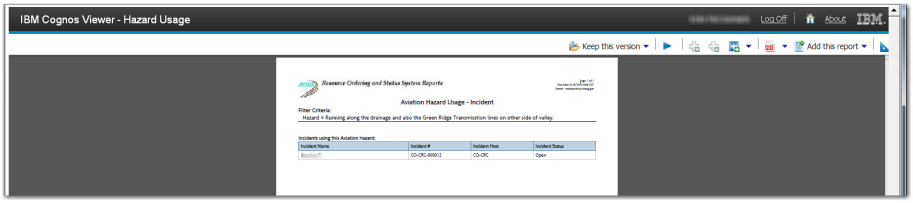
The following graphic shows the Documentation tab on the View Aviation Hazard Usage dialog box.



To print aviation hazard information

1 On the **View Aviation Hazard Usage** dialog box, click the **Print** button, and then perform the following

- In **Cognos Viewer**, position your mouse toward the bottom of the web page, and then click the **Print file** button or pres [Ctrl] + P.
- On the **Print** dialog box, review the printer settings and then click **OK**.

2 To return to the **View Aviation Hazard Usage** dialog box, click the **Close** button on the **Cognos** window.

The following graphic shows a sample Aviation Hazard Usage - Incident report. The arrow points to the Print button.