



Unique ID: 2021_517

Approved

Icon definitions

Step 1: Change Details

Title of Project / Change * Retirement Incentive Scheme - ATS

Prepared by * s47F

Proposed by * s47F

Function initiating this SCARD * s47F

SCARD Version New SCARD - v1

Reference Number
(Change Proposal/Project Proposal/Project Number/NRFC/ASID)

Services/Systems/Assets under change
Refer to the [Systems, Assets and Service Catalogue \(SASC\)](#) if applicable

N/A

Change Description #

Background

Guidance information:

In as much detail as possible, describe the proposed change including what it impacts, who it impacts, how it impacts them. Include any assumptions, constraints or dependencies associated with the change and any safety benefits that are expected to be realised.

Airservices is establishing a Retirement Incentive Scheme (RIS). The RIS will provide an incentive for employees to bring forward their retirement while air traffic is at reduced levels. s47E(d)

s47E(d)

Scope

s47E(d)

Assumptions

s47E(d)

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Step 2: SCARD Participants



Internal participants:

Name # s47F

Pos : s47F

A/Pos:
if appl

Engmt Method # Workshop Group

Date # 29/06/2021

Name # s47F

Pos : s47F

A/Pos:
if appl

Engmt Method # Workshop Group

Date # 29/06/2021

Name # s47F	Pos : s47F	A/Pos: if appl	Engmt Method # Workshop Group	Date # 29/06/2021
Name # s47F	Pos : s47F	A/Pos: if appl	Engmt Method # Workshop Group	Date # 29/06/2021
Name # s47F	Pos : s47F	A/Pos: if appl	Engmt Method # Workshop Group	Date # 29/06/2021
Name # s47F	Pos : s47F	A/Pos: if appl	Engmt Method # Workshop Group	Date # 29/06/2021
Name # s47F	Pos : s47F	A/Pos: if appl	Engmt Method # Workshop Group	Date # 29/06/2021

Internal participants who require draft edit access s47F

External participants:

Name:	Pos :	Org :	Engmt Method:	Date:
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Step 3: Size of the Change 

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[Redacted content]

CASA will be kept informed of the program and management of associated risk. There may be discussions with customers to keep them informed (TBC).

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[Redacted content]

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The resultant size of change is automatically calculated based on the ratings provided in this step

Size:

Medium



Change

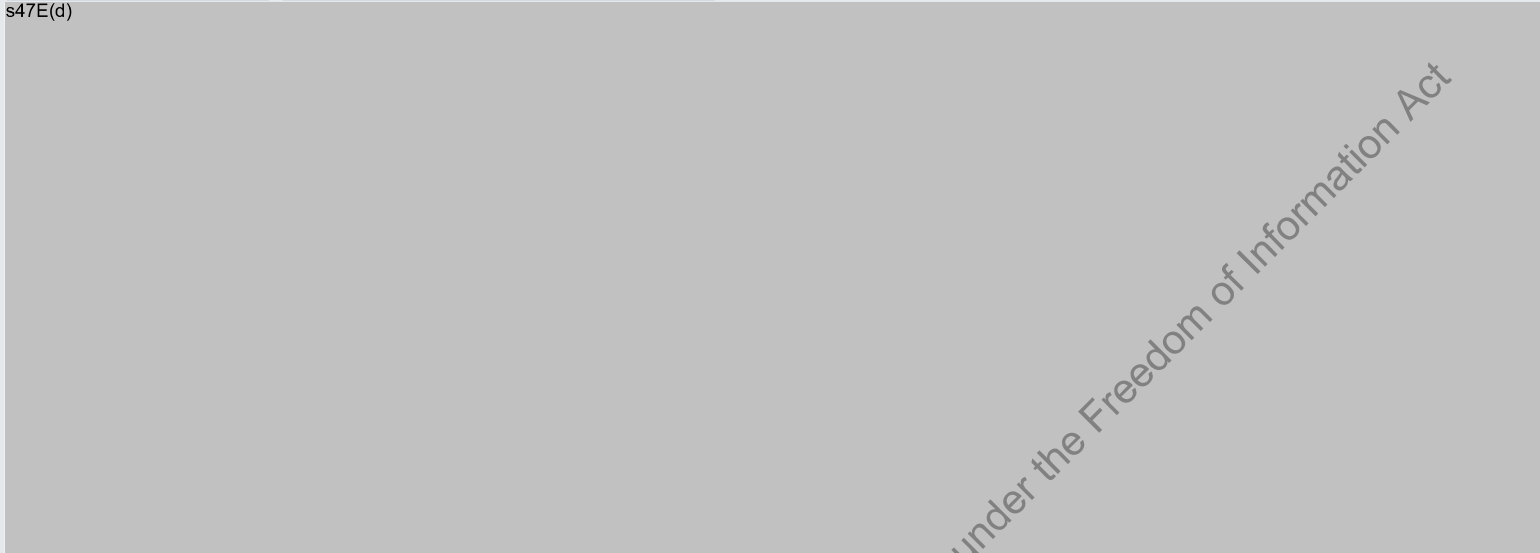
To assess the operational safety impact of the change, conduct a preliminary hazard identification (PHI) activity. In developing the PHI, consider if the change is introducing new hazards, impacting the effectiveness of existing controls, or introducing hazards of a transitional nature.

