

Safety Management System Manual

Pueblo Memorial Airport

PUB

Pueblo, Colorado

July, 2026

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Section 1: Introduction to Pueblo Memorial Airport's Safety Management System (SMS)

1.1 What is SMS?

A Safety Management System (SMS) is a systematic approach to managing safety, including all necessary organizational structures, accountabilities, statements, processes, and procedures.

SMS provides airport management with a set of tools to make safety related decisions. SMS also helps airport management identify safety risks associated with airport operations, development, and other changes to proactively address those issues before they result in accidents, incidents, injury, or damage.

It materializes itself through a series of complementary processes and procedures which are closely coordinated by a well-defined safety organizational structure, where the safety roles and responsibilities of everyone, including top management, are clearly defined and understood by all. Further, safety objectives and data analysis will facilitate continuous improvement throughout the airport.

1.2 Applicability

All individuals with access to the movement and non-movement areas of the airport must follow the policies and procedures identified in this Manual. Every individual with this access has a responsibility for safety. All tenants will ensure that employees with access to the areas identified in Section 1.3 receive proper training or awareness of their roles and responsibilities under the airport's SMS. This manual will be available online at www.flypueblo.com and a hard copy will be kept in the Airport Administration office. In the event of any revisions, edits, or updates, notices will be posted to the website.

1.3 Scope

All processes and procedures developed under the SMS apply to the movement and non-movement area. SMS initiatives do not apply to landside operations including inside the terminals.

Section 2: Safety Policy

2.1 Accountable Executive

The Director of Aviation is the designated Accountable Executive for the Pueblo Memorial Airport, However, the Director is appointed and held accountable to the City of Pueblo Mayor. For the purposes of this manual, the Director of Aviation will take the role as Accountable Executive and include the Mayor for any necessary decisions, actions, or concerns.

