

# Hazard Reporting System User Guide





# General Guidance



## ➤ Bottom Line Up Front:

- This training brief describes hazard reporting requirements, definitions, specific hazard types, and provides detailed instructions regarding hazard entry procedures utilizing actual screen shots of the hazard reporting application. However, the application was designed to be user friendly so that first time users would not need this training brief for entry. Most entries should only take approximately 10 minutes to complete.



# Reporting Policy



## ➤ OPNAVINST 5102.1D (7 Jan 2005):

- Units are strongly encouraged to investigate and submit a hazard report (HAZREP) for:
  - All significant hazardous conditions or near-mishaps that have the potential to affect other commands but do not warrant submission of a safety Investigation Report
  - All identified hazards where information is valuable if shared with community of interest or all Navy/Marine Corps



# HAZREP Definitions



## ➤ Hazard:

- A condition with the potential to cause injury, illness, or death of personnel; damage to or loss of equipment or property; or mission degradation

## ➤ Near Mishap:

- An undesired event that, under slightly different circumstances, would have resulted in personal harm, property damage, and/or an undesired loss of resources



# Specific HAZREPs



- **Friendly fire** (FF) incidents that do not meet the class D or higher mishap reporting threshold.
- Helicopter rope suspension technique (**HRST**), air cargo drop, and/or **parachuting** incidents that do not meet the class D or higher mishap reporting threshold
- **Diving** incidents that do not meet the class D or higher mishap reporting threshold
- All underway **man-overboard** incidents without injury
- All **electrical shock** incidents (whether intentional or unintentional) from any voltage, or current source regardless of intensity that do not meet the class D or higher mishap reporting threshold



# Locating the Hazard Module



http://www.public.navy.mil/comnavsafecen/Pages/index.aspx

File Edit View Favorites Tools Help

Favorites

http://www.public.navy.mil/comnavsafecen/Pag...

Page Safety Tools

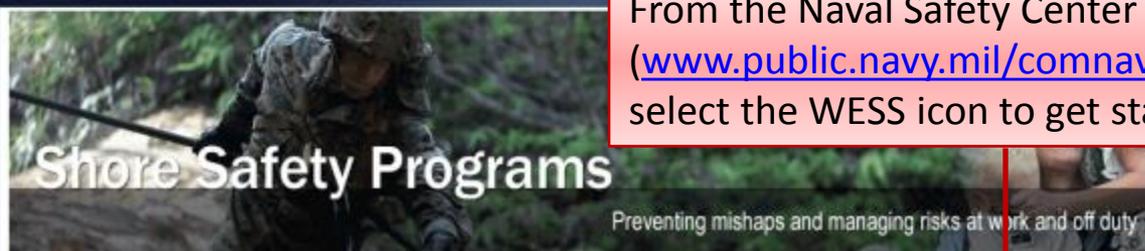
**Naval Safety Center**  
COMNAVSAFECEN



**Work, Play, Live – Safely!**

Make Every Sailor, Marine and Civilian Count

HOME ABOUT US AFLOAT ASHORE AVIATION OSH PRODUCTS SERVICES NAVSAFEMVTRACEN CONTACT US



## Shore Safety Programs

Preventing mishaps and managing risks at work and off duty

From the Naval Safety Center website ([www.public.navy.mil/comnavsafecen](http://www.public.navy.mil/comnavsafecen)) select the WESS icon to get started

### FEATURED CONTENT

- Search Our Site - Tips when using your favorite engine to find what you need on this site.
- OPNAVINST 3750.65 - Naval Aviation Safety Management System
- Anonymous Reporting - Have a safety problem that isn't getting solved? Submit an "Anymouse."
- Injury Verification Data Feed: PPT | Flyer Initiative launched to correlate safety reports of mishaps and medical reports traumatic injuries.
- "The Safety Sigma" Newsletter, Spring 2014 - Articles about culture, vibrations, HFBS and SMS marketing.
- Fatigue and Sleep Videos and Resources - Highlights the importance of adequate rest in managing risk and preventing mishaps.

### UPDATES AND NEW ITEMS

- New video about the importance of annual hearing exams, (created for the DoD Hearing Center of Excellence)
- Eye Protection On- and Off-Duty (from the Vision Center of Excellence)
- Admiral's Safety Update: June 12 Issue
- "Beyond the Friday Funnies": Blog #30: "Crying Wolf"
- Photo of the Week #574: "Hmm, Incoming Call, Could Be an Emergency"

WESS



STATISTICS



ACQUISITION



ORM



MAGAZINES



AWARDS



USMC SAFETY



Live to Play ... Play to Live

Summer Safety Presentation & Resources





# Locating the Hazard Module

Naval Safety Center  
COMNAVSAFECEN



Work, Play, Live – Safely!  
Make Every Sailor, Marine and Civilian Count

HOME ABOUT US AFLOAT ASHORE AVIATION OSH PRODUCTS SERVICES NAVSAFENVTRACEN CONTACT US

To support functionality of the WESS application due to the recent deployment, please reset your internet browser to default settings.

Select "LOG IN" to enter WESS

Or go directly there by selecting <https://wess.safetycenter.navy.mil/>

The screenshot shows the WESS homepage with several key elements:

- Header:** "Web-Enabled Safety System (WESS) Online reporting and analysis of mishaps and hazards"
- QUICK LAUNCH:** A list of links including "WESS Resources", "Release Notes", "WESS User's Guide", "Dive Jump Reporting System (DJRS)", "Feedback Form", and "FAQ". A red arrow points to this section.
- MISSION:** A paragraph describing the system's purpose.
- NEW USER'S GUIDE:** A section with a "DOWNLOAD" button.
- LOG IN:** A section with a "USE WESS NOW" button. A red arrow points from the "LOG IN" text in the callout box to this button.
- WORKSHEETS:** A section with a "DOWNLOAD WORKSHEETS" button.
- WESS Tutorials:** A red-bordered box containing links for "WESS Homepage", "SPARC Workspace", and "Shore/Ground Module".
- Coming soon:** A link for "New SMART Search Tool".
- Contact Us:** A button at the bottom left.



# WESS Homepage



Web Enabled Safety System (WESS)

## Safety Mishap Analysis & Retrieval Tool (SMART)

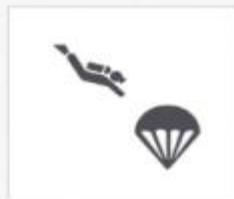
Our powerful analytics engine enables you to search and analyze mishap data with all of the features you would expect from a modern data mining solution.

- ✓ Ad-hoc Query
- ✓ Data Export
- ✓ Result Filters
- ✓ Interactive Charts



### Mishap/Hazard Reporting

Enter and edit safety mishaps and hazards. Conduct injury verification of mishap data.



### Dive/Jump

Manage dive logs and jump manifests. Ensure qualifications and training are maintained.



### SMART Mishap Search

Ad-hoc search and analysis of safety mishap data. Export mishap data in multiple formats.



### Jasper Reports

Run formatted print-ready mishap reports. Export report data in multiple formats.

