

ARGUS Confidential Safety Reporting Form

Please read the following and complete the questionnaire below. Your name and contact information will be permanently deleted after all necessary information has been received, confirmed and the matter has been considered closed.

What is the ARGUS Program?

The ARGUS Program is a confidential reporting system that you can use to report concerns about latent safety hazards. Latent safety hazards are potential problems that may lie dormant in any aspect of the company's structure, policies, procedures and practices, without having yet resulted in an accident, incident or other safety infraction.

These potential problems are usually apparent to the people closest to a situation. Sometimes they result from an unforeseen interaction of policies, practices and procedures. You may find a latent safety hazard in, for example, the quality of purchased equipment, the time it takes to deliver a specific service, or a common procedure that should be changed.

What should I do if I have a safety concern?

First, report your safety concern to your immediate supervisor. If you are not satisfied with the response, report your concern to the ARGUS Program using this questionnaire.

The ARGUS Program does not replace other established reporting processes. Do not use ARGUS to report:

- Illegal activity - report to your immediate supervisor and/or the police.
- ATS operating irregularities - report to your immediate supervisor.
- Violations of aviation regulations - Daily Aviation occurrence reporting mechanism.
- Environmental concerns - report to NAV CANADA regional environmental personnel.
- Occupational Safety and Health (OSH) concerns - report to the local OSH Committee.

Confidential when complete

PLEASE NOTE: This questionnaire is confidential when complete, not anonymous. We may call you for more information if necessary, so be sure to include your work and home telephone numbers.

Additionally, if you would like copies of the correspondence associated with your submission, provide your home address including postal code and it will be sent to you via a courier. Otherwise, contact the Manager, Operational Safety Analysis at the number below, between 4 and 6 weeks after the submission date for feedback. Your identity will be protected.

Although anonymous reports will not be rejected, we may not be able to substantiate a safety concern without complete information.

How to submit a report

Please complete all appropriate fields of the form and send it to the ARGUS Program Administrator:

- by fax to (613) 563-4126; or
- by surface mail to,

NAV CANADA
ARGUS Program Administrator (OSQM)
77 Metcalfe Street, 11th Floor
Ottawa, ON K1P 5L6

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5. Please explain why you believe this is a safety concern.

Reason:

6. Has this problem been reported previously, that you are aware of?

YES ☐ If Yes, please go to Q7; NO ☐ If No, go to Q9

7. Are you aware of any changes that were made to the area of concern as a result of the reporting of this problem previously?

YES ☐ If Yes, please go to Q8; NO ☐ If No, go to Q9

8. Please explain the changes.

Explanation:

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9. Optional: Please use this space to identify a possible solution to the problem you identified.

Possible Solution:

10. Would you like for this submission to remain confidential?

YES ☐

NO ☐