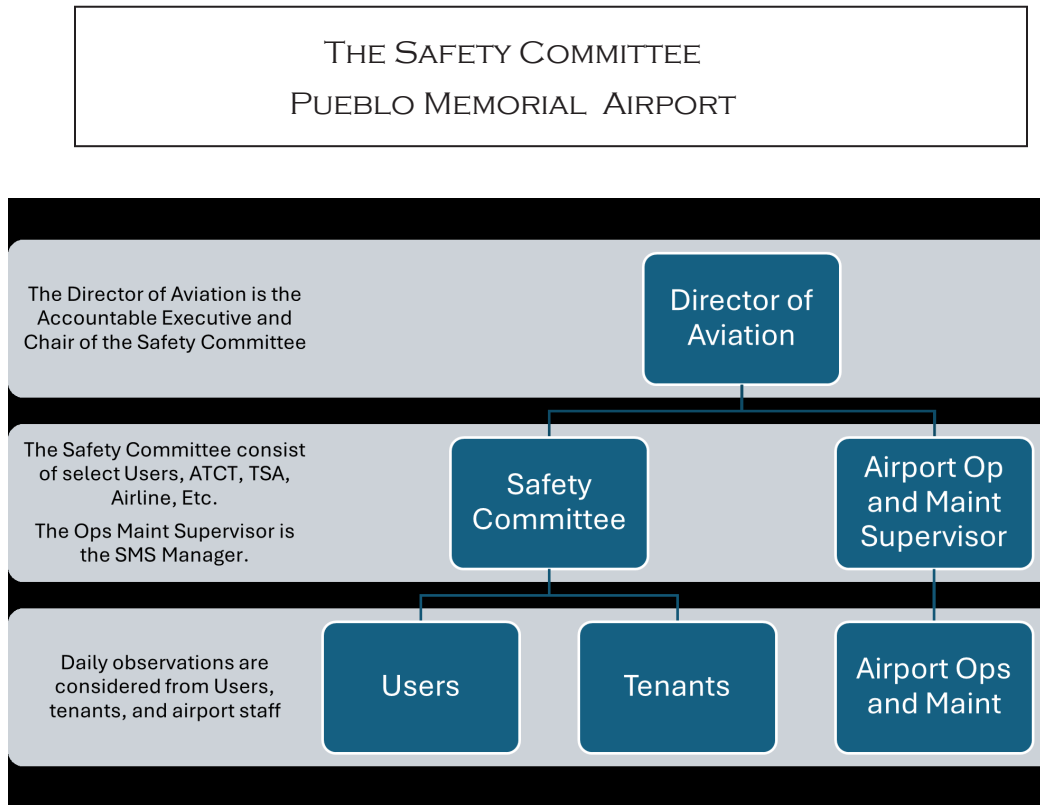
2.2 Safety Policy Statement

Pueblo Memorial Airport is committed to ensuring that safety is a top priority of management. As declared in the airport's Safety Policy Statement (See Appendix 2), the airport encourages confidential hazard reporting and commits itself to communicating safety issues and resolution of reported hazards. The Safety policy will be present on the website, and posted in the terminal. Additionally, the policy statement will be an added element of the Annual FAA recurrent training and Pueblo Memorial Airport annual badging procedures.

The Safety Policy Statement will be reviewed annually to ensure it remains current.

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2.3 Safety Organizational Structure



The Safety Committee is comprised of the Airport Director (Accountable Executive), Airport Operations and Maintenance Supervisor (SMS Manager), ATCT Manager, TSA representative, representatives from General Aviation, Commercial Service Providers and Airline(s) . The Accountable Executive chairs the Safety Committee.

2.4 Management Responsibility and Accountability for Safety Issues

Accountable Executive

The Accountable Executive for PUB is the Director of Aviation who, at the direction of the Mayor and City Council, ensures that the necessary assets and financial support are available for successful SMS development, implementation, operation, and continuous improvement.

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In carrying out those duties, the Director of Aviation is designated the Accountable Executive. The Accountable Executive is responsible for:

- Accepting and signing the Safety Policy Statement
- Providing adequate resources to ensure implementation and management of the SMS
- Providing leadership in safety related issues by actively participating in safety significant events
- Ensuring that all managers are aware of, and held accountable for their roles and responsibilities under the SMS
- Promoting and encouraging a positive safety culture within the airport
- Ensuring ongoing effectiveness of the SMS by facilitating, participating, or reviewing periodic reviews and evaluations
- Designating the airport's safety objectives
- Reviewing SMS related data provided by the SMS Manager
- Chair the SMS Safety Committee meetings

SMS Manager

The SMS Manager (PUB Airport Operations and Maintenance Supervisor) is responsible for the daily implementation, operation, and oversight of SMS related activities and initiatives.

In carrying out those duties, the SMS Manager is responsible for:

- Communicating duties and actions to staff
- Reviewing and implementing the SMS Manual
- Reporting and responding to any safety issues found during inspections, identified through the Safety Committee, or as received through User feedback.

Safety Committee

The Pueblo Memorial Airport establishes a Safety Committee may be comprised of representatives from: Airport Ops, ATCT, Airline, GA, Commercial Service Providers, community members, and chaired by the Accountable Executive. The Safety Committee meets at least annually, and can be a component of the Runway Safety Action Team meeting, as long as the Accountable Executive provides a separate agenda and sign in sheet. The Safety Committee is responsible for:

- Making safety recommendations to the Airport
- Establishing panel membership for complex Risk Assessments requiring stakeholder subject matter expertise
- Reviewing major accident and incident investigations for the airport since the past meeting
- Bring forth new policies, procedures or best practices, within their areas of expertise, which may be beneficial to airport users and operations.

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Maintenance Manager

At PUB, The Airport Operations and Maintenance Supervisor is the SMS Manager as well as the Maintenance Manager. Among the duties listed above, the Maintenance Manager will also be responsible for the review of daily inspections and will manage the work order process. Any SMS related work orders will be documented. General reflective examples of these will be presented to the committee at the annual meeting.

Risk Administrator

The Risk Administrator will be the Accountable Executive (Director of Aviation), who will routinely analyze potential risks and will, as necessary, take appropriate steps to mitigate. An update and summary of general reflective examples will be presented at the Safety Committee meeting.

