Safety Management System (SMS)
Confidential Reporting Form

This form should be used to report an accident or any existing or potentially hazardous behavior or condition identified at JAX.
Fax to **(904) 741-2442,** Email to **SMS@jaa.aero** or Mail to **SMS Administrator, 14201 Pecan Park Rd., Jacksonville, FL 32218** as soon as possible after the hazard has been identified.
You may also report safety hazards by calling **(904) 741-2020**.

Event Description

(To be completed by the person reporting the event)

Date				**Time**	□ AM	□ PM
Weather	□ Rain	□ Wind	□ T'Storm	□ Fog	□ Other:	
Visibility	□ Dawn	□ Daylight	□ Dusk	□ Night	□ Smoke	□ Dust
Type	□ Accident	□ Incident	□ Hazardous Condition		□ Hazardous Behavior	□ Other
Location (Vicinity)	□ Ramp	□ Conc. C	□ Ticketing	□ Air Cargo	□ FBO	□ AOCC
	□ Conc. A	□ Fuel Farm	□ Courtyard	□ Parking	□ Baggage	□ Other:
	□ Conc. B	□ Food Court	□ Taxiway	□ Restroom		
Items Involved in the Event	□ Aircraft	N#_____	□ Jet Bridge	Gate#_____	□ Automobile	Tag# _____
	□ Chair Lift	□ Door	□ Elevator	□ Stairs	□ Escalator	□ Moving Sidewalk
	□ Fuel truck	□ Wheelchair	□ Tow Bar	□ Air Stairs	□ Sweeper	□ Cargo Container
	□ Golf Cart	□ Lav Cart	□ HBS	□ Furniture	□ Transporter	□ Cargo Loader
	□ Tug	□ Baggage Cart			□ Other:	

Description (Please provide a detailed description of the event or hazard including specific location. Use Additional Paper if needed.)

Recommendations (Please provide any suggestions or recommendation to correct the issue or prevent recurrence.)

Optional Reporter Information*

Name	Organization/Position	
Address		
City	ST	ZIP
Phone	Alternate	
Email		

*Confidentiality Commitment

You may submit the form anonymously if you so choose. If you do provide your name, it will only be used by the SMS Administrator to enhance the understanding of the event with follow-up actions if applicable. Please be aware that, under Florida's very broad public records law, communication to and from the Jacksonville Aviation Authority is subject to public disclosure.