Only hazards that induce operational safety related risk are to be recorded.

In addition to identifying the hazards, you must determine the effect of the hazard on service delivery and/or the aviation industry taking into consideration only the existing controls that have been verified as in place to manage the risk.

Click on the info box for more information.

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Risk Assessment for Identified Hazards (SCARD Only Outcome)

Where a SCARD Only determination has been selected, all hazards identified in the PHI table in Step 4 must be risk assessed in accordance with AA-PROC-SAF-0105. You should refer to Airservices Risk Assessment Reference Guide (C-GUIDE0767) in completing this risk assessment process.

Cause / Initiating Events #	Affected Working Units #			
Existing Contingency Arrangements #				
Assessed Risk	Consequence type #	Consequence #	Likelihood #	Risk Level #
Comments # Add additional information as required. Ensure you capture justification for the assessed likelihood and consequence information, including a description of the worst credible consequence.				

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Service/System Refer to the Systems, Assets and Service Catalogue (SASC), if applicable	ATS	Assessed Criticality as outlined in the SASC
Hazard # If a hazard can't be identified, notate 'Nil'	Loss of ATS operational experience	

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Cause / Initiating Events #

Affected Working Units #

Existing Contingency
Arrangements #

Assessed Risk

Consequence type #

Consequence #

Likelihood
#

Risk Level #

Comments #Add additional information as required. Ensure you capture justification for the assessed likelihood and consequence information, including a description of the worst credible consequence.

Service/System [Refer to the Systems, Assets and Service Catalogue \(SASC\), if applicable](#)

ATS

Assessed Criticality as outlined in the SASC

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Cause / Initiating Events #

Affected Working Units #

Existing Contingency
Arrangements #

Assessed Risk

Consequence type #

Consequence #

Likelihood
#

Risk Level #

Comments #Add additional information as required. Ensure you capture justification for the assessed likelihood and consequence information, including a description of the worst credible consequence.

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Giving consideration to the number of identified hazards and their potential effects, as well as the criticality of the impacted systems as determined from the [Systems, Assets and Service Catalogue \(SASC\)](#) estimate the operational safety impact of the change.

Based on the identified Operational Safety hazards #; Select the **Minimal** estimated Operational Safety Impact of the change.
If unsure, the higher of the considered options should be chosen.

Hazard Management - Has the hazard and control information identified in the PHI been transferred to the HAZLOG database? #

- Hazard(s) Transferred - Hazards and controls identified in the PHI have been recorded in HAZLOG so that they can be refined and managed in accordance with [AA-PROPS SAF-0105](#).
- Transfer not required - Hazards are managed through existing controls only and have been risk assessed to demonstrate that they are at ALARP and managed to an acceptably safe level.
- No Hazards Identified - No hazards were identified in the PHI that induce operational safety related risk.

HAZLOG Register Reference # If hazard transfer is not required, please note "N/A" 1606

Step 5: Regulatory Impact

5.1 - Does the proposed change require an amendment to a [Provider Certificate schedule](#)? #

- Yes A Safety Case is required - Contact Regulatory Engagement. **Continue onto Step 6**
- No Continue to Question 5.2

By selecting "No", you are acknowledging that an amendment to a Provider Certificate Schedule is not required under the proposed change. Regulatory Engagement can provide specific advice if you are unsure of the regulatory implications associated with the change. Additional information can be found in Regulatory Approval Requirements ([C-GUIDE0756](#))

5.2 - Does the proposed change require notification to CASA prior to implementation / decommissioning / notification to industry? #

