

# 305TH AIR MOBILITY WING PRELIMINARY MISHAP REPORT

FOR OFFICIAL USE ONLY WHEN FILLED IN

SEE REVERSE FOR INSTRUCTIONS

## PERSONNEL DATA

1. MISHAP DATE	2. MISHAP TIME	3. NAME (Last, First MI)		4. RANK	5. AFSC	6. AGE	7. SEX
8. UNIT	9. OFFICE SYMBOL	10. DUTY PHONE	11. DUTY STATUS (CHECK ONE) ON DUTY <input type="checkbox"/> OFF DUTY <input type="checkbox"/>		12. MISHAP LOCATION (CHECK ONE) ON BASE <input type="checkbox"/> OFF BASE <input type="checkbox"/>		
13. JOB/TASK OR ACTIVITY		14. DESCRIPTION OF INJURY		15. WORKDAYS LOST HOSPITAL                      QUARTERS			

## VEHICLE/EQUIPMENT DATA

16. MANUFACTURER	17. MAKE/MODEL	18. LIC/REG/SERIAL/TAIL NUMBER	19. YEAR	20. USAF PROPERTY YES <input type="checkbox"/> NO <input type="checkbox"/>		21. DESCRIPTION
22. PPE USED YES <input type="checkbox"/> NO <input type="checkbox"/>		23. PPE TYPE	24. DAMAGE DESCRIPTION		25. REPAIR HOURS	26. MATERIAL COST

## SYNOPSIS

27. DESCRIPTION OF EVENTS THAT RESULTED IN MISHAP (Continue on reverse if necessary)

28. CORRECTIVE ACTION TAKEN TO PREVENT RECURRENCE

## CERTIFICATION

29. SUPERVISOR'S NAME	30. RANK	31. DUTY PHONE	32. UNIT SAFETY REVIEW	33. UNIT COMMANDER'S SIGNATURE
WING SAFETY USE ONLY				
34. DATE RECEIVED	35. REVIEWING PERSON		36. PTLF NUMBER	37. NOTES/MEMO

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

INSTRUCTIONS FOR COMPLETING PRELIMINARY MISHAP REPORT

PERSONNEL DATA

1. DATE MISHAP OCCURRED.
2. TIME MISHAP OCCURED. IF UNKNOWN, PROVIDE ESTIMATED TIME.
3. SELF-EXPLANATORY. IF MORE THAN ONE PERSON WAS INVOLVED IN THE MISHAP, USE ADDITIONAL FORMS
4. MILITARY RANK OR CIVILIAN PAY GRADE.
5. MILITARY AFSC OR CIVILIAN JOB SERIES NUMBER.
6. AGE OF PERSON INJURED/INVOLVED AT THE TIME OF THE MISHAP
7. INDICATE M (MALE) OR F (FEMALE).
9. UNIT TO WHICH INDIVIDUAL WAS ASSIGNED AT THE TIME OF THE MISHAP.
10. DUTY PHONE OF THE INDIVIDUAL BEING REPORTED.
12. CIRCLE ON BASE OR OFF BASE AND INDICATE THE SPECIFIC LOCATION (BLDG 1234, CES CARPENTER SHOP, HIGHWAY 38 NEAR MT HOLLY, ETC.)
13. INDICATED JOB TASK OR ACTIVITY IN WHICH THE PERSON WAS INVOLVED AT THE TIME OF OF THE MISHAP (OPERATING TABLE SAW, PLAYING BASEBALL, ETC.)
14. DESCRIBE SPECIFIC INJURY AND PART OF BODY INJURED (FRACTURED LEFT LEG, LACERATED RIGHT INDEX FINGER, ETC.)
15. INDICATE NUMBER OF DAYS HOSPITALIZED OR PLACED ON QUARTERS IN THE APPROPRIATE SPACE.

VEHICLE EQUIPMENT DATA

16. INDICATE MANUFACTURER OF VEHICLE OR EQUIPMENT (FORD, BLACK & DECKER, BOEING, ETC.)
17. INDICATE MAKE OR MODEL OF VEHICLE OR (BRONCO, B-4, C-141, ETC.)
18. INDICATE THE LICENSE NUMBER FOR POVS REG NUMBER FOR AF MOTOR VEHICLES, SERIAL NUMBER FOR EQUIPMENT, AND TAIL NUMBER FOR AIRCRAFT.
19. SELF-EXPLANATORY
20. SELF-EXPLANATORY
21. DESCRIBE VEHICLE OR EQUIPMENT (4-DOOR SEDAN, MAINTENANCE STAND, DRILL PRESS, ETC.)
22. INDICATE WHETHER PERSONAL PROTECTIVE EQUIPMENT (PPE) WAS USED FOR THE TASK ACTIVITY PERFORMED.
23. INDICATE THE TYPE OF PPE REQUIRED FOR THE TASK OR ACTIVITY (SEAT BELTS, STEEL-TOES SHOES, ETC.)
24. DESCRIBE THE DAMAGE TO THE VEHICLE OR EQUIPMENT (DENT TO FRONT LEFT QUARTER PANEL, PUNCTURED FUEL TANK, ETC.)
25. INDICATE MANHOURS REQUIRED TO REPAIR DAMAGED VEHICLES OR EQUIPMENT
26. INDICATE THE COST OF MATERIALS REQUIRED TO REPAIR DAMAGED VEHICLES OR EQUIPMENT.
27. DESCRIBE THE EVENTS THAT RESULTED IN THE MISHAP. EXPLAIN WHY THIS MISHAP OCCURRED.
28. STATE THE CORRECTIVE ACTION TAKEN BY SUPERVISORY OR HIGHER LEVEL WITHIN THE UNIT TO PERVENT FUTURE SIMILAR MISHAPS.
29. -31. SELF-EXPLANATORY

ITEM 27 (CONTINUED):