


Common questions for the CEA RAMP

Q1: RAMPs in the activity module show as incomplete even when all info has been entered and this is repeated across multiple activities – glitch? or is there a trick to it not covered in the tutorial?

A1: Click on the RAMP TAB (as shown) in the images below.

IDENTIFIED HAZARDS
RAMP 

Select a hazard category to include in the ramp. Only non-mandatory hazards can be selected / deselected from a chosen hazard category. The number of hazards selected will be displayed against the hazard category

Choose one or more identified hazards to include in your risk assessment. You'll need to enter the residual risk for each hazard chosen.

✔
STANDARD 13
RISK: LOW
▶

Ensure that all Mandatory (green ticked) and Selected Hazards (Ticked) have undergone Risk Treatment. You will need to treat all risks that are either Mandatory or Selected. Risks shown as “N/A” are **“Untreated/Uncontrolled”**.

Stress	Workloads of both staff and cadets monitored by supervisors (looking in all directions of supervisory chain) to prevent stress by excessive workloads. Adequate opportunity for rest and recuperation available during activity. All members briefed on signs of and how to control stress. Counselor contactable or available to give assistance.	VERY LOW	Remove
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ADD SUPPLEMENTAL HAZARD
▶

Supplemental hazards

Hazard	Plan	Residual risk	
Incursion by Drop Bears	Personnel will be operating within a secure area, with defense barriers isolating them from the fierce beasts. Trained personnel from Field Craft and Firearms specialist Flight are on hand with tranquilizer guns, and are experienced and competent in vital asset protection. Specialists from Australia Zoo have been consulted, and supplied information that is incorporated into the Safety Brief The Base Environmental Officer has been alerted to personnel operating in a known Drop Bear habitat, and briefed on planned Actions On.	VERY LOW	<div style="background-color: #ccc; padding: 2px 5px; display: inline-block;">Remove</div> <div style="background-color: #0070C0; color: white; padding: 2px 5px; display: inline-block;">+ Show</div>
Noise	Persons operating in quiet house. Persons Isolated from noise. Persons briefed on noise prone areas. PPE available, however; persons will not require. Incorporated into safety briefing.	VERY LOW	<div style="background-color: #ccc; padding: 2px 5px; display: inline-block;">Remove</div> <div style="background-color: #0070C0; color: white; padding: 2px 5px; display: inline-block;">+ Show</div>

Q2: Can the RAMP “assessments be made more flexible”. When I did try and put in an activity there were about 17 mandatory elements and quite a few of them are not even relevant.

A2:The Risk Controls are completely customisable. The USC at your Unit **MUST** be consulted when creating an activity RAMP. As many members of your Unit should also be consulted as much as possible when identifying hazards and formulating Risk Controls, (See [AAFC Safety Manual P1C08 – Risk Management](#)). You can add Consultants on the RAMP Tab, (shown below).

IDENTIFIED HAZARDS | RAMP

Only non-mandatory hazards can be removed from a hazard category.
Save ramp in order to enable export.

EXPORT RAMP

Who prepared this RAMP ? *Required*

SQNLDR(AAFC) Glenn Roberts - 22384

ADD CONSULTANT

Consulted with

SQNLDR(AAFC) Jon Hillis - 2204690	Remove
WGCDR(AAFC) Robert West - 1000199	Remove
WGCDR(AAFC) Frank Galea - 1006953	Remove

Choose likelihood

- Eliminated (0)
- Rare (1)
- Improbable (2)
- Occasional (3)
- Probable (4)
- Almost Certain (5)

Mandatory and Identified Hazards can be “**Eliminated**” using the hierarchy of controls. To accomplish this, if a Hazard is deemed to have been eliminated, set the Risk Likelihood and Risk Consequence to Eliminated, (as pictured). **All RAMPS must be completed properly to ensure they match the activity.** This is called “sufficient rigour”.

Choose consequence

- Eliminated (0)
- Minor (A)
- Moderate (B)
- Major (C)
- Critical (D)
- Catastrophic (E)

Detail needs to be included in the Controls to show how an assessment of Eliminated was reached. Remember to monitor these controls/plans during the activity to ensure the Hazard stays Eliminated.

