This worksheet is designed for the SME’s to document the system description and hazard conditions from the view point of the program they are representing in the SRM. This worksheet shall be returned to the facilitator prior to the SRM meeting. This will help streamline the SRM process and help the facilitator organize the content prior to the meeting.

**Overview:** (facilitator please include verbiage summarizing the history and triggers of this SRM.)

# System Description:

**SRM Steps:**

1. Overview
2. System Description
3. Hazard Identification
4. Risk Analysis
5. Risk Assessment
6. Mitigation Plans
   1. Predicted Residual Risk
   2. Substitute Risk

|  |  |
| --- | --- |
| People | i.e. Safety Programs (Stephanie Brown) Flight Ops (Ronda Cassens) |
| Equipment/Facilities | i.e. tug, aircraft |
| Environment | i.e. Ramp conditions - Cold and rainy |
| Policy/Procedures | i.e. Flight Ops – Purdue Operations Manual |

# Hazard Conditions:

|  |  |  |
| --- | --- | --- |
| Hazard | Data | Worst Credible  Outcome |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Initial Risk Assessment: *(This will be completed during the SRM meeting.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Hazards  (identified in Hazard Condition section above) | Severity | Likelihood | Risk |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Mitigation Plans: *(This will be completed during the SRM meeting.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hazards  (identified in Hazard Condition section above) | Mitigation Plan | Process Owner | Due Date | Residual/Substitute Risk |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Mitigated Risk Assessment: *(This will be completed during the SRM meeting.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Hazards  (identified in Hazard Condition section above) | Severity | Likelihood | Risk |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Lesson Learned:

|  |
| --- |
| Lesson Learned Items |
|  |
|  |
|  |
|  |