

Unsatisfactory Condition Report



OSHA Reporting Requirements

- **OSHA Hazard Reporting Requirements** (PDF, 1.04 MB)

Program Description

The Environment and Occupational Safety & Health (EOSH) Services and Security Group (AJW-23) of Air Traffic Control Facilities (ATCF) manage the Federal Aviation Administration's (FAA) Unsatisfactory Conditions Report (UCR) Program. The UCR Program provides all agency employees with direct means for advising management of an existing unsatisfactory condition. A UCR may be filed for situations involving safety or efficiency of procedures, equipment, working environment, operations or services that may cause or contribute to accidents, incidents, or present a hazard to personnel and equipment.

Program Mission

The UCR Program mission is to help identify potential health and risks to agency employees before they can impact the FAA workspace by providing a means for employees to report health and safety concerns to management. FAA employees have identified and resolved thousands of real and potential health and safety concerns through the Unsatisfactory Condition Report Program.

Benefits

The UCR program has been effective in raising safety issues and resolving employee safety concerns. The UCR program is also the oldest FAA program for reporting employee safety concerns. Prior to the development of the **Air Traffic Safety Action Program (ATSAP)** and **Technical Operations Safety Action Program (T-SAP)** programs, the UCR program was the only readily available program for employees to report employee's safety concerns. Many of the issues raised eliminated the health/safety risk before it could impact the FAA workspace. A record of all UCRs submitted (open and closed) provides a valuable corporate memory of submitted issues and successful solutions. The UCR program also meets the regulatory requirement 29 CFR Part 1960 to federal provide workers a means for reporting health and safety concerns to management. Non-compliance findings identified through the Workplace Inspection Program (WIP) <http://eoshwit.faa.gov> maybe entered into Safety Management Information System (SMIS) <https://smis.faa.gov/home.asp> for tracking and resolution.

Regulatory Drivers

- 29 CFR 1960.28 - Employee Reports of Unsafe or Unhealthful Working Conditions
- FAA Order 1800.6B, Unsatisfactory Condition Report

Reportable Conditions

A UCR may be filed for situations involving safety or efficiency of procedures, equipment, working environment, operations or services, when any of the following conditions exist:

- Situations that may cause or contribute to accidents, incidents, or present a hazard to personnel and equipment. These conditions may be subject to Occupational Safety and Health Administration (OSHA) regulations.
- Systems or system components and software applications that exhibit chronic unsatisfactory maintenance or operational characteristics.
- Technical publications, aeronautical charts, engineering drawings, or instructions that are incomplete, inaccurate, illegible, or inconsistent, or unavailable.
- Support equipment (tools, material, etc.) that is inadequate, incomplete, or unavailable, and adversely affects performance of work. (Example: Lack of adequate or reliable test equipment, inadequate tools for installation or removal of equipment, defective parts or appliances caused by inadequate manufacturing techniques or lack of adequate inspection at time of manufacture.)

Conditions Not Covered

The UCR shall not be used as a substitute or replacement for any other established report or reporting procedure. The following are examples of conditions that are not covered under the UCR program:

- Routine maintenance.
- Grievances, staffing, personal, or personnel problems.
- Rules or regulations involving housekeeping, administrative systems, practices, procedures, methods, and/or working conditions which can be accomplished through normal action (including, clarifying and correcting misunderstandings or errors).
- Classified information.
- Misunderstandings or errors in applying established operational procedures or methods.
- Routine changes to directives, handbooks, manuals, or other documentation, which can be accomplished through other processes.
- Equipment requirements validated through the Needs Assessment Program (NAP) tool and funded via a budget line item, Improving FAA Buildings & Equipment/Infrastructure Program (IFBE), Local Project Fund (LPF), or Natural Disaster Emergency Fund.

Training

- [Unsatisfactory Condition Report Input Guide](#)
 - [UCR Training Video](#)
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Monthly UCR SnapShots

- [January 2012](#) (PDF, 97 KB)
- [February 2012](#) (PDF, 83 KB)
- [March 2012](#) (PDF, 97 KB)
- [April 2012](#) (PDF, 97 KB)
- [May 2012](#) (PDF, 197 KB)
- [June 2012](#) (PDF, 177 KB)
- [July 2012](#) (PDF, 108 KB)
- [August 2012](#) (PDF, 150 KB)
- [September 2012](#) (PDF, 146 KB)
- [November 2012](#) (PDF, 213 KB)
- [December 2012](#) (PDF, 188 KB)

- [January 2013](#) (PDF, 185 KB)
- [February 2013](#) (PDF, 252 KB)
- [March 2013](#) (PDF, 279 KB)
- [April 2013](#) (PDF, 147 KB)
- [May 2013](#) (PDF, 155 KB)
- [June 2013](#) (PDF, 175 KB)
- [July 2013](#) (PDF, 152 KB)
- [August 2013](#) (PDF, 360 KB)
- [September 2013](#) (PDF, 361 KB)
- [October 2013](#) (PDF, 380 KB)
- [November 2013](#) (PDF, 440 KB)
- [December 2013](#) (PDF, 436 KB)

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