Select "Mishap/Hazard Reporting" to begin



# SPARC Workspace



		Current Sort: Id (Asc)	
Afloat (51)			
Aviation (6)			
Class A (22)			
Class B (9)			
Class C (10)			
Class D (28)			
Consolidated (80)			
Draft (29)			
Edit Submitted (1)			
<b>Hazard (12)</b>			
Medical Incident Acute (2)			
Motor Vehicle (7)			

ID	Status	Date	Report Name
1401890600870	Hazard Draft Consolidated	2013-06-28	Hazard Reports I
1401910446430	Hazard Draft Consolidated	2014-03-28	Hazard Reports II
1401975246549	Re-Submitted to QA Hazard Consolidated	2014-05-01	Hazard Reports III
1401995632263	Submitted to QA Consolidated Hazard	2014-05-08	Hazard Reports IV
1402336650167	Consolidated Hazard Draft	2014-06-01	Hazard Reports V
1402589199152	Consolidated Hazard Submitted to QA	2014-06-02	Hazard Reports VI
1403019090433	Consolidated Hazard Draft	2014-06-03	Hazard Reports VII
1403024549564	Draft Hazard Aviation	2014-06-03	Hazard Reports VIII
		2014-06-03	Hazard Reports IX
		2014-06-05	Hazard Reports X
		2014-06-12	Hazard Reports XI
		2014-06-17	Hazard Reports XII

Select the appropriate icon to see the Hazard Reporting selection option

Locate your draft Hazard Reports here that have been saved but not released to the Naval Safety Center yet



# SPARC Workspace



Home SPARC Afloat Shore/Ground Motor Vehicle Aviation Reports Search / Edit

Initial Notification (Class A/B Only)  
Mishap Reporting  
Hazard Reporting

SPARC

Afloat (51)  
Aviation (6)  
Class A (22)  
Class B (9)  
Class C (10)  
Class D (28)  
Consolidated (80)  
Draft (29)  
Edit Submitted (1)  
Hazard (12)  
Medical Incident Acute (2)  
Motor Vehicle (7)

Current Sort: Id (Asc)

1372442723298	Hazard	Aviation	Re-Submitted to QA	2013-06-28	Hazard Reports I
1396024233743	Edit Submitted	Hazard	Aviation	2014-03-28	Hazard Reports II
	Submitted to QA	Aviation	Hazard	2014-05-01	Hazard Reports III
	Draft	Aviation	Hazard	2014-05-08	Hazard Reports IV
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1403024549564	Draft	Hazard	Aviation	2014-06-03	Hazard Reports XII

1-12 of 12

Select Hazard Reporting

**NOTE:**  
Hazard reports are for hazards, near misses, and mishaps with damage costs less than \$20K or first aid injuries. Incidents with personnel injuries greater than first aid or damage costs of \$20K or more require a mishap investigation report either instead of or in addition to a hazard report.



# Hazard Reporting Module



Consolidated Hazard

General Info ▾ Report Actions ▾ Save Validate Home

General Information

Involved Commands

Involved Properties

Involved Personnel

Factors

Recommendations

This hazard system is for reporting:

- Hazards (whether associated with a mishap or not)
- Near Misses
- Mishaps with costs less than \$20,000

If an incident has a personnel injury greater than first aid or a mishap cost of \$20,000 or more, then a mishap investigation report must be submitted either instead of or in addition to a hazard report. See OPNAVINST 5102.1 for details.

## General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

These links allow the user to navigate between sections. Not all sections need to be completed for release of a hazard report. Validation at the end will identify any remaining required fields

## General Information

Select Incident/Hazard Type(s):

Select...

UIC of Command Submitting Report:

Was DoD Property Damaged:

Yes  No

Was Non-DoD Property Damaged

Yes  No

If the total cost of DoD and/or Non-DoD property damage is \$20,000 or more, then a separate mishap investigation report must be submitted.

Date of Incident or Date Reporting (yyyy-mm-dd)

Full Narrative - Please do not enter PII (Personally Identifiable Information), names, SSNs, unit names, etc. This narrative should answer the questions who, what, when, where, why and how?

Was high risk training involved?

Yes  No



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This text box provides additional instructions regarding this page and how to continue to the next

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- General Information
- POC
- Location
- Authorized Drafters

To navigate this page the user can make selection here or use the scroll bar

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View PDF

Release

Delete

Report Actions allow user to view a PDF version of the report, and to either release or delete the report

## General Info

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## General Information

Select Incident/Hazard Type(s):

Select...

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Date of Incident or Date Reporting (yyyy-mm-dd)

Full Narrative - Please do not enter PI (Personnel Information), names, SSNs, unit name, etc. Please answer the questions who, what, where, when, why, and how.

Was high risk training involved?

Yes  No

save the report



Save allows user to save work done on report. When user returns to the system the saved hazard report will be located in the Hazards folder. Once released, the report is no longer available in the folder



# Hazard Reporting Module



Consolidated Hazard

General Info ▾ Report Actions ▾ Save Validate Home

validate the report

General Information

Involved Commands

Involved Properties

Involved Personnel

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Validate allows user to check report for missing information. The system completes an automatic validation check after user selects Release.



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Yes  No



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Involved Commands

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Home returns user to the SPARC home page



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Was high risk training involved?

 Yes  No



# General Information Section



Consolidated Hazard

General Info ▾ Report Actions ▾ Save Validate Home

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Involved Commands

Involved Properties

Involved Personnel

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## General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

## General Information

Select Incident/Hazard Type(s):

Select...

UIC of Command Submitting Report:

Was DoD Property Damaged:

Yes  No

Was Non-DoD Property Damaged

Yes  No

If the total cost of DoD and/or Non-DoD property damage is \$20,000 or more, then a separate mishap investigation report must be submitted.

Date of Incident or Date Reporting (yyyy-mm-dd)

To get stated select incident or hazard type that best identifies the event or kind of hazard/near miss noted

Full Narrative - Please do not enter PII (Personally identifiable information), names, SSNs, unit names, etc. This narrative should answer the questions who, what, when, where, why and how?

Was high risk training involved?

Yes  No



# Incident/Hazard Types



Consolidated Hazard

- General Information
- Involved Commands
- Involved Properties
- Involved Personnel
- Factors

Select Incident/Hazard Type(s)

Select

- ALLISION
- ASSAULT/MOLENT ACT (ON DUTY ONLY)
- CARGO AIR DROP
- COLLISION WITH CRAFT (AFLOAT ONLY)
- COMBAT ZONE (NOT DIRECT ENEMY ACTION)
- COMMAND SPONSORED/ON DUTY REC EVENT
- DECK SEAMANSHIP
- DIRECTED ENERGY
- DIVING (ON DUTY)
- DROWNING
- ELECTRICAL - SHOCKS/BURNS
- EXPLOSIVES/WEAPONS/ORDNANCE
- FIRE - ALL TYPES
- FLOODING (AFLOAT ONLY)
- FORMAL TRAINING (WITH A CIN/CID)
- FRIENDLY FIRE
- GROUNDING
- GUIDED MISSILE
- PT/PFT/PRT/PFA/CFT - NOT CMD SPON REC EVT
- SECURITY/FIRE SERVICES
- SHIP CONTROL/NAVIGATION
- SLIP/TRIP/FALL
- SMALL BOAT OPERATIONS (NON-RECREATIONAL)
- SUICIDE
- TACTICAL/SPECIAL OPERATIONS
- VEHICLE (GOVT OR PRIVATE)
- Weight handling Equipment

## Incident Types

(Select all that apply)

- ALLISION
- ASSAULT/MOLENT ACT (ON DUTY ONLY)
- CARGO AIR DROP
- COLLISION WITH CRAFT (AFLOAT ONLY)
- COMBAT ZONE (NOT DIRECT ENEMY ACTION)
- COMMAND SPONSORED/ON DUTY REC EVENT
- DECK SEAMANSHIP
- DIRECTED ENERGY
- DIVING (ON DUTY)
- DROWNING
- ELECTRICAL - SHOCKS/BURNS
- EXPLOSIVES/WEAPONS/ORDNANCE
- FIRE - ALL TYPES
- FLOODING (AFLOAT ONLY)
- FORMAL TRAINING (WITH A CIN/CID)
- FRIENDLY FIRE
- GROUNDING
- GUIDED MISSILE

ANY UNINTENDED CONTACT BETWEEN TWO CRAFT/SHIPS (INCLUDING TUGS) IS A COLLISION. INTENDED CONTACT WITH GREATER THAN MINIMAL FORCE (THUS RESULTING IN DAMAGE OR INJURY) IS CONSIDERED A COLLISION, OTHERWISE, NOT.

Close

Select all that apply.  
Use scroll bar to see all incident/hazard types

Full Narrative - Please do not enter PI (Personally identifiable information) names, SSNs, unit names, etc. This narrative should describe what, when, where, why and how?