Residual likelihood *Required*

Eliminated (0)

Exposure to the Hazard/Risk has been Eliminated using the Hierarchy of Controls

Residual consequence *Required*

Eliminated (0)

Exposure to the Hazard/Risk has been Eliminated using the Hierarchy of Controls

Initial risk

MEDIUM

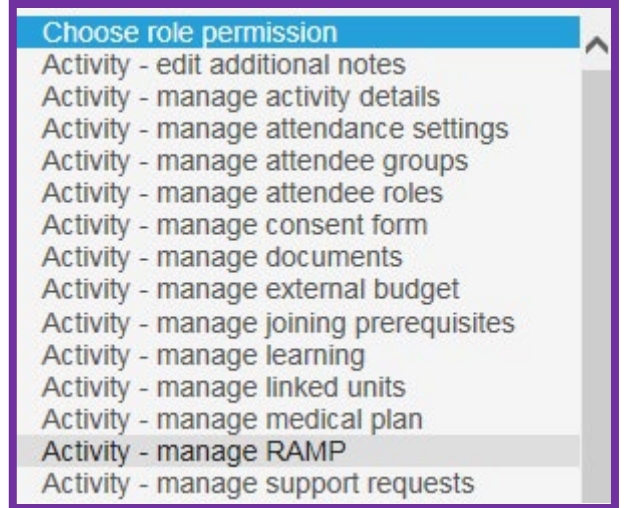
Residual risk

ELIMINATED

Q3: Why I can't access or modify the RAMP on the Activity?

A3: The ability to administer the RAMP in CEA is granted through Activity Roles. Check with your supervisor to ensure that they have appointed you into an activity role with the appropriate permissions.

Hint: Each and Every AAFC Activity requires a **Safety Officer role**, ([Annex A to SI\(OPS\) 1-3 – Activity Management](#)). The USC is the SME for Safety within a AAFC Squadron, and is ideally suited to such a position.



Q4: I was logged off of CEA/Cadetnet prior to saving the RAMP for my activity. Is there a way to prevent this from happening again?

A4: Yes. You should **Save** your work often when working on the RAMP.



Q5: I have completed my RAMP, but for some reason the “What you have completed” list on the right hand side of the screen won't show that the RAMP is completed.

A5: You must use the **SAVE** function of the RAMP to enable the changes to be saved. The RAMP will then show as complete, (unless there are untreated Risks within the RAMP).

Q6: What is required in the Assumptions portion of the RAMP?

A6: The Assumptions is a critical part of the RAMP. It enables the RAMP team to establish the Context of the Risk Assessments contained within the RAMP, which is the first step of the Risk Management Process, (See [AAFC Safety Manual P1C08 – Risk Management](#)).

The Context provides information of who, what, why, where and how. The Immediate RM Tool of **PEAR** should be used for this task to help identify what factors should be taken into account. PEAR stands for:

- P**eople who are doing the work/activity;
- E**nvironment where the work/activity is occurring;
- A**ctions being conducted during the work/activity;
- R**esources (required or possessed) needed to conduct the activity/work.

The factors to be considered by PEAR are shown below. An example of an activity Context incorporating **PEAR** is as follows:

“205SQN personnel will deploy to Gatton to provide Catafalque parties in support of the Dawn Service and Main Parade for Anzac Day 2026. The Contingent will comprise of Proficiency and Advanced Stage cadets, with experienced Staff and Senior Cadets providing supervision. Personnel are familiar with the location they are operating within, and are at a high standard of training in the conduct of catafalque parties. The Temperature is expected to be mild, and inclement weather is not forecast. Static Drill will be conducted as part of the ceremonial activity. The SQN has all required resources such as bottled water, sunscreen and a marquee for shade”.

PEARELEMENTS



DOING	THINKING	INTERACTING
Physical limitations	Knowledge	Team Structure
Sensory limitations	Experience	Role definition
Health	Attitude	Leadership
Training	Motivation	Followership
Competent	Confidence	Supervision skills/needs
Authorised	Workload	Interpersonal conflicts
Briefed	Fatigue	Communication
Fatigue	Stress	Mentoring



PHYSICAL	ORGANISATIONAL
Weather	Management style
Location(inside/outside)	Leadership
Facilities/Workspace	Staffing levels
Lighting	Size/complexity
Noise	Priorities
Distractions	Pressures
Housekeeping	Morale
Hazards	Norms
Shift (day/night/late)	Wing/unit culture



ACTIONS		
Information requirements	Application of knowledge	Supervision requirements
Preparation	Application of skill	Inspection requirements
Briefing/de-briefing	Communication requirements	Documentation requirements
Steps/sequence of task	Task management	Certification requirements



RESOURCES		
Time	Tech Manual	Heating/Cooling
Other personnel	Procedures	Facilities
Training	Data	Fixtures
Consumables	Paperwork/signoffs	Signage
Spares	Tools	Quality Systems
PPE	Test Equipment	Ground Support Equipment
Computers/software	Lighting	Work stands