Airport Administration

Airport administration will be the primary receiver of submitted reports, observations, and other safety notifications. Admin staff will receive emails, check terminal drop box and document voicemails. All SMS related reports will be conveyed to the SMS Manager for awareness.

2.5 PUB's Safety Objectives

To facilitate continuous emphasis on improving safety, Pueblo Memorial Airport establishes safety objectives. These objectives are quantitative and should reflect national and local safety goals.

The current objectives are attached in Appendix 3.

The Accountable Executive approves new safety objectives as recommended by the Safety Committee and the SMS Manager. Any revisions are communicated to airport employees and tenants and users. .

Section 3: Safety Risk Management

Pueblo Memorial Airport supports the proactive formal analysis of hazards as is key to Safety Risk Management (SRM) and SMS. SRM is defined as a formal process within SMS composed of describing the system, identifying hazards, analyzing, assessing, and mitigating risk.

Pueblo Memorial Airport is committed to establishing and maintaining hazard identification and analysis processes as are discussed in this section. No unacceptable risk, otherwise referred to as “High Risk”, is tolerated at the airport.

3.1 Hazard Identification

Hazards and safety issues are identified through the following means:

- Daily Self-Inspections
- Maintenance Logs
- Confidential Hazard Reporting System/User Feedback
- Annual RSAT Meetings

The SMS Manager is responsible for hazard intake and initial processing and determines whether further action under the airport’s SRM processes is required.

3.2 SRM Process

Pueblo Memorial Airport uses the 5-step process for hazard assessment which includes:

1. Describing the System
2. Identifying Hazards
3. Analyzing Risk
4. Assessing Risk
5. Mitigating Risk

The 5-step process is instituted for any operational change on the airport including changes in tenant operations within the movement and non-movement areas, and for changes in airfield infrastructure, including construction projects.. The 5-step process is used when safety trends are identified through Safety Assurance activities or hazards are identified through self-inspection, maintenance logs, management meetings, or reported through the Confidential Hazard Reporting System. The Accountable Executive has the authority to conduct hazard assessment for any other issue he or she deems necessary.

Hazard assessment takes two forms: hazard triage and integrated hazard assessment.

The Accountable Executive has the authority to conduct or delegate hazard triage. All identified hazards, trends, or operational changes already being implemented go through hazard triage which is when the Accountable Executive or their designee individually conducts the 5-step process to quickly determine if any hazards present unacceptable risk and require immediate mitigation.

For those complex changes to airfield infrastructure, or if identified hazards require a subject matter expertise from outside the airport, then an integrated hazard assessment is conducted. The Accountable Executive notifies the Safety Committee when an integrated hazard assessment is needed. The Accountable Executive may consult subject matter experts to identify a solution and or remedy. The Safety Committee will be notified and informed as needed.

Individuals or panels conducting hazard assessment use the following definitions and tables for analysis. No High Risk is accepted without mitigation. The Director of Aviation is informed of any hazard assessment that results in High Risk. Where mitigation is not possible, the Director of Aviation is responsible for approving the continued operation.

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SEVERITY LEVELS	
Catastrophic	Loss of aircraft, loss of structures, fatalities
Major	Damage to aircraft, structures, serious injuries
Minor	Slight damage, functional impairment, slight injuries
Minimal	Miniscule operating/personnel costs and damages

LIKELIHOOD LEVELS	
Frequent	Probability happening from a daily to weekly basis
Probable	Probability happening from a weekly to monthly basis
Remote	Probability happening on an annual basis
Improbable	Probability assumed unlikely to occur

Predictive Risk Matrix		LIKELIHOOD			
		Improbable	Remote	Probable	Frequent
S E V E R I T Y	Catastrophic			HIGH RISK	
	Major			MODERATE HIGH RISK	
	Minor		MEDIUM RISK		
	Minimal	LOW RISK			

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High Risk level occurrences are unacceptable and should be promptly mitigated to an acceptable level of safety.

Moderate-High level of occurrences, are generally unacceptable, but with the implementation of appropriate controls, the occurrence could become an acceptable risk.

Medium level of occurrences, are generally acceptable, providing the appropriate safety controls have been established.

Low level occurrences, pose little or no risk and have adequate levels of control established.

