



March 30, 2021

To: REGIONAL VICE PRESIDENTS  
BRANCHES & FACILITIES

## Documenting Safety Occurrences

In recent weeks, members have been increasingly voicing their safety concerns. Practices such as the Company refusing to cover shifts in short-staffed units with overtime, resulting in delays or restrictions, and/or not ensuring adequate relief are being observed, to name a few.

These new practices are very alarming as the Company is attempting to cut corners by reducing costs rather than ensuring safety. Your help is needed; these occurrences must be documented.

Our objective is to build a case demonstrating that the Company is not fulfilling its mission by documenting every single occurrence that is deemed to have a negative impact on providing a safe and efficient service. Having detailed examples of how the Company is cutting corners and creating unnecessary safety risks will support our arguments when facing the media, regulator, and government. While the purpose of this process is documentation of information, some situations may be serious enough in nature to require a follow-up investigation.

We have set up an online reporting form that is very intuitive and simple to complete. It is available through the [CATCA website](#) with your Member login credentials. Login through the CATCA site is necessary to maintain a secure method of providing and gathering the information. The online form is available as of today and will include the following fields:

- Name: *Required for record keeping and proof of legitimacy.*
- Email address: *Required for follow up information if required.*
- Phone number: *Optional*
  - ***The above information is for internal CATCA purposes only and will never be released to an outside party. Your privacy is important to us and your identity will remain confidential.***
- Occurrence date
- Occurrence time
- Region/branch

Occurrence summary/description of events (Provide as much detail as possible such as flight ID's and NOTAM information etc)

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Is the occurrence a violation of:

- Canada Labour Code (CLC)
- Collective Agreement
- Canadian Aviation Regulations (CARS)
- Civil Air Navigation Services Commercialization Act (CANSCA)
- NAV Canada internal documents and procedures, i.e. Fatigue rules
- Other (With option to add comment)

Wherever possible, submissions should be made through a personal device or computer, not on a NAV Canada network. We understand this may not be possible to maintain the accuracy of the information as Members fill and submit the form as soon as possible after the situation in question.

This Union is only as strong as its Members, and we are therefore asking CATCA members in all units across the country to fully engage and help us in this process by completing the online form should you witness any situation in which NAV Canada is making decisions that affect the safe and efficient provision of Air Traffic Control Services.

On Behalf of the Executive Board;

Doug Best  
President

Scott Loder  
Executive Vice President