JADTEU Ver 12.0

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| **AIR WARFARE CENTRE – TASK INITIATION FORM** |

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| **Date submitted** | **TUM** | **ATAG** | **TI** |
| date |  |  |  |

**SECTION 1 – TASK REQUIREMENT**

**(Sponsor to complete Sections 1 and 4 and forward to** [AWC-TestEvalCell@mod.gov.uk](mailto:AWC-TestEvalCell@mod.gov.uk) **)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **TIF Number (office use only)** | **Task Name (office use only)** | | | | | **Classification of report** | |
|  | 3-4 words to describe task. | | | | | Choose an item. | |
| **Platform(s)** | **Location(s)** | | | | | **Lead Unit** | |
| Enter platforms | Choose or type location | | | | | Choose an item. | |
| **TEC Desk Officer (office use only)** |  | | | | | **Provisional Risk:** | |
| Choose an item. |  | | | | | **AWC 6 x 4** |  |
| **TASK OUTLINE & REQUIREMENT OVERVIEW** | | | | | | | |
| Click here to enter text. | | | | | | | |
| **Details of Equipment (include dates of availability):** | | | Click here to enter text. | | | | |
| **Clearance required** | | | | | | | |
| Choose an item. | | | | | | | |
| Choose an item. | | | | | | | |
| Choose an item. | | | | | | | |
| Choose an item. | | | | | | | |
|  | | | | | | | |
| **Publication Reference** | | | **Publication Affected** | | | | |
|  | | | Choose an item. | | | | |
| **TASK SPONSOR** | | | | | | | |
| **Name:** | Name | | | | | | |
| **Rank:** | Rank or grade. | | | | | | |
| **Position:** | Enter position or role | | | | | | |
| **Tel:** | Enter tel | **Email:** | | Enter email address. | | | |
| **External Stakeholders:** |  | | | | | | |
| **Priority** | **Date Availability of Equipment (to be confirmed at Start Up Meeting)** | | | | | | |
| Choose an item. |  | | | | | | |
| **Customer** | **Deliverable** | | | | | | |
| Enter your organisation | Choose an item. | | | | | | |
| **Airworthiness** | **Ac Allotment** | | | | **Related Requirement:** | | |
| Choose an item. |  | | | |  | | |
| **Aim:** |  | | | | | | |
| **Objectives:** |  | | | | | | |
| **URD Validation:** |  | | | | | | |
| **Ethics:** Is the task subject to JSP536 – Ethical Conduct and Scrutiny in MOD Research Involving Human Participants? *(JSP536 para 8 refers)*  ***If YES, then provide detail in a supporting paper to this TIF.*** | | | | | | Choose an item. | |

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| **Duty of Care Form Required** |  | **Date Raised** |  |
| **Comments:** | | | |
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| **Is this a task? If yes (approval of Sqn Cdr) then inform TCC. TIF closed; otherwise please complete sections below (office use only)** |  |

**SECTION 2 – CATEGORISATION OF TRIAL**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DDH** |  |  |  | |  |  |  |
| **CTP referral (if not DDH)** |  | **Date:** | |  | | **Decision:** |  |
| **ODH** |  |  | | | | | |
| **ODH referral** | | **Date:** | |  | | **Decision:** |  |
| **Comments:** | | | | | | | |
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| **CAT 1 TRIAL** | **Trial Instruction** | | **Trial Report** | | **ATAG Risk Assessment** | |
|  | **Date:** |  | **Date:** |  | **MAA 4 x 4** |  |
| **Comments:** | | | | | | |
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| **CAT 2 TRIAL** | **Sqn Cdr Approval** |  | **Wg Cdr Dev Approval** |
| **Date:** |  | **Date:** |  |
| **Comments:** | | | |
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**SECTION 3 - PLANNING**