The Accountable Executive is responsible for acceptance of operations at any risk level.

3.3 Means for ensuring mitigations are effective

The Accountable Executive is responsible for reviewing data through the airport's Safety Assurance program to verify that mitigations required under SRM are having their desired effect. In those cases where data indicates mitigations are ineffective, the Accountable executive re-verifies the hazard assessment and for those in which the Safety Committee was involved, determines whether the Safety Committee needs to re-convene. Continued Stakeholder engagement will also determine if mitigation efforts are effective. Regardless of the risk level, all operations will be regularly monitored to verify safety risks are mitigated properly.

3.4 Documentation and Record Retention

All hazard assessments conducted either individually by the Accountable Executive (including subject matter experts), their designee, or by the Safety Committee, are documented using the Hazard Assessment Form (Appendix 4). Dissenting opinions or any additional narrative are included by attachment to the Form.

SRM related documents are retained electronically in the Airport Administration office and are available to stakeholders or the Safety Committee, as necessary, for the life of the change, operation, or as long as mitigations are being implemented.

Records are kept for 36 calendar months after a hazard risk analysis completion or 12 consecutive months after mitigation completion. Whichever is longest. (139.402(b)(3))

Section 4: Safety Assurance

Safety Assurance is a critical part of the SMS because it includes processes that help determine the effectiveness of SMS initiatives and institute a Confidential Hazard Reporting System. Safety Assurance is the process management functions that evaluate the continued effectiveness of implemented risk mitigation strategies; support the identification of new hazards; and function to systematically provide confidence that an organization meets or exceeds its safety objectives through continuous improvement.

4.1 Safety Performance Monitoring

The Accountable Executive is responsible for overseeing data collection and analysis to look for safety trends, identify new hazards, and verify compliance with SMS requirements. Data analysis also is used to verify performance with safety objectives.

Data is collected from the following sources:

- Daily Self-Inspection Reports
- Maintenance Logs
- Pueblo Memorial Airport website submittal portal.
- Additional documents such as Incident and Accident reports, NOTAM Reports, Work Order Logs, PIREP Reports, etc.

Safety evaluations are conducted annually or as necessary. Annual evaluations verify airport-wide compliance with all SMS requirements and report on safety performance as it relates to established safety objectives. In the event of a safety issues submitted through the website portal, the SMS evaluation procedure will be implemented and, at minimum, a digital work order will be generated through the established work order process.

Steps to evaluate safety related assurance include but are not limited to:

- Re-evaluating the issue through the Five Step SMS Evaluation process (Section 3.2)
- Confirmation feedback from users. (Follow-up of submitted report)
- Completed documentation of work order
- Schedule identified safety projects through annual CIP planning

4.2 Confidential Hazard Reporting System

Pueblo Memorial Airport encourages everyone who has access to the airfield to report any and all safety concerns, hazardous conditions, and incidents and accidents. Many incidents can be avoided if a concern is reported in a timely manner.

Employees and tenants have multiple ways to report safety concerns: by phone to airport administration (719)553-2760 or by email to Airport Admin: Airportsafety@pueblo.us. An email link will also be available through the airport's website SMS page at www.FlyPueblo.com. A copy of the Hazard Reporting Form is available in Appendix 5. Reporters can submit the form anonymously or include their name and contact information. Physical forms will be available in the airport terminal near the drop box. Instruction will also be found on the website SMS page.

PUB Admin staff are responsible for checking email daily (M-F during regular business hours) and forwarding any emails to the SMS Manager and Accountable Executive. Airport admin also relay any phone messages/reports to SMS manager or the Accountable Executive. The Accountable Executive and or the SMS Manager reviews the reports as necessary to identify immediate safety concerns requiring action through hazard triage or forwarding to the SMS Committee for panel review.

All reports or information will have the option to remain confidential and shared only to those responsible for mitigation. Any reply or feedback will be provided to the contact info provided (if applicable)

4.3 Reporting Safety Information

The SMS Manager reports directly to the Accountable Executive (Director of Aviation) regarding safety information. In the event of a reported risk deemed High or Moderately-high level, the Director will be contacted immediately.

