**Mishap Review Questions**

**Aircraft Ground Handling**

This worksheet will help you use the Five M method to gather data when reviewing an aircraft mishap that occurred during ground handling or while the aircraft was parked. Every mishap is unique. These questions are just a starting point to gather data before filling out the Mishap Review Template. Look at all factors and how they might have influenced this mishap.

**Member** – *In what way did the member(s) influence this ground handling mishap?*

 *- How many members were involved in moving the Mishap Aircraft?*

 *- How does the Lead Mishap Member normally move the Mishap Aircraft?*

 *- Were the Mishap Members tired or fatigued? Were they physically capable?*

 *- What does each member believe went wrong? What would they do differently?*

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**Media** -- *Consider all environmental factors, including hangar, taxiways, airport, etc.*

 *- Describe the hangar or parking place. Was this the normal parking place for this aircraft?*

 *- Did weather play a role in the mishap? Was weather/environment a factor?*

 *- Was there a slope? Was there a difference in height between taxiway and hangar floor?*

 *- How much clearance was there between the aircraft and other aircraft? Vehicles? Clutter?*

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**Machine** – *Did any machinery or tools play a part in this mishap?*

 *- Was a tow bar or tug used to move the Mishap Aircraft? Describe. Was member trained?*

 *- Did the hangar door affect this mishap? Was it fully open?*

 *- Any issues with the aircraft or any other equipment?*

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**Mission/Activity** – *Think of the moving or parking of the aircraft as your “mission.”*

 *- Was the movement of the Mishap Aircraft planned and briefed?*

 *- Did the pilot and crew do a risk assessment to determine “what can go wrong” and come up with a plan?*

 *- Did everyone understand and perform their role?*

 *- Was the plan followed? Where did the plan break down?*

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**Management** – *Review the local/wing/region/national guidance that may have impacted this mission*

 *- Was there an approved parking plan for this aircraft and hangar or parking spot?*

 *-- Was that plan followed?*

 *- Is there a checklist for the movement of aircraft? Was that checklist followed?*

 *- Is there a locally accepted method for parking that may have influenced this mishap?*

 *- Is there a need for guidance or training to address this situation?*

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**Mishap Summary** -- *Summarize the sequence of events that led up to and resulted in the mishap. Describe how each factor included in your Data Summary may have contributed to the mishap*

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**Causal Factors** -- *List the one or more causal factors; if not for these one or two specific events, the mishap would not have occurred. See CAPR 160-2, paragraph 6.8.3.1.*

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**Contributing Factors** -- *Contributing factors are preconditions or situations, found in your review of the Five Ms, which set the stage for the causal factor and the mishap or increased the severity or scope of the mishap. These are the areas where improvements or additional risk controls may be directed.*

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**Non-Factor Worthy of Discussion (NFWOD)** -- *List other issues or weaknesses that were discovered during the review process. These may not have contributed to this mishap but could be targets for improvement or new risk controls.*

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**Recommendations** – *As the Review Officer, you are very familiar with this mishap. Make recommendations on how to address contributing factors and help prevent similar mishaps.*

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