# Incident/Hazard Types



Consolidated Hazard

General info Report Actions Save Validate Home

- General Information
- Involved Commands
- Involved Properties
- Involved Personnel
- Factors
- Records

- COLLISION WITH CRAFT (AFLOAT ONLY)
- COMBAT ZONE (NOT DIRECT-ENEMY ACTION)
- COMMAND
- DECK SEA
- DIRECTED
- DIVING (DI)
- DROWNING
- ELECTRIC
- EXPLOSION
- FIRE - ALL
- FLOODING
- FORMAL T
- FRIENDLY
- GROUNDING
- GUIDED M
- HAZARDOUS
- HEARING L
- HEAVY WE
- INDUSTRIAL
- LOSS OF C
- MAN OVER
- MATERIAL
- OFF DUTY
- PARACHUT
- PT/PFT/PR
- SECURITY
- SHIP CONT
- SLIP/TRIP
- SMALL BO
- SUICIDE
- TACTICAL/SPECIAL OPERATIONS
- VEHICLE (GOVT OR PRIVATE)
- Weight handling Equipment

## Incident Types

(Select all that apply)

- HAZARDOUS MATERIAL/CHEMTOX EXPOSURE
- HEARING LOSS
- HEAVY WEATHER
- INDUSTRIAL/OCCUPATIONAL - ANY (ON DUTY)
- LOSS OF CONSCIOUSNESS
- MAN OVERBOARD (WATER ENTRY)
- MATERIAL HANDLING EQUIPMENT OPS
- OFF DUTY ACTIVITY (EXCLUDES PMV MISHAPS)
- PARACHUTING
- PT/PFT/PRT/PFA/CFT-NOT CMD SPON REC EVT
- SECURITY/FIRE SERVICES
- SHIP CONTROL/NAVIGATION
- SLIP/TRIP/FALL
- SMALL BOAT OPERATIONS (NON-RECREATIONAL)
- SUICIDE
- TACTICAL /SPECIAL OPERATIONS

FOR INDUSTRIAL, A MISHAP WHICH INVOLVES AN INDUSTRIAL AREA, MACHINE, EQUIPMENT, OR PROCEDURE. THIS WOULD INCLUDE A MATERIAL DAMAGE OR INJURY/OCCUPATIONAL ILLNESS DIRECTLY RELATED TO INDUSTRIAL SETTINGS, SUCH AS SHIPYARDS, AIMD'S, NADEP'S, SIMA'S, ETC. IT WOULD ALSO INCLUDE MWR HOBBY SHOP INDUSTRIAL AREAS AND SHIPBOARD WORKSHOPS. SELECT OTHER MISHAP TYPES THAT APPLY, SUCH AS HAZARDOUS MATERIAL/CHEMTOX EXPOSURE, MATERIAL

Select all that apply.  
Use scroll bar to see all incident/hazard types

Close

UC of Command Submitting Report

N63393 (NAVAL SAFETY CENTER)

Was DoD Property Damaged



# General Information Section



Consolidated Hazard

General Info ▾ Report Actions ▾ Save Validate Home

General Information

Involved Commands

Involved Properties

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Factors

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## General Info

This is the starting point for entering incident information.

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Select Incident/Hazard Type(s):

Select...

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- SUICIDE
- TACTICAL/SPECIAL OPERATIONS
- VEHICLE (GOVT OR PRIVATE)
- Weight Handling Equipment

Full Narrative - Please do not enter PII (Personally Identifiable Information), names, SSNs, unit names, etc. This narrative should answer the questions who, what, when, where, why and how?

Enter full narrative here.

Was high risk training involved?

Yes  No

Scroll down for all "General Information" questions



# General Information Section



Consolidated Hazard

General Info ▾ Report Actions ▾ Save Validate Home

General Information

Involved Commands

Involved Properties

Involved Personnel

Factors

Recommendations

## General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

• Weight Handling Equipment

UIC of Command Submitting Report: \*

safety center

M3253530 (NAVAL SAFETY CENTER NAS)

**N63393 (NAVAL SAFETY CENTER NORFOLK VA)**

N83760 (NR NAVAL SAFETY CENTER NAVAL AIR RESERVE)

F00000 (AIR FORCE SAFETY CENTER)

YES  NO

If the total cost of DoD and/or Non-DoD property damage is \$20,000 or more, then a separate mishap investigation report must be submitted.

Date of Incident or Date Reporting (yyyy-mm-dd)

Time of Incident (Local Time)

Local Serial Number (For personal serialization)

Brief Narrative (1 or 2 sentence description of the event that does not contain names or PII)

Was environment a factor?

Yes  No  Unknown

Was alcohol a factor?

Yes  No

Enter name or UIC of command submitting report. Choose command from options provided





# General Information Section



Consolidated Hazard

General Info ▾ Report Actions ▾ Save Validate Home

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## General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

• Weight Handling Equipment

UIC of Command Submitting Report:

N63393 (NAVAL SAFETY CENTE

Was DoD Property Damaged:

Yes  No

Was Non-DoD Property Damaged

Yes  No

If the total cost of DoD and/or Non-DoD property damage is \$20,000 or more, then a separate mishap investigation report must be submitted.

Enter applicable fields

Date of Incident or Date Reporting (yyyy-mm-dd)

2014-06-18

Time of Incident (Local Time)

1800

Local Serial Number (For personal serialization)

NSC-01-14

Brief Narrative (1 or 2 sentence description of the event that does not contain names or PII)

Enter a brief narrative here.

Was environment a factor?

Yes  No  Unknown

Was alcohol a factor?

Yes  No



# General Information Section



Consolidated Hazard

General Info ▾ Report Actions ▾ Save Validate Home

General Information

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Factors

Recommendations

## General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

• Weight Handling Equipment

UIC of Command Submitting Report:

N63393 (NAVAL SAFETY CENTE)

Was DoD Property Damaged:

Yes  No

Was Non-DoD Property Damaged

Yes  No

If the total cost of DoD and/or Non-DoD property damage is \$20,000 or more, then a separate mishap investigation report must be submitted.

Date of Incident or Date Reporting (yyyy-mm-dd)

2014-06-18

Time of Incident (Local Time)

1800

Local Serial Number (For personal serialization)

NSC-01-14

Brief Narrative (1 or 2 sentence description of the event that does not contain names or PII)

Enter a brief narrative here.

Was environment a factor?

Yes  No  Unknown

Was alcohol a factor?

Yes  No

General Information

POC

Location

Authorized Drafters

Environment

Select from above or scroll down for all "Point of Contact," "Location," "Authorized Drafters" and "Environment" questions if applicable



# Point of Contact Section



Consolidated Hazard

General Info ▾ Report Actions ▾ Save Validate Home

General Information

Involved Commands

Involved Properties

Involved Personnel

Factors

Recommendations

## Point of Contact

First Name

first

Phone Number

757-444-3520

Last Name

last

Email

first.last@navy.mil

Enter applicable fields

### General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

## Location Information

Did the incident occur on a government installation?

Yes  No

Name of installation

NAVSHIPYD Norfolk, VA

Country

UNITED STATES ▾

State

VIRGINIA ▾

Body of Water (if applicable)

CHESAPEAKE BAY ▾

City

Portsmouth

Port (for Afloat and/or Shipyards)

PORTSMOUTH (VA), UNITED ST

## Authorized Drafters



# Location Information Section



Consolidated Hazard

General Info ▾

Report Actions ▾

Save

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## Point of Contact

First Name

first

Last Name

last

Phone No

757-444

Email

first.last@navy.mil

General Information

POC

Location

Authorized Drafters

Environment

Select from above or scroll down for all "Environment" questions if applicable

### General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

## Location Information

Did the incident occur on a government installation?

Yes  No

Name of installation

NAVSHIPYD Norfolk, VA

Body of Water (if applicable)

CHESAPEAKE BAY

Port (for Afloat and/or Shipyards)

PORTSMOUTH (VA), UNITED ST

UNITED STATES

State

VIRGINIA

City

Portsmouth

## Authorized Drafters



# Authorized Drafters Selection



Consolidated Hazard

General Info ▾ Report Actions ▾ Save Validate Home

General Information

Involved Commands

Involved Properties

Involved Personnel

Factors

Recommendations

## Authorized Drafters

Bridget

bridget, lee 0-9

Enter name of person you would like to be an authorized drafter/editor of this hazard report. Choose name from options provided

### General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment (if applicable)) and proceed to the Involved Commands section.