On an annual basis, the Accountable Executive reports the following via presentation at the PUB SMS Safety Committee meeting:

- Number of hazard reports received with summary of status
- Summary and examples of safety related communications with tenants

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On a monthly basis, the Accountable Executive and or the SMS Manager reviews the following:

- Performance with safety objectives
- Status of ongoing mitigations required under SRM
- Status of SMS implementation

This review will assist and determine what if any changes are required of the SMS policies and procedures.

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Section 5: Safety Promotion

Safety Promotion means the combination of safety culture, training, and communication activities to support the implementation and operation of an SMS. At Pueblo Memorial Airport, employees have the resources necessary to carry out SMS initiatives including appropriate training. Further, airport management is committed to ensuring employees and tenants receive safety critical communications in a timely manner.

5.1 Training

At Minimum, all PUB employees responsible for SMS implementation and oversight receive specific SMS training upon initial hire and on an annual recurring basis. Safety committee members will receive initial and recurring training. Committee members and airport staff with SMS duties will receive recurrent SMS training, which includes a review of the SMS manual, SRA duties, risk matrix usage etc. Tenants and those with AOA access will receive SMS awareness/orientation that will inform them of the SMS program, how to report safety hazards, what their responsibilities are and where to find SMS information. All documentation will be available in the airport administration office, for the last 24 consecutive calendar months. The SMS Manager or AE is responsible for developing, implementing and updating the training curriculum.

5.2 Communication

Pueblo Memorial Airport is committed to open and continuous communication of safety critical issues. PUB will:

- Ensure all persons authorized to access the airport are aware of the SMS and their specific roles and responsibilities, through annual badging process, training and email/public notifications.
- Convey critical safety information with email/public notifications or other stakeholder engagement.
- Provide feedback to individuals using the airport's safety reporting system follow-up procedures.
- Disseminate safety lessons learned to relevant airport employees and or stakeholders.

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Appendix 1: Definitions and Acronyms

Appendix 2: Safety Policy Statement

Appendix 3: Safety Objectives

Appendix 4: Hazard Assessment Form

Appendix 5: Hazard Reporting Form

Appendix 1: Definitions and Acronyms

Definitions

Accountable Executive – An individual designated by the certificate holder to act on its behalf for the implementation and maintenance of the airport's Safety Management System. The Accountable Executive has control of the certificate holder's human and financial resources for airport operations conducted under an Airport Operating Certificate. The Accountable Executive has ultimate responsibility to the FAA, on behalf of the certificate holder, for the safety performance of operations conducted under the certificate holder's Airport Operating Certificate.

Accident – An unplanned event or series of events that results in death, injury, damage to, or loss of equipment or property.

Airport Safety Management System – An integrated collection of processes and procedures that ensures a formalized and proactive approach to system safety through risk management.

Common Cause Failure – A failure that occurs when a single fault results in the corresponding failure of multiple system components or functions.

Control – Anything that mitigates the risk of a hazard's effect. Same as a safety requirement. All controls should be written in requirements language. There are three types of controls:

- Validated: Unambiguous, correct, complete, and verifiable.
- Verified: Objectively determined to meet the design solution.
- Recommended: Have the potential to mitigate a hazard or risk but are not yet validated as part of the system or its requirements.

Credible – Refers to a specific system state and sequence of events supported by data and expert opinion that clearly describes the outcome. It implies that it is reasonable to expect the assumed combination of extreme conditions will occur within the operational lifetime of the system.

Gap Analysis – A comparison between existing systems, processes, or procedures and SMS requirements.

Hazard – A condition that could foreseeably cause or contribute to: (1) injury, illness, death, damage to or loss of system, equipment, or property, or (2) an aircraft accident as defined in 49 CFR 830.2.

Hazard Assessment – A systematic, comprehensive evaluation of a change, operation, system, or safety issue.

Incident – An occurrence other than an accident, which affects or could affect the safety of airport operations.

Likelihood – The estimated probability or frequency, in quantitative or qualitative terms, of a hazard's effect.

Movement Area – The runways, taxiways, and other areas of an airport that are used for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas.