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| **TASK PLANNING** |
| **Technical Understanding Meeting:** *(Date conducted and stakeholders involved, including OA and lead delivery unit)* |
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| **Previous Related Activity:** *(if applicable)* |
|  |
| **Lessons Identified:** *(if applicable* |
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| **Provisional Strategy:** *(Delivery route, lead agency/POC and whether any new clearances are required to conduct the activity.)* |
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| **Resources:** *(segregated /restricted airspace, chase aircraft, unusual support, external contractor requirements, etc)* |
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| **Flying Hours:** *(State whether required hours are within Unit allocations. If not, detail additional cost and how it is to be met)* |
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| **Range Hours:** *(State Range to be used, estimated cost and justification if outside MOD or LTPA provision)* |
|  |
| **Expendables:** *(State Expendables to be used (if US, include FMS detail), estimated cost and how it is to be met)* |
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| **External Support:** |
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| **Dependencies:** *(Any Op considerations / interaction with other trials / location / Trial Dependencies)* |
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| **Delivery Responsibility:** *(Provide role and contact details of key task enablers, including overall task lead.)* |
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| **Required Competencies:** *Test pilot, Experience in role; recent specific Op experience required etc.)* |
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| **DOCUMENTATION REQUIREMENTS** | | | | | | | | |
| **Pre-Trial Documents:** | | | | | | | | |
|  | **Stage 1** | | | | **Stage 2** | | **Stage 3** | |
|  | **Responsible Officer \* (RO):** | **Due date:** | | | **RO** | **Due date:** | **RO** | **Due date:** |
| **TC** |  |  | | |  | | | |
| **TI** |  |  | | |  |  |  |  |
| **TRA** |  |  | | |  |  |  |  |
| **Reporting:** | | | | | | | | |
|  | **Stage 1** | | | **Stage 2** | | | **Stage 3** | |
|  | **RO:** | | **Due date:** | **RO** | | **Due date:** | **RO** | **Due date:** |
| **TR** |  | |  |  | |  |  |  |
| **Other** |  | |  |  | |  |  |  |
| **\* Individual responsible for signing-off that Stage of staffing. TMOs are responsible for all aspects of Stage 1 distribution. TCC (SO Output Dev) controls Stage 2 & 3 process.** | | | | | | | | |

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| **FINANCE** | | |
| **ROM Cost:** | **Financial Responsibility:** | **Fund Tx date** *(if required)***:** |
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| **Approval:** | **Date:** | **Funding Achieved** |
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**SECTION 4 – SPONSOR AGREEMENT**

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| **SPONSOR AGREEMENT** |  | | |
| **Name** |  | **Date:** |  |
| **Comments:** | | | |
| **This TIF reflects the Aims and Objectives of the Trial and I have the budget authority to enable this trial to go forward.** | | | |

**SECTION 5 – SAFETY AND ASSURANCE**

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| **SAFETY AND ASSURANCE** |
| **Trials Risk and Mitigations:** *(Use judgment and the guidance from Section 6 to list potential Hazardous conditions and present the key Consideration and mitigation.* *If appropriate, state ‘Nothing Above Normal Service Risk’).* |
| |  |  |  |  | | --- | --- | --- | --- | | Hazard | Considerations | Mitigation | Residual Risk | |  |  |  |  | |  |  |  |  |   Consolodated Risk:  ODH Referral Recommendation *(from Section 6)*:  No ODH action required/Inform ODH/Seek ODH agreement \*  *\* Delete as appropriate* |

**SECTION 6 - ATAG**

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| **ATAG DECISIONS** | |
| **Board Composition** |  |
| **Strategy:** |  |
| **Requirements:** |  |
| **Conditions:** |  |
| **Notes:** |  |
| **Provisional Estimated Risk Categorization:** |  |
| **ODH Referral:** |  |
| **Approval to Proceed to Detailed Planning:** |  |
| **ATAG Status:** |  |
| **Date:** |  |

