



Unsafe Act: *an action or inaction of personnel who were directly involved in the occurrence.*

Error: a well-intentioned mental or physical action or inaction that was incorrect.

Perception: an erroneous conversion of physical stimuli into a meaningful understanding of the situation.

Decision: a deliberate and conscious action was intended and executed as anticipated, but it did not achieve the desired outcome.

Procedure: an incorrect application of a procedure despite correctly detecting and understanding the situation.

Knowledge: an original solution is applied that is not suitable for the situation, in the absence of a set procedure.

Skill: a flaw in the execution of a course of action.

Technique: a task performed by an individual that is below the level expected for the level of training and task experience.

Attention: an individual has difficulty maintaining attention.

Memory: an individual does not remember, or recalls incorrectly, information that is required to complete a task.

Deviation: an act that is intentionally carried out in contradiction of approved procedures, rules or regulations.

Mission-centric: a deviation with the intent of ultimately achieving the mandate of the task at hand keeping in mind the best interests of the CF.

Routine: a common and accepted use by the organization of an unapproved procedure to complete a task.

Exceptional: a unique or isolated departure from established rules or regulations in order to complete the task.

Person-centric: a deviation contrary to established procedures based on personal motives, gains or goals.

Personal Influence: *personal condition, excluding those related to Supervision and Organizational Influence.*

Personnel Condition: an individual factor that had a direct influence on personnel.

Mental State: a psychological condition that adversely affects performance.

Mental Fatigue: an individual's low alertness or cognitive impairment usually associated with prolonged mental activity or stress.

Personality: a person's enduring and consistent character traits.

Emotion: a strong emotional response.

Attitude: a negative or positive belief, feeling, value or disposition to act in a certain way (Examples include expectancy, motivation, complacency, overconfidence or over aggressiveness, can-do attitude and pressing or haste).

Mental Limitation: a limitation in the faculty of consciousness and thought of the human brain that impair an individual's ability to perceive and process the information required.

Physiological State: the physical capacity or medical conditions that impair performance.

Medical Condition: any medical illness or injury condition identified by a qualified medical professional or any direct, secondary or residual pharmacologically-induced effects from prescribed medication.

Toxicological Exposure: an exposure to a dangerous substance that degraded the performance.

Physical Fatigue: any non-mental fatigue, acute or chronic.

Physiological Effect: a medical effect resulting from the flight environment.

Physical Limitation: any human physical limitation.

Physiological Preparation: a self-generated physical or mental stress or and unreported medical condition.

Professional Status: the qualifications, currency, and proficiency of the individual to carry out assigned duties.

Qualification: a level of training or qualification standard provided to, or demonstrated that is not appropriate for the safe conduct of the assigned task.

Currency: a lack of recent task experience that led to the erosion of skill and knowledge.

Proficiency: an individual who is qualified and current but is not sufficiently competent or skilled.

Work Environment: a working condition and immediate environment affecting the occurrence personnel.

Documentation: any publication, rule, regulation, order, policy, instruction, standard operating procedure, form, informal guide, safety procedure, checklist, etc., or lack thereof.

Technological: a tool used to perform a task or the interaction of the individual with that equipment.

Equipment Suitability: any equipment or piece thereof that is unsuitable for the task or impedes the individual's ability to perform the task safely and effectively.

Equipment Design: any equipment design, layout, control interface or automation of the equipment where an individual is unable to or has difficulty accessing or processing information.

Physical: a workspace element that impedes the completion of the task.

Climate: an exposure to climatic conditions.

Workspace: an inadequate work area the physically influences the task.

Team Practice: a deficiency or breakdown identified within the team in preparation for and during the execution of a task.

Planning: failure to collect information, analyze it and integrate it within the activities of the team, or a failure to perform deliberate and contingency planning and to properly assess the risk.

Command and Control (C2): a command activity compromising all elements of interpersonal interrelations (HPMA).

Supervision Influence: *relates to a method, decision, policy or implementation of doctrine used by the supervisors within the unit's chain of command.*

Planned Activity: an assessment of hazards or resource provisioning by a supervisor that hinders the individual's or team's ability to conduct its task.

Risk Assessment: a supervisor who does not adequately evaluate the risks associated with the task, misjudges the crew pairing, or misjudges other factors affecting the performance of the individual or the crew.

Planning Beyond Capability: when supervisors knowingly allow or authorize personnel to undertake a task: beyond their ability; training, or qualification; beyond the limitations of their equipment or their working environment.

Provision of Resources: when a task is planned without proper manning and resources or when the composition of the crew is inadequate for the task at hand.

Level of Supervision: inappropriate supervision or a lack of guidance, oversight or training etc.

Leadership: the chain of command's availability, competency, and timeliness of decisions.

Local Policy: the efficiency of local guidelines, policy, etc., or lack thereof, in terms of quality, quantity, dissemination or updating that is under the control of the supervisor to provide.

Problem Correction: deficiencies concerning individuals, equipment, training or related safety areas are known to the supervisor, yet are allowed to continue uncorrected.

Correction of Performance: a supervisor fails to correct the behavior or performance of personnel.

Correction of Equipment: a supervisor does not correct deficiencies in relation to material or associated documentation.

Correction of Procedure: a supervisor does not correct deficiencies or discrepancies in relation to standard operating procedures, regulations, standards or policy.

Supervisory Deviation: the action or inaction of the immediate unit supervisors.

Mission-centric: the supervisor's intent to ultimately achieve the mandate of the task at hand while keeping in mind the best interests of the CF.

Routine: a unit's common and accepted use of an unapproved procedure to complete a task; this includes the supervisor's awareness and tolerance of the unapproved procedure's use.

Exceptional: a unique or isolated departure by a supervisor from established rules or regulations in order to complete the task.

Person-centric: a deviation contrary to established procedures based on the supervisor's personal motives, gains or goals that reflects badly on the professionalism of the organization and its members.

Organizational Influence: *a method, decision or policy made above the unit level.*

Resource: management's and leadership's allocation of non-proper and insufficient resources to the team.

Personnel: an inadequate allocation of human resources.

Equipment: an unsuitable piece of equipment in relation to design, or failure to correct known design flaws

Budget: an improper apportioning of financial resources for assigned tasks.

Facility: an inadequate design of workspaces or a failure to correct infrastructure issues.

Culture: the prevailing organizational cultural climate.

Management: a higher HQs being ill-structured to manage and provide proper oversight of the team and the units.

Planning: an undesirable characteristic or condition of work established or planned capacity by leadership.

Policy: the inefficiency of documented rules, regulations, procedures, guidelines, etc.

Command and Control: the negative influence of higher HQ on subordinate unit's capacity in terms of oversight, structure, delegation of authority, and communication.

NOTE

TO BE ASSIGNED A FLIGHT SAFETY PERSONNEL CAUSE FACTOR, THE FACTOR MUST HAVE CONTRIBUTED IN SOME SHAPE OR FORM TO THE OCCURRENCE, HAS COMPROMISED THE SAFETY OF THE TASK, OR HAS PREDISPOSED THE OCCURENCE PERSONNEL TO COMMIT ONE OR MORE UNSAFE ACTS.