## Environment Information

Was visibility restricted in any way?

Yes  No

Illumination:

Adequate  Inadequate  Unknown

Did noise level conditions cause distraction, poor communication, etc?

Yes  No

Did lightning contribute to the incident?

Yes  No

Sea State (if applicable)

Sea Direction (if applicable)

Wind Direction (if applicable)

Wind Speed (if applicable)

Air Temperature (if applicable)

Water Temperature (if applicable)



# Environment Info Section



Consolidated Hazard

General Info ▾ Report Actions ▾ Save Validate Home

General Information

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### General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

## Environment Information

Was visibility restricted in any way?

Yes  No

Distance visibility was restricted

100

Distance unit of measure

FEET

Please select type(s) of visibility restrictions

- DUST
- FOG
- MIST
- OTHER (SPECIFY IN NARRATIVE)
- RAIN
- SANDSTORM
- SLEET
- SMOKE
- SNOW
- UNIDENTIFIED OBJECT

Illumination:

Adequate  Inadequate  Unknown

Did noise level conditions cause distraction, poor communication, etc.?

Yes  No

Did lightning contribute to the incident?

Yes  No

Sea State (if applicable)

3 GENTLE BREEZE - BREAK

Sea Direction (if applicable)

E (067.5 - 112.5)

Wind Direction (if applicable)

N (337.5 - 022.5)

Wind Speed (if applicable)

Air Temperature (if applicable)

Water Temperature (if applicable)



# Environment Info Section



Consolidated Hazard

General Info ▾ Report Actions ▾ Save Validate Home

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Illumination:

Adequate  Inadequate  Unknown

Did noise level conditions cause distraction, poor communication, etc?

Yes  No

Did lightning contribute to the incident?

Yes  No

## General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

## Community of Interest (COI)

Choose a COI if desired

- ALL CG Class Ships and ISICs
- ALL CVN Class Ships and ISICs
- ALL DDG Class Ships and ISICs
- ALL FFG Class Ships and ISICs
- ALL LCC Class Ships and ISICs
- ALL LHA Class Ships and ISICs
- ALL LHD Class Ships and ISICs
- ALL LPD-17 Class Ships and ISICs
- ALL LPD-4 Class Ships and ISICs
- ALL MCM Class Ships, Crews, and ISICs
- ALL PC Class Ships, Crews and ISICs
- AS
- All LSD-41 Class Ships and ISICs
- All LSD-49 Class Ships and ISICs
- DSRV
- LCS CLASS SHIPS
- SSBN CLASS SUBMARINES
- SSGN CLASS SUBMARINES
- SSN 21 CLASS SUBMARINES

- ALL CVN ACTIVITIES
- ALL FIXED WING NVD ACTIVITIES
- ALL GOSHAWK AIRCRAFT ACTIVITIES
- ALL GULFSTREAM AIRCRAFT ACTIVITIES
- ALL HARRIER AIRCRAFT ACTIVITIES
- ALL HAWKEYE AND GREYHOUND AIRCRAFT ACTIVITIES
- ALL HELICOPTER NVD ACTIVITIES
- ALL HERCULES AIRCRAFT ACTIVITIES
- ALL HORNET AIRCRAFT ACTIVITIES
- ALL HUEY AND COBRA HELICOPTER ACTIVITIES
- ALL JET RANGER AIRCRAFT ACTIVITIES
- ALL LIGHTNING II AIRCRAFT ACTIVITIES
- ALL MENTOR AIRCRAFT ACTIVITIES
- ALL MERCURY AIRCRAFT ACTIVITIES
- ALL MULTI-ENGINE AND TRAINING AIRCRAFT ACTIVITIES
- ALL NAVMARCORP AIR STATION ACTIVITIES
- ALL NAVY DIVING COMMANDS
- ALL NAVY FLYING CLUB ACTIVITIES
- ALL ORION AIRCRAFT ACTIVITIES



# Environment Info Section



Consolidated Hazard

General Info ▾ Report Actions ▾ Save Validate Home

General Information

Involved Commands

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Involved Personnel

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Recommendations

### General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

- All LSD-41 Class Ships and ISICs
- All LSD-49 Class Ships and ISICs
- DSRV
- LCS CLASS SHIPS
- SSBN CLASS SUBMARINES
- SSGN CLASS SUBMARINES
- SSN 21 CLASS SUBMARINES
- SSN 688 Class Submarines
- SSN 774 CLASS SUBMARINES
- T-AE
- T-AH
- T-AKE CLASS SHIPS
- T-AO
- T-AOE
- T-ARC
- T-ARS CLASS SHIPS
- T-ATF
- 1\_GOSHAWK BASH
- 2\_TEXAN BASH REPORTS
- 3\_KINGAIR BASH
- 4\_JET RANGER BASH
- ALL AMPHIBIOUS SHIPS
- ALL ATC ACTIVITIES
- ALL CLIPPER/SKYTRAIN AIRCRAFT ACTIVITIES

- ALL MENTOR AIRCRAFT ACTIVITIES
- ALL MERCURY AIRCRAFT ACTIVITIES
- ALL MULTI-ENGINE AND TRAINING AIRCRAFT ACTIVITIES
- ALL NAVMARCORP AIR STATION ACTIVITIES
- ALL NAVY DIVING COMMANDS
- ALL NAVY FLYING CLUB ACTIVITIES
- ALL ORION AIRCRAFT ACTIVITIES
- ALL OSPREY ACTIVITIES
- ALL POSEIDON AIRCRAFT ACTIVITIES
- ALL PROWLER AIRCRAFT ACTIVITIES
- ALL ROTARY WING AIRCRAFT ACTIVITIES
- ALL SABERLINER AIRCRAFT ACTIVITIES
- ALL SEA STALLION HELICOPTER ACTIVITIES
- ALL SEAHAWK HELICOPTER ACTIVITIES
- ALL SEAKNIGHT HELICOPTER ACTIVITIES
- ALL SUPER KINGAIR AIRCRAFT ACTIVITIES
- ALL TACAIR AIRCRAFT ACTIVITIES
- ALL TEXAN AIRCRAFT ACTIVITIES
- ALL TIGER II AIRCRAFT ACTIVITIES
- ALL UAV COMMANDS
- ALL UC-35 AIRCRAFT ACTIVITIES
- METROLINER
- ALL DDG 1000 CLASS SHIPS AND ISICs
- ALL CVN-78 CLASS SHIPS AND ISICs

### Additional Commands

To continue select "Involved Command" from list above

Or add individual commands to the distribution list, if desired



# Involved Command Section



Consolidated Hazard

Involved Commands ▾

Report Actions ▾

Save

Validate

Home

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Add Command

There are no involved commands added to the event.

Click Here to add a new Involved Command or click the Involved Commands drop down and select "Add Command"

**Please enter all commands involved in the incident. Incidents may require more than one Involved Command entry.**

Example 1: 2 government motor vehicles from different commands collide causing damage. In this case both commands should be added as an Involved Command.

Example 2: Small boat incident involving the same command with 2 different small boats should be entered as 2 involved commands. Essentially, an involved command must be entered for every small boat even if they are from the same UIC.

## Involved Commands

Please complete all Involved Command fields and proceed to the next page. If the incident involves property, proceed to the Involved Properties section - otherwise proceed to the Involved Personnel section.

To add a new Involved Command click the "Involved Commands" drop down and select "Add Command".

**Please enter all commands involved in the incident. Incidents may require more than one Involved Command.**



# Involved Command Section



General Information
Involved Commands
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Factors
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**Involved Commands**

Please complete all Involved Command fields and proceed to the next page. If the incident involves property, proceed to the Involved Properties section - otherwise proceed to the Involved Personnel section.

To add a new Involved Command click the "Involved Commands" drop down and select "Add Command".

Please enter all commands involved in the incident. Incidents may require more than one Involved Command.