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| **Defence Aviation Hazard Risk Matrix (DAHRM)** |
| The AWC assessment of risk is based upon the likelihood of a hazard occurring during the trial whereas The MAA 4x4 risk assessment looks at a likelihood over 10 years. A full definition of risk is found in the MAA RA 1210. There is no direct translation between AWC and MAA risk matrices; however an assessment of both AWC and MAA risk categorisations should always be conducted.   |  |  |  |  | | --- | --- | --- | --- | | **Catastrophic** | **Critical** | **Major** | **Minor** | | Three or more fatalities of MOD employees | One or two fatalities of MOD employees engaged in the activity in question. A large number of major injuries must also be included in this category | Major injuries to any person. A large number of reportable injuries must also be included in this category | Reportable injuries of any person. |   Table 1: MAA Hazard severity   |  |  |  |  | | --- | --- | --- | --- | | **Frequent** | **Occasional** | **Remote** | **Improbable** | | Likely to occur at least several times a year | Likely to occur one or more times per year | Likely to occur one or more times in 10 years | Unlikely to occur in 10 years |   Table 2: MAA Hazard likelihood   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Minor** | **Major** | **Critical** | **Catastrophic** | | **Frequent** | **MEDIUM (ODH)** | **HIGH (ODH)** | **VERY HIGH (SDH)** | **VERY HIGH (SDH)** | | **Occasional** | **LOW (DDH)** | **MEDIUM (ODH)** | **HIGH (ODH)** | **VERY HIGH (SDH)** | | **Remote** | **LOW (DDH)** | **LOW (DDH)** | **MEDIUM (ODH)** | **HIGH (ODH)** | | **Improbable** | **LOW (DDH)** | **LOW (DDH)** | **LOW (DDH)** | **MEDIUM (ODH)** |   Table 3: MAA 4 x 4 DAHRM |

**ENCLOSURE 1 – RISK ASSESSMENT**

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| **RISK ASSESSMENT** |
| For a provisional assessment of AWC Trials Risk, the residual risk, post any mitigation should be considered. Identify the likely Severity of an occurrence, using Table 4 below, against the likely Probability of an occurrence, using Table 5. This will give a Classification from Table 6. This Classification is to be recorded in the Residual Risk column of the Hazard table at Part 4 in the form: CLASSIFICATION (*Severity/Probability*), *eg*, LOW (Critical/Incredible).   |  |  |  |  | | --- | --- | --- | --- | | **Catastrophic** | **Critical** | **Marginal** | **Negligible** | | Loss of life, loss of vehicle or aircraft | Major damage or severe injury | Minor damage or injury | Less than minor damage or injury |   Table 4: AWC hazard severity   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Frequent** | **Probable** | **Occasional** | **Remote** | **Improbable** | **Incredible** | | Will occur often during the trial | Will occur several times during the trial | Will occur some time during the trial | Will possibly occur during the trial | Unlikely to occur during the trial | Extremely unlikely to occur at all during the trial |   Table 5: AWC hazard likelihood   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Negligible** | **Marginal** | **Critical** | **Catastrophic** | | **Frequent** | **HIGH** | **INTOLERABLE** | **INTOLERABLE** | **INTOLERABLE** | | **Probable** | **MEDIUM** | **HIGH** | **INTOLERABLE** | **INTOLERABLE** | | **Occasional** | **MEDIUM** | **MEDIUM** | **HIGH** | **INTOLERABLE** | | **Remote** | **LOW** | **MEDIUM** | **MEDIUM** | **HIGH** | | **Improbable** | **LOW** | **LOW** | **MEDIUM** | **MEDIUM** | | **Incredible** | **LOW** | **LOW** | **LOW** | **LOW** |   Table 6: AWC 6 x 4 trials risk matrix   |  |  | | --- | --- | | **Decision (words for ATAG Approval)** | **Meaning** | | No ODH action required | RTL low, RTE low/medium, no unusual activities or deployments, plenty of ATEC/AWC precedent, no need to inform ODH other than through routine provision of stats | | Inform ODH | RTL medium, some unusual aspects or complication, complex trial organisation, Inform ODH specifically before the activity starts | | Seek ODH agreement | RTL medium or high, novel techniques or arrangements, unusual pressure or profile. Seek ODH approval before starting |   Table 7: ODH involvement  Following consideration of the risks and hazards, the ATAG will assess, employing Table 7 above, whether the ODH, or SDH, needs to be notified of the intended activity in order to accept a higher level of risk, for a hazard that has not previously been accepted, than can be accepted by the DDH. Therefore, **the TMO should come back to the ATAG if something has materially changed during detailed planning which may affect the perceived risk or hazard and thus affect the clearance given at ATAG.** |