- Yes Contact Regulatory Engagement to determine the appropriate reporting mechanism for notifying CASA in consideration of the Overall Operational Safety Magnitude identified in Step 6.
- No Continue to Question 5.3

By selecting "No", you are acknowledging that the proposed change does not require notification to CASA prior to commissioning / notification to industry. Regulatory Engagement can provide specific advice if you are unsure of the regulatory implications associated with the change. Additional information can be found in Regulatory Approval Requirements ([C-GUIDE0756](#))

5.3 - Does the proposed change otherwise require approval from CASA? #

- Yes Contact Regulatory Engagement to determine the appropriate reporting mechanism for gaining CASA approval in consideration of the Overall Operational Safety Magnitude identified in Step 6. Continue onto Step 6
- No Continue to Question 6

By selecting "No", you are acknowledging that the proposed change does not require approval from CASA or the issuance of an exemption / instrument. Regulatory Engagement can provide specific advice if you are unsure of the regulatory implications associated with the change. Additional information can be found in Regulatory Approval Requirements ([C-GUIDE0756](#))

Step 6: Overall Operational Safety Magnitude

The Overall Operational Safety Magnitude is determined through a combination of the size of the change and its operational safety impact.

Size of Change	Operational Safety Impact		
	Substantial	Reasonable	Minimal
Large	Major	Major	Moderate
Medium	Major	Moderate	Minor

The Overall Operational Safety Magnitude is determined to be:

Minor

Step 7: Operational Safety Reporting Requirements

Reporting Determination

Safety Statement

To be reported as / required actions #

Safety Statement

 SCARD Only Additional Safety Statement Higher Reporting Determination**SCARD Only:**The following criteria are all met:

- information recorded in the SCARD provides sufficient justification for this outcome, including assurance that the operational safety effects of a change have been identified and will be managed in the execution of change
- transfer of hazards to HAZLOG is not required, as indicated in Step 4, with any hazards identified being risk assessed and
- the interval between SCARD completion and deployment would not present a significant variation in scope of the change or operating environment/situation.

For SCARD Only outcomes, you must go back to Step 4: Operational Safety Impact of the Change and complete the additional risk information for each hazard before you can submit this SCARD for approval.

Additional Safety Statement:

At a minimum, the outcome of the risk assessment conducted on the identified hazards and the supporting contextual information must be recorded.

Higher Reporting Determination: Detail the requirements for a Higher Reporting Determination in Step 8**Step 8: Additional Information**

If necessary, provide any additional information, references or justification relevant to the SCARD.

Step 9: Approval

Note that a completed SCARD, once approved below, remains valid unless there is a variation to safety-related context of the assessed change scope.

Overall Operational Safety Magnitude	Level of Approval required
Major	Heads (all)
Moderate	Business Managers – Asset Strategy Aerodromes and Airspace & Network Heads/Leads
Minor	Business Managers – Lifecycle Planning and Lifecycle Delivery ARFFS Line Leaders Domain Support Specialists and Air Traffic Management Directors Leads

Note: If reporting determination is SCARD-Only, approver(s) must also hold the minimum authority to accept the risk(s) that are outlined in Step 4: Operational Safety Impact of the Change.

Approval Part 1: Identifying Approver(s)

Approvals will be undertaken by the following people. Their position must meet the minimum level of approval required as defined by the Overall Operational Safety Magnitude.

Name #	Position	A/Pos:if
s47F	s47F	appl

Approval Part 2: Assigning Permissions

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To provide appropriate access to the identified approver(s) outlined in Part 1, use the directory field to replicate their name(s) here. This field activates appropriate permission access and provides notification to the approver(s) that a SCARD has been submitted for their review. Note: assigned staff must exactly match those identified in the field above.

Current process state Approved

Does this SCARD contain Sensitive information? Yes



Attachments [PHFA - RIS - ATS.docx](#)
[WHSHAZID - RIS - ATS.docx](#)

This SCARD needs to be registered first before it can be sent for approval. Clicking 'Save and Submit' for the first time will register the SCARD and create a unique SCARD_ID located at the top of SCARD. When the SCARD is ready for approval, change the current process state from **Draft** to **Submit for Approval** and click 'Save and Submit'.

