

## COMMON SIR MISTAKES

\*\*\*\*SAS recommends using Ariel Font and lower case for all WAMHRS products\*\*\*\*

1. Look at all parties named for corrective actions: are they listed in the Endorsers tab/section of WAMHRS?
2. There should be no “TBD”s in an SIR. The SIR is the final version of the report as far as the AMB is concerned.
3. Did you define all T/M/S specific terms for non-aviator endorsers who will need to understand the message?
  - a. Abbreviations: the convention with Naval Messages is to **spell out an abbreviation the first time it is used in the context of a message**, with abbreviations used after that.
  - b. Don’t assume model-specific abbreviations are going to be commonly used outside your unit – you have an endorsing chain, likely that includes non-aviators or aviators from other type-model-series that will need to be able to readily understand the SIR text.
4. Lines of evidence:
  - a. Facts partially obtained from privileged sources make those lines of evidence privileged. Are they labeled as such w/ “(P)” before line of evidence?
  - b. Do all lines of evidence cite the source of the information they contain? (i.e. “MP stated ...”, “EI indicated...” etc.)
  - c. Any conclusions the AMB has drawn from review of evidence should be labeled as “AMB determined that” or something along those lines, and will be a privileged line of evidence.
  - d. Lines of evidence should be in an order, either chronologically or by causal factor. (Or something sensible to the reader).
5. Privileged Mishap Analysis:
  - a. Reserved for the Flight Surgeon.
  - b. Aeromedical Analysis goes here.
6. Factors:
  - a. **EVERY LINE IN AN ANALYSIS PARAGRAPH SHOULD BE BACKED UP BY A LINE OF EVIDENCE**, unless discussing AMB deliberations. AMB deliberations belong here.
  - b. All accepted causal factors
    - i. Should be organized in either chronological order or an order sensible to the reader. (Should build on one another as the report progresses).
    - ii. Shall have only 1 Act or Supervision or Organizational Influence as starting point for Human Factors tier entry. (one “WHO” did “WHAT”)
    - iii. Shall have 1 COMPONENT, 1 MODE, (multiple AGENTs if applicable)
      1. AMB will not actually enter a COMPONENT into WAMHRS. This will be done manually by NSC after endorsement process.
7. Recommendations
  - a. List from senior to junior commands
  - b. Be SPECIFIC with recommendations on WHO will fix precisely WHAT and WHEN you want it done.
  - c. Ensure you put your unit on the hook to assess at a later date whether the enacted recommendations have effectively fixed the problem.

- d. Include your squadron for recommendations. This shows command involvement on aspects they you can influence at your level. Either you do it or risk having your endorser's direct action for you.
- e. Do your recommendations consider implications of your causal factors outside your community? (Training pipeline, NAVAIR, maintenance documentation)
- f. Not sure how to word a recommendation? Call the Safety Officer for the command with action assigned and have them help word the recommendations.

8. HFACS

- a. Need an INDIVIDUAL and ACT combination for each Human Factor
- b. Human Factor "NANO code" not inserted into analysis paragraph
- c. Need to list all HFACS: PRECONDITION, SUPERVISION, and ORGANIZATIONAL INFLUENCE – leave blank in WAMHRS if none.