### Involved Command 1

UIC Contributing To/Experiencing Loss from the incident or identifying the Hazard: \*

N00251 (PUGET SOUND NAVAL SHIPYARD BREMERTON WA)

N00102 (PORTSMOUTH NAVAL SHIPYARD PORTSMOUTH NH)

N00311 (PEARL HARBOR NAVAL SHIPYARD PEARL HARBOR HI)

N39702 (NAVAL SHIPYARD NORFOLK DET PHILADELPHIA)

N47620 (NAVAL SHIPYARD NON NIF BREMERTON WA)

N60258 (LONG BEACH NAVAL SHIPYARD LONG BEACH CA)

N48298 (COMSUBFORPAFLT SHIPYARD REP PEARL HARBOR)

N88149 (NR NAVAL SHIPYARD NORFOLK 308)

N33057 (COMSUBGRU 9 SHIPYARD REP PUGET SOUND WA)

N41150 (NORFOLK NAVAL SHIPYARD & IMS)

N42158 (NORFOLK NAVAL SHIPYARD PORTSMOUTH VA)

N41906 (CSL REP PORTSMOUTH NAVAL SHIPYARD NH)

N32446 (PORTSMOUTH NAVAL SHIPYARD PORTSMOUTH NH)

Type the UIC or command name and choose from the list



# Involved Command Section



- General Information
- Involved Commands
- Involved Properties
- Involved Personnel
- Factors
- Recommendations

**Involved Commands**

Please complete all Involved Command fields and proceed to the next page. If the incident involves property, proceed to the Involved Properties section - otherwise proceed to the Involved Personnel section.

To add a new Involved Command click the "Involved Commands" drop down and select "Add Command".

Please enter all commands involved in the incident. Incidents may require more than one Involved Command.

## Involved Command 1

UIC Contributing To/Experiencing Loss from the incident or identifying the Hazard:

N42158 (NORFOLK NAVAL SHIP)

Afloat Evolution

MAINTENANCE HULL WORK ▾

Is Involved Command a Naval Vessel or a Small Craft?

Yes  No

F RTP Phase:

▾

Vessel Type:

SMALL OR SERVICE CRAFT ▾

Status of Ship, Sub, or Small Craft:

UNDERWAY ▾

Small Craft Type:

RHIB, 24 FT ▾

Make:

Zodiac

Model:

550

Enter applicable fields



# Involved Command Section



Consolidated Hazard

Involved Commands ▾ Report Actions ▾ Save Validate Home

General Information

Involved Commands

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Factors

Recommendations

## Involved Commands

Please complete all Involved Command fields and proceed to the next page. If the incident involves property, proceed to the Involved Properties section - otherwise proceed to the Involved Personnel section.

To add a new Involved Command click the "Involved Commands" drop down and select "Add Command".

Please enter all commands involved in the incident. Incidents may require more than one Involved Command.

## Involved Command 1

UIC Contributing To/Experiencing Loss from the incident or identifying the Hazard:

N42158

Is Involved Command a Naval Vessel or a Small Craft?

Yes  No

Vessel Type:

SMALL OR SERVICE CRAFT ▾

Status of Ship, Sub, or Small Craft:

UNDERWAY ▾

Small Craft Type:

RHIB, 24 FT ▾

Make:

Zodiac

Model:

550

Afloat Evo

MAINTENANCE

FRTM Phase:

MAINTENANCE ▾

Add Command

Command 1

Command 2

Add as many commands as necessary

## Involved Command 2

UIC Contributing To/Experiencing Loss from the incident or identifying the Hazard:

Is Involved Command a Naval Vessel or a Small Craft?



# Involved Command Section



Consolidated Hazard

Involved Commands ▾ Report Actions ▾ Save Validate Home

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## Involved Commands

Please complete all involved command fields and proceed to the next page. If the incident involves property, proceed to the Involved Properties section - otherwise proceed to the Involved Personnel section.

To add a new involved command click the "Involved Commands" drop down and select "Add Command".

Please enter all commands involved in the incident. Incidents may require more than one involved command.

To continue select "Involved Properties" from list above

## Involved Command 1

UIC Contributing To/Experiencing Loss from the incident or identifying the Hazard:

N42158 (NORFOLK NAVAL SHIP)

Is Involved Command a Naval Vessel or a Small Craft?

Yes  No

Vessel Type:

SMALL OR SERVICE CRAFT ▾

Status of Ship, Sub, or Small Craft:

UNDERWAY ▾

Small Craft Type:

RHIB, 24 FT ▾

Make:

Zodiac

Model:

550

Afloat Evolution

MAINTENANCE HULL, WORK ▾

FRTP Phase:

▾

## Involved Command 2

UIC Contributing To/Experiencing Loss from the incident or identifying the Hazard:

Is Involved Command a Naval Vessel or a Small Craft?



# Involved Property Section



Consolidated Hazard

Involved Property ▾

Report Actions ▾

Save

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Factors

Recommendations

Add Property

There are no involved properties added to the event.

Click Here to add a new Involved Property or click the Involved Property drop down and select "Add Property".

## Involved Properties

Please complete all Involved Properties fields and proceed to the next page. If the incident involves a person, proceed to the Involved Personnel section - otherwise proceed to the Factors section.

To add a new Involved Property click the "Involved Property" drop down and select "Add Property".



# Involved Property Section



Consolidated Hazard

Involved Property ▾ Report Actions ▾ Save Validate Home

General Information

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Involved Personnel

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Recommendations

## Involved Properties

Please complete all Involved Properties fields and proceed to the next page. If the incident involves a person, proceed to the Involved Personnel section - otherwise proceed to the Factors section.

To add a new Involved Property click the "Involved Property" drop down and select "Add Property".

## Property 1

Enter applicable fields

Involved Command:

Property Damaged?

Yes  No

Government Property?

Yes  No

Equipment ID Code (EIC) (for Government property only):

Description

Material Custodian Unit Code: (UC/RUC/MCC of the unit owning the property/equipment damaged)

Specific Location of the Hazard



# Involved Property Section



Consolidated Hazard

Involved Property ▾ Report Actions ▾ Save Validate Home

General Information

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## Involved Properties

Please complete all Involved Properties fields and proceed to the next page. If the incident involves a person, proceed to the Involved Personnel section - otherwise proceed to the Factors section.

To add a new Involved Property click the "Involved Property" drop down and select "Add Property".

## Property 1

Involved Command:

Command 1 ▾

Material Custodian Unit Code: (UIC/RUC/MCC of the unit owning the property/equipment damaged)

Property Damaged?

Yes  No

Specific Location of the Hazard

Government Property?

Yes  No

Nomenclature/Name

hull

Equipment ID Code (EIC) (for Government property only): \*

hul

- LE06P50 (FITTING, HULL)
- LE0DP50 (FITTING, HULL)
- LE0GP50 (FITTING, HULL)
- LE0HP50 (FITTING, HULL)
- LE0JP50 (FITTING, HULL)
- LE0KP50 (FITTING, HULL)
- LE0LP50 (FITTING, HULL)
- LE0MP50 (FITTING, HULL)
- LE04P50 (FITTING, HULL)
- 1100000 (FITTINGS, HULL)
- Y111300 (HULL AND FITTINGS)
- A000000 (HULL STRUCTURE)
- Y121700 (HULL SUBSYSTEM)
- TL0E170 (PLATE, HULL FAIRING)

Type the name or the EIC number of the item and choose from the list



# Involved Property Section



Consolidated Hazard

Involved Property ▾ Report Actions ▾ Save Validate Home

General Information

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## Involved Properties

Please complete all Involved Properties fields and proceed to the next page. If the incident involves a person, proceed to the Involved Personnel section - otherwise proceed to the Factors section.

To add a new Involved Property click the "Involved Property" drop down and select "Add Property".

## Property 1

Involved Command:

Command 1

Property Damaged?

Yes  No

Government Property?

