

<h1>Advance Change Notice</h1>		
Serial: 1-21	Effective Date: 1 Mar 21	

This ACN is effective now and will be incorporated in the next update of AP3415.
FUNCTIONAL SAFETY INFORMATION MANAGEMENT SYSTEM (FSIMS)

1. FSIMS has been developed to record and enable learning from safety (encompassing occupational health) and environmental incidents across the AIR TLB. Reporting will include unsafe acts¹, unsafe conditions², near misses³, accidents⁴ or incidents⁵. It will enable actions to be taken to prevent recurrence, or more importantly to anticipate and prevent, other potentially more serious outcomes, both locally and across Defence, thereby reducing Risk to Life (RtL) and Risk to Environment (RtE).
2. **Reporting.** All SP are able to access FSIMS and enter occurrence details as a 'guest'. For establishment the injured person's Unit is to be entered, under Sub Unit it is the sport association and for other establishment is to be the discipline. This will provide greater visibility of the sporting occurrences by sport and enable trends to be monitored. The Association Chair may register as Cat 4 Occurrence Manager⁶ and the Safety Manager as a Report Reviewer. To apply for an account Chair and Safety Manager should use the [account creation form](#).
3. FSIMS is a simple system to use and full details plus training guides can be found via the link below which should be cut and paste into Chrome:
[https://modgovuk.sharepoint.com/teams/23116/SitePages/Functional-Safety-Information-Management-System-\(FSIMS\).aspx](https://modgovuk.sharepoint.com/teams/23116/SitePages/Functional-Safety-Information-Management-System-(FSIMS).aspx)
4. Information recorded on FSIMS can be up to OFFICIAL SENSITIVE PERSONAL. Personal data held on FSIMS is only accessed by individuals who are authorised as part of their roles and responsibilities e.g. H&S Managers on Station, CESO(RAF) and Defence Statistics.
5. **Functional Safety Occurrence Report - (FSOR).** The preferred method for reporting direct into FSIMS by raising a new report and completing all the required fields. However, as many sporting activities take place away from office environment FSORs should be downloaded and be available at the event. The FSOR is to replace the Accident Report F7454. They can then be filled out immediately after the occurrence and the information transferred into FSIMS at a later time.
6. **Air Sports.** Air Sports should use FSIMS, in addition to any sport's national governing body reporting system, to report all safety occurrences and hazard observations. If an occurrence or observation also involves any military aviation equipment, service, or process, then a DASOR should also be raised on ASIMS. If the reporting person (RP) is not certain as to whether a DASOR should also be raised, then the RP should consult their unit's Air Safety Management Team or raise an In-Form.

¹ Unsafe act – is any act that deviates from a generally recognised safe way of doing a task and possibly increases the likelihood of an accident

² Unsafe conditions – are fundamentally associated with the quality of the working environment and may be defined as 'any environmental conditions that may cause or contribute to an accident or occupational illness/disease'

³ A Near Miss is an unplanned or unforeseeable event that could have resulted, but did not result in human injury, property damage or other form of loss

⁴ An Accident is an unplanned or unforeseeable event that caused injury or occupational disease to a person or which caused / had the potential to cause a RIDDOR, Dangerous Occurrence

⁵ An Incident is an unplanned or unforeseeable event which causes loss or damage to property, plant or equipment, or the environment due to shortfall in safety measures

⁶ Responsible for the management and closure of the occurrence within the scope of the category .