**Check List for Performing a Risk Assessment of an Aviation Business Area**

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| **Introduction**  1/ Identify the Scope and Purpose of the Assessment:  2/ What is the business area being assessed?  3/ What are the objectives of the assessment?  **Define the Hazards and Risks:**  4/ What are the potential hazards and risks associated with the business area?  5/ What is the likelihood and consequence of each hazard or risk occurring?  6/ How severe would the consequences be if the hazard or risk occurred?  **Analyze the Existing Controls**  7/ What controls are currently in place to mitigate the identified hazards and risks?  8/ How effective are these controls?  9/ Are there any gaps in the existing controls that need to be addressed?  **Determine Additional Risk Mitigation Measures:**  10/ What additional measures can be implemented to mitigate the identified hazards and risks?  11/ Are there any best practices or industry standards that can be applied?  12/ What are the costs and benefits of each proposed mitigation measure?  **Assign Responsibility and Accountability:**  13/ Who will be responsible for implementing the proposed risk mitigation measures?  14/ Who will be accountable for ensuring that the proposed measures are effective and efficient?  15/ What are the timelines for implementing the proposed measures?  **Establish Monitoring and Review Procedures:**  16/ How will the effectiveness of the proposed risk mitigation measures be monitored?  17/ How often will the risk assessment be reviewed and updated?  18/ Who will be responsible for conducting the review and updating the risk assessment? | **Notes**  Performing a risk assessment for an aviation business area requires careful consideration of all potential hazards and the likelihood and severity of any associated risks.  Identify the aviation business area that you are assessing, such as flight operations, maintenance, ground handling, or cargo operations.  Gather information about the activities, equipment, and personnel involved in the business area.  This should include information about the type of aircraft, the level of experience of the pilots, the maintenance schedule, the equipment used, and the training of the personnel.  Evaluate the likelihood of each hazard occurring.  Consider the frequency and severity of the hazard, as well as any existing controls that may mitigate the risk.  Determine the potential consequences of each hazard. This should include an assessment of the impact on safety, the environment, and the business.  Assign a risk rating to each hazard based on the likelihood and consequences. Use a risk matrix to help with this process.  Identify any existing controls that are in place to mitigate the risks. This may include procedures, equipment, or personnel training.  Determine if any additional controls are needed to reduce the risks to an acceptable level. This may include changes to procedures, equipment, or personnel training.  Implement the additional controls as needed.  Monitor the effectiveness of the controls and review the risk assessment periodically to ensure that it remains up-to-date and relevant.  Remember that risk assessments are an ongoing process, and it is important to remain vigilant and proactive in identifying and addressing potential hazards in aviation business areas. |