Yes  No

Nomenclature/Name

Hull

Equipment ID Code (EIC) (for Government property only):

TL0E170

Description

70 character description of item damaged/causing hazardous condition

Add as many pieces of property as necessary

Add Property

Material C  
damaged)

Property 1

Property 2

N4215B

RUC/MCC of the unit owning the property/equipment

Specific Location of the Hazard

SHORE

GOVERNMENT

WATERFRONT AREA

PIER

## Property 2

Involved Command:

Property Damaged?

Yes  No

Material Custodian Unit Code: (UIC/RUC/MCC of the unit owning the property/equipment damaged)

N63393

Specific Location of the Hazard



# Involved Property Section



Consolidated Hazard

Involved Property ▾ Report Actions ▾ Save Validate Home

General Information

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## Involved Properties

Please complete all Involved Properties fields and proceed to the next page. If the incident involves a person, proceed to the Involved Personnel section - otherwise proceed to the Factors section.

To add a new Involved Property click the "Involved Property" drop down and select "Add Property".

To continue select "Involved Personnel" from list above

## Property 1

Involved Command:

Command 1

Property Damaged?

Yes  No

Government Property?

Yes  No

Nomenclature/Name

Hull

Equipment ID Code (EIC) (for Government property only):

TL0E170

Description

70 character description of item damaged/causing hazardous condition

Material Custodian Unit Code: (UIC/RUC/MCC of the unit owning the property/equipment damaged)

N42158

Specific Location of the Hazard

SHORE

GOVERNMENT

WATERFRONT AREA

PIER

## Property 2

Involved Command:

Property Damaged?

Yes  No

Material Custodian Unit Code: (UIC/RUC/MCC of the unit owning the property/equipment damaged)

N63393

Specific Location of the Hazard



# Involved Personnel Section



Consolidated Hazard

Involved Personnel ▾

Report Actions ▾

Save

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Recommendations

Add Person

There are no involved persons added to the event.

Click Here to add a new Involved Person or click the Involved Personnel drop down and select "Add Person"



## Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".



# Involved Personnel Section



Consolidated Hazard

Involved Personnel ▾ Report Actions ▾ Save Validate Home

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Involved Properties

Involved Personnel

Factors

Recommendations

## Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

## Person 1

Involved Command:

Branch of Service:

Duty Status (Tier-1)

Specific Location of the Hazard

What was the person doing at the time of the incident or discovery of hazard?

Enter applicable fields



# Involved Personnel Section



Consolidated Hazard

Involved Personnel ▾ Report Actions ▾ Save Validate Home

General Information

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### Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

Scroll down for all "Personnel" questions

## Person 1

Involved Command:

Command 1 ▾

Duty Status (Tier-1)

ON DUTY ▾

Duty Status (Tier-2)

Regular ▾

Specific Location of the Hazard

SHORE ▾

GOVERNMENT ▾

WATERFRONT AREA ▾

PIER ▾

What was the person doing at the time of the incident or discovery of hazard?

Operating Equipment ▾

Branch of Service:

NAVY ▾

Service Status:

FEDERAL APPROPRIATED C ▾

Pay System:

GS ▾

Job Title:

CIVIL ENGINEERING (0810)

Pay Grade:

GS13 ▾

UIC/RUC/MCC

N42158 (NORFOLK NAVAL SHIP)

## Person 1 Safety Courses

Course Identification Number (Search by either the course ID or the course name)

Date Completed

Add



# Safety Courses Section



Consolidated Hazard

Involved Personnel ▾ Report Actions ▾ Save Validate Home

General Information

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Involved Personnel

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Recommendations

### Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

Duty Status (Tier-1)

ON DUTY ▾

Duty Status (Tier-2)

Regular ▾

Specific Location of the Hazard

SHORE ▾

GOVERNMENT ▾

WATERFRONT AREA ▾

PIER ▾

What was the person doing at the time of the incident or discovery of hazard?

Operating Equipment ▾

Service Status:

FEDERAL APPROPRIATED C ▾

Pay System:

GS ▾

Job Title:

CIVIL ENGINEERING (0810)

Pay Grade:

GS13 ▾

UIC/RUC/MCC

N42158 (NORFOLK NAVAL SHIP)

## Person 1 Safety Courses

Course Identification Number (Search by either the course ID or the course name)

Date Completed

boat

Add

C-822-2010 (AVIATION **BOATSWAIN'S MATE** A/C HANDLING (ABH) A1)

C-780-2013 (AVIATION **BOATSWAIN'S MATE** A/C HANDLING ADV(ABH-V) C1)

C-821-2010 (AVIATION **BOATSWAIN'S MATE** FUELS)

C-604-2012 (AVIATION **BOATSWAIN'S MATE** LAUNCH & RECOVERY EQUIPMENT)

K-062-0634 (BASIC **BOAT** COXSWAIN)

K-2E-3745 (INFANTRY COMPANY SMALL **BOAT** RAID)

Enter if applicable



# Personal Protective Equipment



Consolidated Hazard

Involved Personnel ▾ Report Actions ▾ Save Validate Home

General Information

Involved Commands

Involved Properties

Involved Personnel

Factors

Recommendations

### Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

Enter if applicable

What was the person doing at the time of the incident or discovery of hazard?

Operating Equipment ▾

### Person 1 Safety Courses

Course Identification Number (Search by either the course ID or the course name)

Date Completed

K-062-0634 (BASIC BOAT COXSWAIN)

2014-06-01

Add

Click 'Add' after making selections to add to list

### Person 1 Personal Protective Equipment

If PPE was not required, or was required and worn properly, functioned properly, and was not a factor in the incident, you may skip this entry page.

PPE	Used?	Used Properly?	Functioned Properly?	Narrative	
SHOES/BOOTS	Yes	No	N/A	Boots did not have laces	Add
SHOES/BOOTS-SAFETY (STEEL TOE)					
EYEWEAR-SUNGLASSES	Yes	Yes	No	Sunglasses did not shield sun properly.	X



# Personal Protective Equipment



Consolidated Hazard

Involved Personnel ▾ Report Actions ▾ Save Validate Home

General Information

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Involved Personnel

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### Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

What was the person doing at the time of the incident or discovery of hazard?

Operating Equipment ▾

## Person 1 Safety Courses

Course Identification Number (Search by either the course ID or the course name)

Date Completed

Add

BASIC BOAT COXSWAIN

2014-06-01

X

## Person 1 Personal Protective Equipment

If PPE was not required, or was required and worn properly, functioned properly, and was not a factor in the incident, you may skip this entry page.

PPE	Used?	Used Properly?	Functioned Properly?	Narrative	
SHOES/BOOTS ▾	Yes ▾	No ▾	N/A ▾	Boots did not have laces	Add
SHOES/BOOTS-SAFETY (STEEL TOE) ▾					
EYEWEAR-SUNGLASSES	Yes	Yes	No	Sunglasses did not shield sun properly.	X

To continue select "Factors" from list above



# Factors Section



Consolidated Hazard

Factors ▾

Report Actions ▾

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Add Factor

There are no factors added to the event.

Click Here to add a new Factor or click the Factors drop down and select "Add Factor"

## Factors

This page is to identify the causal factors of an incident. Identifying the factors that lead up to an incident is crucial in mishap prevention. An incident must have at least **one** factor.

Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".



# Factors Section



[General Information](#)

[Involved Commands](#)

[Involved Properties](#)

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[Factors](#)

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## Factors

This page is to identify the causal factors of an incident. Identifying the factors that lead up to an incident is crucial in mishap prevention. An incident must have at least one factor.

Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".

## Factor 1

Enter applicable fields

Factor Type:

Human  Material

RAC:

Statement: (Brief statement re-stating factor - i.e. personnel did not follow SOP)

Analysis: (Provide a complete explanation of the chosen factor)



# Factors Section

Consolidated Hazard

Factors ▾ Report Actions ▾ Save Validate Home

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## Factors

This page is to identify the causal factors of an incident. Identifying the factors that lead up to an incident is crucial in mishap prevention. An incident must have at least **one** factor.

Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".

