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.

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".**

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).

Mandatory and IdentifiedHazards 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".

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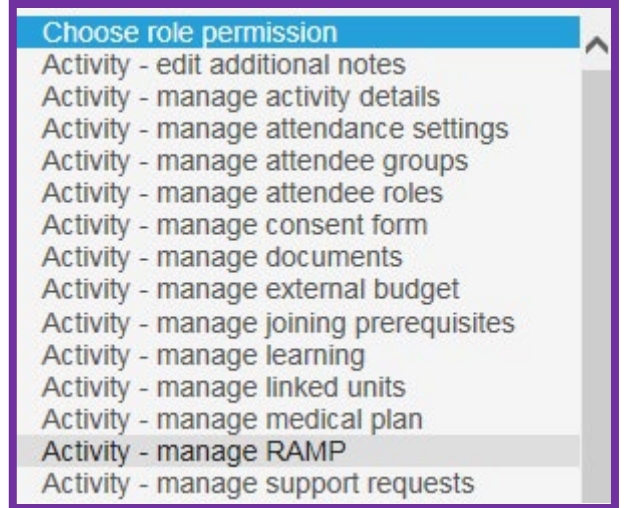
Q3: Why I can't access or modify the RAMP on the Activity?

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:

People who are doing the work/activity;
Environment where the work/activity is occurring;
Actions being conducted during the work/activity;
Resources (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".

Lead   Engage   Advise   Assure   Improve

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

PEOPLE

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

ENVIRONMENT

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

ACTIONS

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

RESOURCES

Lead   Engage   Advise   Assure   Improve