

ACTS
“Active Failures or Actions”

PERFORMANCE-BASED ERRORS (AE100): are factors that occur when a specific action is performed in a manner that leads to a mishap.

Unintended Operation of Equipment	AE101
Checklist Not Followed Correctly	AE102
Procedure Not Followed Correctly	AE103
Over-Controlled/Under-Controlled Aircraft/Vehicle	AE104
Breakdown in Visual Scan	AE105
Rushed or Delayed a Necessary Action	AE107

AE101 Unintended Operation of Equipment: is a factor when an individual’s movements inadvertently activate or deactivate equipment, controls or switches when there is no intent to operate the control or device. This action may be noticed or unnoticed by the individual.

AE102 Checklist Not Followed Correctly: is a factor when the individual, either through an act of commission or omission, makes a checklist error or fails to run an appropriate checklist.

AE103 Procedure Not Followed Correctly: is a factor when a procedure is performed incorrectly or accomplished in the wrong sequence.

AE104 Overcontrolled/Undercontrolled Aircraft/Vehicle/System: is a factor when an individual responds inappropriately to conditions by either over- or undercontrolling the aircraft/vehicle/system. The error may be a result of preconditions or a temporary failure of coordination.

AE105 Breakdown in Visual Scan: is a factor when the individual fails to effectively execute visual scan patterns.

AE107 Rushed or Delayed a Necessary Action: is a factor when an individual takes the necessary action as dictated by the situation but performs these actions too quickly or too slowly.

JUDGMENT & DECISION-MAKING ERRORS (AE200): are factors that occur when an individual proceeds as intended, yet the plan proves inadequate or inappropriate for the situation, e.g. "An honest mistake."

Inadequate Real-Time Risk Assessment	AE201
Failure to Prioritize Tasks Adequately	AE202
Ignored a Caution/Warning	AE205
Wrong Choice of Action During an Operation	AE206

AE201 Inadequate Real-Time Risk Assessment: is a factor when an individual fails to adequately evaluate the risks associated with a particular course of action and this faulty evaluation leads to inappropriate decision-making and subsequent unsafe situations.

AE202 Failure to Prioritize Tasks Adequately: is a factor when the individual does not organize, based on accepted prioritization techniques, the tasks needed to manage the immediate situation.

AE205 Ignored a Caution/Warning: is a factor when a caution or warning is perceived and understood by the individual but is ignored by the individual.

AE206 Wrong Choice of Action During an Operation: is a factor when the individual, through faulty logic or erroneous expectations, selects the wrong course of action.

VIOLATIONS (AV000): are factors when the individual *intentionally* breaks the rules and instructions. “*Violations are deliberate.*”

Performs Work-Around Violation	AV001
Commits Widespread/Routine Violation	AV002
Extreme Violation - Lack of Discipline	AV003

AV001 Performs Work-Around Violation: is a factor when the consequences/risk of violating published procedures was recognized, consciously assessed and honestly determined by the individual, crew or team to be the best course of action. Routine “work-arounds” and unofficial procedures that are accepted by the community as necessary for operations are also captured under this code.

AV002 Commits Widespread/Routine Violation: is a factor when a procedure or policy violation is systemic in a unit/setting and not based on a risk assessment for a specific situation. It needlessly commits the individual, team, or crew to an unsafe course-of-action. These violations may have leadership sanction and may not routinely result in disciplinary/administrative action. Habitual violations of a single individual or small group of individuals within a unit can constitute a routine/widespread violation if the violation was not routinely disciplined or was condoned by supervisors.

AV003 Extreme Violation – Lack of Discipline: is a factor when an individual, crew or team intentionally violates procedures or policies without cause or need. These violations are unusual or isolated to specific individuals rather than larger groups. There is no evidence of these violations being condoned by leadership. These violations may also be referred to as “exceptional violations.”