Non-movement Area – The area, other than that described as the movement area, used for the loading, unloading, parking, and movement of aircraft on the airside of the airport (including ramps, apron areas, and on-airport fuel farms).

Risk – The composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Analysis – The process whereby a hazard is characterized for its likelihood and the severity of its effect or harm. Risk analysis can be either quantitative or qualitative analysis; however, the inability to quantify or the lack of historical data on a particular hazard does not preclude the need for analysis.

Risk Mitigation – Any action taken to reduce the risk of a hazard's effect.

Safety Assurance – The process within SMS that functions systematically to ensure that performance and effectiveness of risk controls or mitigations and that the organization meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Evaluation – Procedures to monitor performance with safety objectives, SMS requirements, or initiatives.

Safety Issue – A concern of a condition that has an undesirable safety effect or outcome that may not rise to the level of a Hazard.

Safety Objectives – A measurable goal or desirable outcome related to safety.

Safety Policy – The certificate holder's documented commitment to safety, which defines its safety objectives and the accountabilities and responsibilities of its employees in regards to safety.

Safety Promotion – The combination of training and communication of safety information to support the implementation and operation of an SMS in an organization.

Safety Risk Management (SRM) – A process within the SMS composed of describing the system, identifying the hazards, and analyzing, assessing, and controlling or mitigating the risk.

Severity – The consequence or impact of a hazard's effect or outcome in terms of degree of loss or harm. Severity is determined by the worst credible outcome.

Single Point Failure – A failure of an item that would result in the failure of the system and is not compensated for by redundancy or an alternative operational procedure.

System – An integrated set of constituent pieces that are combined in an operational or support environment to meet a defined objective. These pieces include people, equipment, information, procedures, facilities, services, and other support services.

System State – An expression of the various conditions, characterized by quantities or qualities, in which a system can exist.

Validation – The process of proving the functions, procedures, controls, and safety standards are correct and the right system is being built (that is, the requirements are unambiguous, correct, complete, and verifiable).

Acronyms

AAS – Airport Safety and Standards

AC – Advisory Circular

ACM – Airport Certification Manual

ACRP – Airport Cooperative Research Program

ARFF – Aircraft Rescue and Fire Fighting

FBO – Fixed-base Operator

FOD – Foreign Object Damage or Foreign Object Debris

FOIA – Freedom of Information Act

GIS – Geographical Information Systems

ICAO – International Civil Aviation Organization

RA – Risk Assessment

SMS – Safety Management System

SRA – Safety Risk Assessment

SRM – Safety Risk Management

Appendix 2: Safety Policy Statement

Pueblo Memorial Airport

31201 Bryan Circle
Pueblo, CO 81001
July 1, 2026

Pueblo Memorial Airport is committed to the implementation of a Safety Management System (SMS) that enables management, employees, airlines, tenants, and other business partners to operate in a safe environment.

In accordance with our mission to serve our community through exceptional service and safety, we are dedicated to implementing an SMS program that creates an environment that minimizes exposure to hazards and risks, expects continuous safety improvement, and encourages the confidential reporting of any safety-related information.

We will ensure that necessary policy direction and resources are available to enable the success of the SMS, compliance with standards and regulations, and enhanced operational safety.

Safety is the responsibility of everyone, and the participation of airport staff and tenant/users is paramount to the success of the SMS. Our commitment is to continuously promote a safety culture across all airport operations that recognizes the importance of safety in our daily activities and the value of an effective SMS.



Greg Pedroza

Director of Aviation

Pueblo Memorial Airport

Appendix 3: Safety Objectives

Objective 1: 9Ω°†°\$ ú\$Ω†Ωúσ Ξσ\$σσ †ΩŚ sú†Ξ'†ŮPŚ\$σσ

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Objective 3: Reduce the number of vehicle/pedestrian deviations annually.

- **Objective:** Continue to reduce the number of VPDs annually.
 - **Goal 3.1:** Update and revise the Airport Drivers Manual as necessary and provide a copy to all tenants, users and employees who drive on the airfield.

Objective 4: Reduce the number of pilot reported "obstructed signage" observations.