## Factor 1

Factor Type:

Human  Material

Factor:

BREAKDOWN IN VISUAL SCAN

BREAKDOWN IN VISUAL SCAN

CHECKLIST NOT FOLLOWED CORRECTLY

DELAYED A NECESSARY ACTION

EXTREME VIOLATION (E.G. A VIOLATION NOT CONDONED BY MANAGEMENT)

FAILURE TO PRIORITIZE TASKS ADEQUATELY

IGNORED A CAUTION/WARNING

INADEQUATE REAL-TIME RISK ASSESSMENT

INCORRECT RESPONSE TO A MISPERCEPTION

OVER-CONTROLLED/UNDER-CONTROLLED AIRCRAFT/VEHICLE

PERCEPTION ERROR

PROCEDURE NOT FOLLOWED CORRECTLY

RUSHED A NECESSARY ACTION

UNINTENDED OPERATION OF EQUIPMENT

WIDESPREAD/ROUTINE VIOLATION (E.G. HABITUAL DEVIATION FROM THE RULES)

WORK-AROUND VIOLATION (E.G. BREAKING THE RULES IS PERCEIVED AS THE BEST)

WRONG CHOICE OF ACTION DURING AN OPERATION

Select Human Factors or Material Factors

Please select the person(s) this factor applies to:

Person 1

### Preconditions

These are factors in a mishap if active and/or latent preconditions such as conditions of the operators, environmental or personnel factors affect practices, conditions or actions of individuals and result in human error or an unsafe situation.

Code	Description
<input type="text"/>	<input type="text"/>
<input type="button" value="Add"/>	

### Supervisory

Is a factor in a mishap if the methods, decisions or policies of the supervisory chain of command directly affect practices, conditions, or actions of individual and result in human error or an unsafe situation.

Code	Description
<input type="text"/>	<input type="text"/>
<input type="button" value="Add"/>	

### Organizational

Are factors in a mishap if the communications, actions, omissions, or policies of upper-level management directly or indirectly affect supervisory practices, conditions, or actions of the operator(s) and result in system failure, human error, or an unsafe situation.



# Factors Section



Consolidated Hazard

Factors ▾ Report Actions ▾ Save Validate Home

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## Factors

This page is to identify the causal factors of an incident. Identifying the factors that lead up to an incident is crucial in mishap prevention. An incident must have at least one factor.

Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".

## Factor 1

Factor Type:

Human  Material

Factor:

BREAKDOWN IN VISUAL SCA ▾

RAC:

Statement: (Brief statement re-stating factor - i.e. personnel did not follow SOP)

Analysis: (Provide a complete explanation of the chosen factor)

Select to see Risk Assessment Code Diagram

Please select the person(s) this factor applies to:

Person 1

### Preconditions

These are factors in a mishap if active and/or latent preconditions such as conditions of the operators, environmental or personnel factors affect practices, conditions or actions of individuals and result in human error or an unsafe situation.

Code Description

### Supervisory

Is a factor in a mishap if the methods, decisions or policies of the supervisory chain of command directly affect practices, conditions, or actions of individual and result in human error or an unsafe situation.

Code Description

### Organizational

Are factors in a mishap if the communications, actions, omissions, or policies of upper-level management directly or indirectly affect supervisory practices, conditions, or actions of the operator(s) and result in system failure, human error, or an unsafe situation.



# Risk Assessment Code Diagram



Consolidated Hazard

- General Information
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- Involved Personnel
- Factors
- Recommendations

Factor

Factor Type

Human

Factor

BREAKDOWN

RAC

00

Statement (B

not follow SC

Analysis (Pro

## Select Risk Assessment Code

		Probability			
		A	B	C	D
Severity	1	Red	Red	Green	Yellow
	2	Red	Green	Yellow	Blue
	3	Green	Yellow	Blue	Cyan
	4	Yellow	Blue	Cyan	Light Blue

RAC
1
2
3
4
5

### Probability

- A - Likely to occur immediately or within a short period of time
- B - Probably will occur in time
- C - May occur in time
- D - Unlikely to occur

### Severity

- I - May cause death, loss of facility/asset
- II - May cause sever injury, illness, property damage
- III - May cause minor injury, illness, property damage
- IV - Minimal threat

Close

Select "Probability" and "Severity" from the list

Are factors at a station if the communications, actions, omissions, or policies of upper-level management directly or indirectly affect supervisory practices, conditions, or actions of the operators and result in system failure, human error, or an unsafe situation



# Factors Section



- General Information
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- Involved Personnel
- Factors
- Recommendations

**Factors**

This page is to identify the causal factors of an incident. Identifying the factors that lead up to an incident is crucial in mishap prevention. An incident must have at least **one** factor.

Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".

## Factor 1

Factor Type:

Human  Material

Factor:

BREAKDOWN IN VISUAL SCA ▾

Enter applicable fields

RAC:

03 ▾ ⓘ

Statement: (Brief statement re-stating factor - I.e. personnel did not follow SOP)

Add a brief description of the factor here.

Analysis: (Provide a complete explanation of the chosen factor)

Add detailed description and explanation of the factor (how, what, when, and why).

Please select the person(s) this factor applies to:

Person 1

### Preconditions

These are factors in a mishap if active and/or latent preconditions such as: conditions of the operators, environmental or personnel factors affect practices, conditions or actions of individuals and result in human error or an unsafe situation.

Code	Description	
PC3 - Adverse Physiological States		Add
PC307 - Fatigue (sleep deprivation)		

### Supervisory

Is a factor in a mishap if the methods, decisions or policies of the supervisory chain of command directly affect practices, conditions, or actions of individual and result in human error or an unsafe situation.

Code	Description	
		Add

### Organizational

Are factors in a mishap if the communications, actions, omissions, or policies of upper-level management directly or indirectly affect supervisory practices, conditions, or actions of the operator(s) and result in system failure, human error, or an unsafe situation.

Code	Description	
------	-------------	--



# Factors Section



Consolidated Hazard

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### Factors

This page is to identify the causal factors of an incident. Identifying the factors that lead up to an incident is crucial in mishap prevention. An incident must have at least **one** factor.

Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".

## Factor 1

Factor Type:

Human  Material

Factor:

BREAKDOWN IN VISUAL SCA

RAC:

03

Statement: (Brief statement re-stating factor - I.e. personnel did not follow SOP)

Add a brief description of the factor here.

Analysis: (Provide a complete explanation of the chosen factor)

Add detailed description and explanation of the factor (how, what, when, and why).

Add as many factors as necessary

Add Factor

Factor 1

Please select a factor that applies to:

Person 1

### Preconditions

These are factors in a mishap if active and/or latent preconditions such as: conditions of the operators, environmental or personnel factors affect practices, conditions or actions of individuals and result in human error or an unsafe situation.

Code	Description	
PC3 - Adverse Physiological States		Add
PC307 - Fatigue (sleep deprivation)		

### Supervisory

Is a factor in a mishap if the methods, decisions or policies of the supervisory chain of command directly affect practices, conditions, or actions of individual and result in human error or an unsafe situation.

Code	Description	
		Add

### Organizational

Are factors in a mishap if the communications, actions, omissions, or policies of upper-level management directly or indirectly affect supervisory practices, conditions, or actions of the operator(s) and result in system failure, human error, or an unsafe situation.

Code	Description	
------	-------------	--



# Factors Section



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**Organizational**  
Are factors in a mishap if the communications, actions, omissions, or policies of upper-level management directly or indirectly affect supervisory practices, conditions, or actions of the operator(s) and result in system failure, human error, or an unsafe situation.

Code	Description
<input type="text"/>	<input type="button" value="Add"/>

**Factors**

This page is to identify the causal factors of an incident. Identifying the factors that lead up to an incident is crucial in mishap prevention. An incident must have at least **one** factor.

Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".

Factor number 2

**Factor 2** ←

Factor Type:  
 Human  Material

Factor:

RAC:

Statement: (Brief statement re-stating factor - i.e. personnel did not follow SOP)

Analysis: (Provide a complete explanation of the chosen factor)

Please select the material(s) this factor applies to:  
 Property 1  
 Property 2



# Factors Section



Consolidated Hazard

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## Organizational

Are factors in a mishap if the communications, actions, omissions, or policies of upper-level management directly or indirectly affect supervisory practices, conditions, or actions of the operator(s) and result in system failure, human error, or an unsafe situation.

