

SAFETY MANAGEMENT SYSTEM AEROSTAR CONFIDENTIAL SAFETY REPORT

Please use this form to report an incident, accident or any existing or potentially hazardous condition or behavior identified at the Luis Muñoz Marín International Airport (the "Airport") by the primary method of:

- Complete the ACSR online

Other means of reporting can be the following:

- Call OCC at (787)253-0979
- Email completed ACSR form at: smsreport@aerostarairports.com
- Mailed the completed ACSR form to SMS Coordinator to: PO Box 380585, San Juan, PR 00937-1085

Event Description

(To be completed by the person reporting the event)

Date:	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Color & ID's <input type="checkbox"/> Red <input type="checkbox"/> Green <input type="checkbox"/> Brown <input type="checkbox"/> Yellow <input type="checkbox"/> Dark Blue	
Privileges <input type="checkbox"/> SIDA <input type="checkbox"/> NON-SIDA	
Weather Condition (all that applies): <input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Windy <input type="checkbox"/> Rainy <input type="checkbox"/> Thunder Storm <input type="checkbox"/> Hazy	

Visibility: <input type="checkbox"/> Dawn <input type="checkbox"/> Daylight <input type="checkbox"/> Dusk <input type="checkbox"/> Night

Event Type: <input type="checkbox"/> Hazardous Condition <input type="checkbox"/> Hazardous Behavior <input type="checkbox"/> Incident <input type="checkbox"/> Accident <input type="checkbox"/> Other:

Location: <input type="checkbox"/> Terminal A: <input type="checkbox"/> Terminal B: <input type="checkbox"/> Central Checkpoint <input type="checkbox"/> Terminal C: <input type="checkbox"/> Terminal D
<input type="checkbox"/> Public Area <input type="checkbox"/> Public Area <input type="checkbox"/> Public Area <input type="checkbox"/> Public Area
<input type="checkbox"/> Sterile Area <input type="checkbox"/> Sterile Area <input type="checkbox"/> Sterile Area <input type="checkbox"/> Sterile Area
<input type="checkbox"/> Baggage Area <input type="checkbox"/> Baggage Area <input type="checkbox"/> Baggage Area <input type="checkbox"/> Baggage Area
<input type="checkbox"/> Apron 4 <input type="checkbox"/> Apron 3 <input type="checkbox"/> Apron 2 <input type="checkbox"/> Apron 1
<input type="checkbox"/> Other:

Items Involved In Event: <input type="checkbox"/> Aircraft: Tail # _____ <input type="checkbox"/> Baggage Cart <input type="checkbox"/> PBB <input type="checkbox"/> Automobile <input type="checkbox"/> Elevator <input type="checkbox"/> Door
<input type="checkbox"/> Fuel Truck <input type="checkbox"/> Wheelchair <input type="checkbox"/> Tow Bar <input type="checkbox"/> Cargo Container <input type="checkbox"/> Escalator <input type="checkbox"/> Sweeper
<input type="checkbox"/> Golf Cart <input type="checkbox"/> Lavatory Truck <input type="checkbox"/> Tug <input type="checkbox"/> Cargo Loader <input type="checkbox"/> Stairs <input type="checkbox"/> Gate #:
<input type="checkbox"/> Other:

Description: (Please provide a detailed description of the event or hazard including specific location. (Use additional paper if needed.)

Recommendations: (Please provide any suggestions or recommendation to correct the issue or prevent recurrence.)

Optional Reported Information*:		
Name:	Organization/Position:	
Address:		
City:	State:	ZIP:
Phone:	Alternate:	
Email:		
Preferred method of contact:	Time:	

***Confidential Commitment**

This form could be submitted anonymously. If you provide your name, the SMS Coordinator will use it for the purpose of enhancing the understanding of the event with and perform follow-up actions, if applicable. To achieve the safest Airport operations standards possible, and the success of the Airport SMS program, every employee has the responsibility of reporting any incident, accident or any existing or potentially hazardous condition or behavior that may compromise the integrity of operations at the Airport. It is the Airport policy that an employee can file a report without fearing any retribution or reprisal, and that his or her identity will be kept confidential to the extent permitted by law.