- **Objective:** Maintain grass and vegetation in movement areas to prevent signage from becoming obscured.
 - **Goal 4.1:** Implement a mowing schedule to prioritize light lanes and signage areas.
 - **Goal 4.2:** Document and prioritize any areas that receive a pilot reported obscured light or sign. Record and evaluate from year to year.

Appendix 4: Hazard Assessment Form

SGF Safety Risk Hazard Analysis Worksheet

Date:

A. Analysis

HAZARD	
Description of the hazard:	
System state/existing controls:	

POSSIBLE CONSEQUENCES																																						
Description of the possible consequences (accident/incidents):																																						
Description of contributing factors:																																						
Probability of the possible consequences: ☐ Improbable (not likely at all that an accident/incident could happen under any circumstances) ☐ Remote (accident not expected to happen under normal circumstances) ☐ Probable (might or could occur at some time in the future) ☐ Frequent (will probably occur frequently in the future, or has occurred frequently in the past)																																						
Severity of the possible consequences ☐ Minimal (miniscule operating/personnel costs and damages) ☐ Minor (slight damage, functional impairment, or minor injuries) ☐ Major (damage to aircraft, structures, or serious injuries) ☐ Catastrophic (loss of aircraft, structures, or fatalities)																																						
Current/initial risk of possible consequences: ☐ Low risk ☐ Medium risk ☐ Moderate risk ☐ High risk	<table border="1" style="width: 100%; text-align: center; font-size: 0.8em;"> <tr> <th colspan="2" rowspan="2">Predictive Risk Matrix</th> <th colspan="4">LIKELIHOOD</th> </tr> <tr> <th>Improbable</th> <th>Remote</th> <th>Probable</th> <th>Frequent</th> </tr> <tr> <th rowspan="4" style="writing-mode: vertical-rl; transform: rotate(180deg);">SEVERITY</th> <th>Catastrophic</th> <td style="background-color: yellow;"></td> <td style="background-color: orange;"></td> <td colspan="2" style="background-color: red; color: white;">HIGH RISK</td> </tr> <tr> <th>Major</th> <td style="background-color: yellow;"></td> <td style="background-color: orange;"></td> <td colspan="2" style="background-color: red; color: white;">MODERATE HIGH RISK</td> </tr> <tr> <th>Minor</th> <td style="background-color: lightgreen;"></td> <td colspan="2" style="background-color: yellow;"></td> <td style="background-color: yellow;"></td> </tr> <tr> <th>Minimal</th> <td colspan="2" style="background-color: lightgreen;"></td> <td style="background-color: lightgreen;"></td> <td style="background-color: lightgreen;"></td> </tr> <tr> <td colspan="2"></td> <td colspan="4" style="background-color: lightgreen; color: green;">LOW RISK</td> </tr> </table>	Predictive Risk Matrix		LIKELIHOOD				Improbable	Remote	Probable	Frequent	SEVERITY	Catastrophic			HIGH RISK		Major			MODERATE HIGH RISK		Minor					Minimal							LOW RISK			
Predictive Risk Matrix				LIKELIHOOD																																		
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	Minimal																																					
		LOW RISK																																				

MITIGATION MEASURES	
Identify mitigation measures (corrective action):	
Responsibility for implementation:	Expected completion date:

Name of person completing hazard analysis:	Signature:	Date:
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B. Follow-up on corrective action

Was the corrective action effective in addressing the hazards? ☐ Yes ☐ No If no, identify new corrective action plan:	Name: Date: Signature:
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Appendix 5: Hazard Reporting Form

Confidential Hazard/Incident/Accident Reporting Form

This form should be used to report any airport hazard that has caused or could cause an accident or incident. Please complete this form with as much detail as possible, and place into the drop box in the Airport terminal labeled "Safety Form Drop Box". For urgent matters, please call Airport Operations at (719) 320-2710.

HAZARD OR EVENT DESCRIPTION

(To be completed by person reporting the event)

Date: ____ / ____ / ____

Time: ____ AM / PM

Location: _____

Description:

Witnesses: _____

Reporter Name (confidential): _____

Reporter Position (optional): _____

Contact Number/Email Address: _____