Code	Description
<input type="text"/>	<input type="button" value="Add"/>

## Factors

This page is to identify the causal factors of an incident. Identifying the factors that lead up to an incident is crucial in mishap prevention. An incident must have at least one factor.

Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".

Select Human Factors or Material Factors

## Factor 2

Factor Type:

Human  Material

Factor:

OTHER CAUSE (MUST EXPLAIN IN EVENT NARRATIVE)

CORROSION  
HARDWARE/COMPONENT/PART  
MAINTAINABILITY OF EQUIPMENT  
NORMAL WEAR & TEAR  
OTHER CAUSE (MUST EXPLAIN IN EVENT NARRATIVE)  
RELIABILITY OF EQUIPMENT  
SOFTWARE  
SUPPORT EQUIPMENT  
SUPPORTABILITY OF EQUIPMENT  
UNDETERMINED DUE TO INSUFFICIENT FACTS  
UNKNOWN

Analysis: (Provide a complete explanation of the chosen factor)

Please select the material(s) this factor applies to:

Property 1  
 Property 2



# Factors Section



Consolidated Hazard

Factors ▾ Report Actions ▾ Save Validate Home

- General Information
- Involved Commands
- Involved Properties
- Involved Personnel
- Factors
- Recommendations**

**Factors**

This page is to identify the causal factors of an incident. Identifying the factors that lead up to an incident is crucial in mishap prevention. An incident must have at least one factor.

Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".

To continue select "Recommendations" from list above

**Organizational**  
 Are factors in a mishap if the communications, actions, omissions, or policies of upper-level management directly or indirectly affect supervisory practices, conditions, or actions of the operator(s) and result in system failure, human error, or an unsafe situation.

Code	Description
<input type="text"/>	<input type="button" value="Add"/>

**Factor 2**

Factor Type:  
 Human  Material

Factor:

RAC:

Statement: (Brief statement re-stating factor - i.e. personnel did not follow SOP)

Analysis: (Provide a complete explanation of the chosen factor)

Please select the material(s) this factor applies to:  
 Property 1  
 Property 2



# Recommendations Section



Consolidated Hazard

Recommendations ▾

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Add Recommendation

There are no recommendations added to the event.

Click Here to add a new Recommendation or click the Recommendations drop down and select "Add Recommendation"

## Recommendations

Please complete all Recommendation fields and validate and release the report.

To add a new Recommendation click the "Recommendations" drop down and select "Add Recommendation"



# Recommendations Section



Consolidated Hazard

Recommendations ▾ Report Actions ▾ Save Validate Home

General Information

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Involved Properties

Involved Personnel

Factors

Recommendations

## Recommendations

Please complete all Recommendation fields and validate and release the report.

To add a new Recommendation click the "Recommendations" drop down and select "Add Recommendation".

Add as many recommendations as necessary

## Recommendation 1

Statement:

Add a brief description of the recommendation here.

Remarks:

Add detailed remarks regarding the recommendation here.

Add Recommendation

Recommendation 1

Status:

OPEN

Please select the factor(s) this recommendation applies to:

Factor 1

Factor 2



# Save & Validate Work



Consolidated Hazard

Recommendations ▾ Report Actions ▾ Save Validate Home

General Information

Involved Commands

Involved Properties

Involved Personnel

Factors

Recommendations

## Recommendations

Please complete all Recommendation fields and validate and release the report.

To add a new Recommendation click the "Recommendations" drop down and select "Add Recommendation".

## Recommendation 1

Statement:

Add a brief description of the recommendation here.

Remarks:

Add detailed remarks regarding the recommendation here.

Status:

OPEN

Please select the factor(s) this recommendation applies to:

Factor 1

Factor 2

Save and validate your work

validate the report

## Recommendation 2

Statement:

Add a brief description of the recommendation 2 here.

Remarks:

Add a brief description of the recommendation 2 here.

Status:

COMPLETED

Please select the factor(s) this recommendation applies to:

Factor 1

Factor 2



# Validation Errors



Consolidated Hazard

Recommendations ▾ Report Actions ▾ Save Validate Home

General Information	13
Involved Commands	1
Involved Properties	0
Involved Personnel	✓
Factors	1
Recommendations	✓

**Recommendations**

Please complete all Recommendation fields and validate and release the report.

To add a new Recommendation click the "Recommendations" drop down and select "Add Recommendation".

This shows the location & number of validation errors

### Recommendation 1

Statement:

Add a brief description of the recommendation here.

Remarks:

Add detailed remarks regarding the recommendation here.

Status: OPEN

Please select the factor(s) this recommendation applies to:

- Factor 1
- Factor 2

### Recommendation 2

Statement:

Add a brief description of the recommendation 2 here.

Remarks:

Add a brief description of the recommendation 2 here.

Status: COMPLETED

Please select the factor(s) this recommendation applies to:

- Factor 1
- Factor 2



# Validation Errors

General Information	13
Involved Commands	1
Involved Properties	0
Involved Personnel	✓
Factors	1
Recommendations	✓

This hazard system is for reporting:

- Hazards (whether associated with a mishap or not)
- Near Misses
- Mishaps with costs less than \$20,000

If an incident has a personnel injury greater than first aid or a mishap cost of \$20,000 or more, then a mishap investigation report must be submitted either instead of or in addition to a hazard report. See OPNAVINST 5102.1 for details.

**General Info**

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

## General Information

- At least one Incident/Hazard Type is required
- Was environment a factor in the Incident/Hazard is required
- Was Non-DOD Property Damaged is Required
- Was DoD Property Damaged is Required
- High Risk Training Involved? value is required
- Narrative explaining the event is required
- Alcohol Involved indicator is required
- Brief Narrative is required
- Local Serial Number is required
- Time of Incident is required
- Date of Incident is required

These are the errors in the "General Information" section. Scroll down to see other errors in "Location" and "Authorized Drafter" sections

Select Incident/Hazard Type(s):

UIC of Command Submitting Report:

Was DoD Property Damaged:

Full Narrative - Please do not enter PII (Personally identifiable information), names, SSNs, unit names, etc. This narrative should answer the questions who, what, when, where, why and how?



# View PDF & Release Report



Consolidated Hazard

General Info | Report Actions | Save | Validate | Home

General Information	✓
Involved Commands	✓
Involved Properties	✓
Involved Personnel	✓
Factors	✓
Recommendations	✓

This hazard system is for reporting:

- Hazards (whether associated with a mishap or not)
- Near Misses
- Mishaps with costs less than \$200,000

If an incident has a personnel injury or death, a report must be submitted either inste

Once errors are corrected in all sections, the report may be released

View PDF

Release

Delete

Click here to view a PDF version prior to release, if desired

**General Info**

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

## General Information

Select Incident/Hazard Type(s):

- ALLISION
- ASSAULT/MOLENT ACT (ON DUTY ONLY)
- CARGO AIR DROP
- COLLISION WITH CRAFT (AFLOAT ONLY)
- COMBAT ZONE (NOT DIRECT ENEMY ACTION)
- COMMAND SPONSORED/ON DUTY REC EVENT
- DECK SEAMANSHIP
- DIRECTED ENERGY
- DIVING (ON DUTY)
- DROWNING
- ELECTRICAL - SHOCKS/BURNS
- EXPLOSIVES/WEAPONS/ORDNANCE
- FIRE - ALL TYPES
- FLOODING (AFLOAT ONLY)
- FORMAL TRAINING (WITH A CIN/CID)
- FRIENDLY FIRE
- GROUNDING
- GUIDED MISSILE

Full Narrative - Please do not enter PII (Personally Identifiable Information), names, SSNs, unit names, etc. This narrative should answer the questions who, what, when, where, why and how?

Enter full narrative here.

Was high risk training involved?

Yes  No



# Questions?



**For questions or additional information,  
please contact the WESS Help Desk**

## WESS Help Desk

Monday - Friday 0800 to 1630 EST

757.444.3520 ext. 7048 (DSN 564)

Email [WESS Help Desk](#)