



# Individual (RDCF) Suggestion (I-RDCF)

Version 3-pdf, May 2019

Part 1: General Information		<i>Note 1: you can choose to withhold your name and contact, if you want to remain anonymous</i> <i>Note 2: Answer as many questions as you can</i>	
Respondent First Name		Respondent Last Name:	
Email address		Telephone Number	
Country			

### Guidance Notes:

1. A negative risk is anything that can reduce the ability of Gambia Civil Aviation Authority to achieve it's legal, regulatory or business goals.
2. A positive risk or opportunity is anything that can increase the chances of Gambia Civil Aviation Authority achieving or exceeding it's legal, regulatory or business goals.

## For GCAA Use only

Risk ID		Form ID	
Received by SRO First/ Last Name		Staff ID	
Priority Ranking		Date Received	
Justification for Ranking			
ROCF ID		ROCF Date	
Processed by ARO First /Last Name		Staff ID	

GCAA EROM Pilot  
Temporary forms for pilot testing

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Part 2: Questionnaire					
<p><b>Q1. Is this a Negative Risk or an Opportunity?</b></p> <p>Note: See guidance note on previous page for definition.</p>	<p><b>Negative Risk</b></p> <p><b>Opportunity</b></p>				
<p><b>Q2. Who has been involved in the incidence that has given rise to your suggestion?</b></p> <p><i>Note: We are more interested in the roles played by people (e.g. security staff, check-in staff etc.) than in the identification of individuals.</i></p> <p><i>Please name every role that has been involved in your incident.</i></p>					
<p><b>Q3. What did you experience that prompted you to submit this suggestion?</b></p> <p><i>Note: We need detailed information that describes the incident that you encountered (or observed) with national or international aviation sector stakeholders and/or the Gambia Civil Aviation Authority and/or the use of the Banjul International Airport. Your suggestion can relate to an incident that occurred outside The Gambia which you believe provides a lesson to be learnt by the Gambia Civil Aviation sector.</i></p>					
<p><b>Q4. Where did this incident occur? Country + Specific location(s)</b></p> <p><i>Note: Please identify</i></p> <ol style="list-style-type: none"> <li>1. The country of occurrence</li> <li>2. The site within the country that was affected by the incident (e.g. Gatwick Airport)</li> </ol>	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"><b>Country</b></td> <td></td> </tr> <tr> <td><b>Site(s)</b></td> <td></td> </tr> </table>	<b>Country</b>		<b>Site(s)</b>	
<b>Country</b>					
<b>Site(s)</b>					
<p><b>Q5. When did this incidence or event occur?</b></p> <p><i>Note: Please identify the Month and the Year when the incidence occurred.</i></p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"><b>Month</b></td> <td></td> </tr> <tr> <td><b>Year</b></td> <td></td> </tr> </table>	<b>Month</b>		<b>Year</b>	
<b>Month</b>					
<b>Year</b>					
<p><b>Q6. Why do you believe that GCAA can learn a lesson form this event?</b></p> <p><i>Note: Please identify the benefits that you think that the civil aviation sector in The Gambia will gain from acting on your suggestion.</i></p>					
<p><b>Q7. Please write below, any other comments that you may have:</b></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>					