Close

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Preliminary Human Factors Assessment (PHFA)

Project or Change Title:	Retirement Incentive Scheme - ATS	Prepared by	s47F	Date:	30/06/2021
Stakeholders Consulted	<u>Operational:</u> Click or tap here to enter text.				
	<u>Engineering / Maintenance:</u> Nil.				
	Other s47F s47F				

The purpose of the PHFA is to highlight key human factors impacts at the beginning of a project/change and identify key actions. To ensure that all potential impacts are considered, the PHFA utilises the "Human Factors Pie"¹.

When to complete the PHFA:

Complete the PHFA as early as possible during the change process. This supports the early identification of potential impacts and ensures Airservices implements intuitive & error tolerant systems that adhere to *Safety by Design* principles.

Completing the PHFA:

1. Ensure adequate stakeholder representation and input. This includes operational, engineering, and maintenance staff as well as internal and external stakeholders involved in design.
2. Describe the key human performance impacts (positive or negative) for the specific project/change across each of the six categories. Further guidance and additional FAQs are also available [online](#).
3. Where an Impact has been identified – outline each of the users affected by the Impact.
4. List each of the Actions required to address the Impact identified. The Action should articulate a specific analysis, activity or deliverable to be produced. If insufficient information is required to outline the specific Action, then articulate how this information will be collected.
5. Email the completed PHFA to humanfactors@airservicesaustralia.com

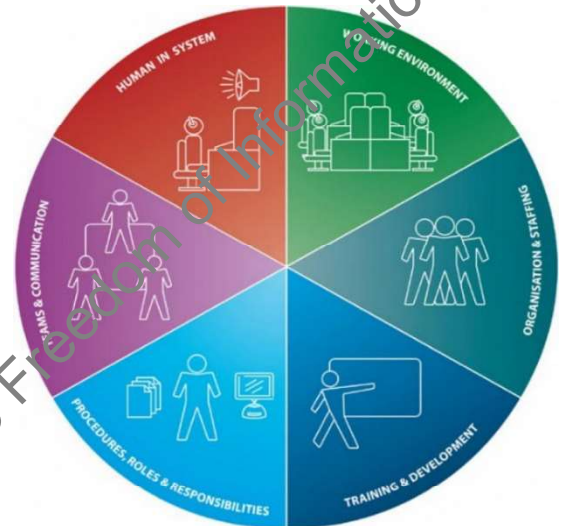
After completing the PHFA:

Each of the Actions identified must be adequately tracked until completion. Actions may be monitored via Project Management processes, action registers or captured in a Project Management Plan. If human factors Impacts related to a safety hazard, they must be managed in accordance with [AA-PROC-SAF-0104](#) and integrated within project safety planning and reporting.

Completing Actions:

Actions may require additional support from a Human Factors Subject Matter Expert (SME) in order to complete. Airservices has established arrangements via the [Defence Support Services \(DSS\) Panel](#) for the provision of Human Factors SMEs. The Actions identified in the completed PHFA should be used to inform the Request for Quotation and Tasking Statement Form (RFQTS).

Additional guidance on completing this template is available on [Horizons](#), through the Operational Risk & Assurance Units, and via humanfactors@airservicesaustralia.com



Human Factors Pie

¹ The application of the Human Factors Pie is based on human factors tools developed by Eurocontrol

Preliminary Human Factors Assessment (PHFA)

	Impact	Users	Actions
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Preliminary Human Factors Assessment (PHFA)

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Work Health and Safety (WHS) Hazard Identification

ATS Retirement Incentive Scheme

Version 1.0

Effective 30 June 2021

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Part A: Foreseeable hazards

When identifying hazards consider:

- the design and use of the product or system through its lifecycle
- the location/situation of any works
- systems and work practices of all workers (including contractors) involved
- what type of workers will be involved or are expected to interact
- requirements for compliance with Commonwealth Work Health and Safety legislation and other regulations, e.g. Building Code of Australia.

Recording of information must start at the Initiating Phase of a project or in the early planning stages of other changes/works. Update this record throughout the lifecycle of the project/change/works to add new/changed hazards as they are identified.

WHS hazard category	WHS hazard subcategory/examples	Provide further details of the specific hazard/scenario/exposure
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Escalating factors

No escalating factors

List any other threats or escalating factors that may contribute to adverse outcomes for people or undesired events:

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Identify in which phase or stage of works these factors may be evidenced:

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Part B: Personnel involved

Role	Name	Title	Date of involvement
Person facilitating hazard identification	s47F	s47F	30/06/21
Personnel involved in hazard identification			30/06/21
			30/06/21
			30/06/21
			30/06/21
			30/06/21
			30/06/21

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