

Docket No. SA-530

Exhibit No. 10-L

NATIONAL TRANSPORTATION SAFETY BOARD

Washington, D.C.

Air Methods Corporation Safety Manual

Chapter 6

Accident, Incident, Damage, Malfunction, Operations Report (AIDMOR)

(2 pages)

CHAPTER 6

ACCIDENT, INCIDENT, DAMAGE, MALFUNCTION, OPERATIONS REPORT (AIDMOR)

6.1 PURPOSE

To establish the procedures for timely hazard recognition, reporting and correction. These are essential elements in assuring safety.

6.2 INTRODUCTION

- A. The AIDMOR is the Company's tool to identify and eliminate potential hazards to safe operations, both mechanical and operational. The AIDMOR is a key part to our Safety Management System.
- B. Safety would be assured, if no risks or hazards existed in our industry. However, we are involved in a very fast-paced business inherently riddled with accident/incident potential.
- C. Accident/Incident reporting, identification of hazards, and correction of the causes of these accidents/incidents involves all employees and is fundamental to the Safety Management System.

6.3 THE AIDMOR

The standard AIDMOR form may be found and completed at <http://airport.airmethods.com>. This is the only version of the form to be used by Air Methods employees. All previously issued versions are to be destroyed.

- A. The AIDMOR provides a method of communicating potential safety problems that personnel may encounter. If a known hazard/accident/incident is not reported, someone may discover it the hard way.
- B. Document accidents/incidents/hazards on the AIDMOR form.
- C. Any employee involved in or observing an unsafe or potentially unsafe act or condition may file an AIDMOR. Any employee who observes a violation of Company policies or other regulations may file an AIDMOR.
- D. Complete and submit the AIDMOR via the Air Methods' web site.
- E. Actions to take:
 - 1. Determine if an event has occurred, including an accident, incident, damage, malfunction or any other situation that may be noteworthy or generate FAA involvement (aircraft or otherwise). At this time, submitting an AIDMOR form does not satisfy the Part 135 Certificate requirement of submitting an MRR or MIS report. The AIDMOR is in addition to these forms and serves as the tool for hazard/error tracking and trending.
 - 2. Determine if an MRR (Mechanical Reliability Report) in accordance with FAR 135.415 is required. NOTE: As a general rule, if the incident happens while the aircraft is in flight, an MRR will be required.
 - 3. Determine if an MIS (Mechanical Interruption Summary) report is required, in accordance with FAA 135.417.

4. Determine if the event warrants a telephone briefing to the Regional Aviation Director, the Director of Operations or the Chief Pilot prior to submission of the AIDMOR (e.g., safety of flight violation, or endangerment of property, equipment and personnel).
 5. Complete the AIDMOR form on the <http://airport.airmethods.com> portal site. If in doubt, make the Operations on Call/Regional Aviation Director notification.
 6. Identify and list possible causes of the accident, incident or hazard using the narrative section of the form.
 7. Analyze, to the best of your ability, the corrective measures to prevent or eliminate the accident, incident or hazard from recurring.
- F. The Corporate Safety Manager will ensure analysis and recommendations are done in a timely manner and that approved recommendations are completed on schedule and shared with the field.

6.4 PARTICIPATION

- A. The most important element in eliminating accidents/incidents and hazards is employee participation in identifying, reporting and correcting any action or situation that could potentially cause such an occurrence.
- B. The AIDMOR is a key part to our Safety Management System. Timely completion and submission is not only used to identify current trends and risk areas but also to eliminate recurrence of these events.