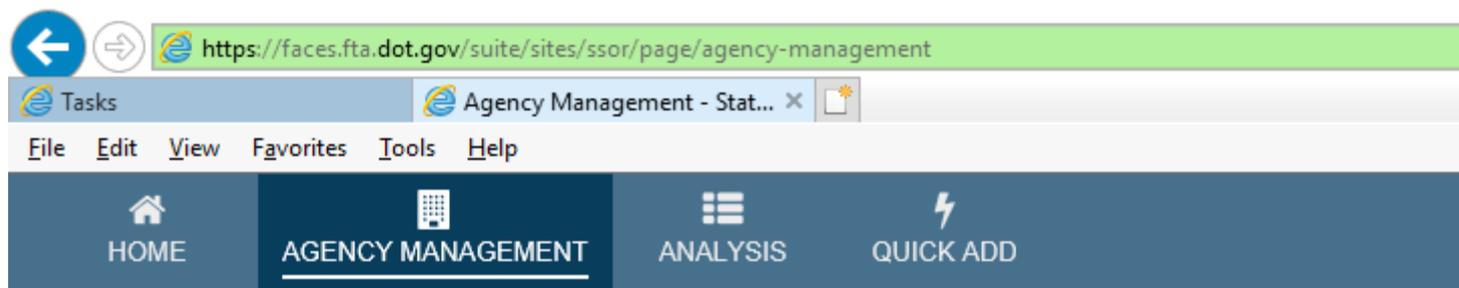# State Safety Oversight Reporting (SSOR) Tool

FTA

SSOR – Hazard and Associated CAP Data Entry

- Hazard and associated CAP data entry occurs from the Agency Management Tab

- Go to Agency Management > Hazards

SSOR – Hazard and Associated CAP Data Entry

- To add a new Hazard, click on the +NEW HAZARD button in the top right or bottom right corner of the hazard main page

SSOR – Hazard and Associated CAP Data Entry

- On the new hazard page, there will be 5 data items to enter:
  - Agency (select the agency from the drop down menu)
  - Description of the hazard
  - Agency Hazard Identifier
  - Identification Method
  - Date Identified
- There is a 6th item that can be entered – the Hazard CAP Action Plan Document can be uploaded into SSOR for the specific hazard
- The individual CAP actions can also be entered for the hazard on this page. Under CAP Actions, click on the +Add CAP Action link in the lower left corner of the page

FEDERAL TRANSIT ADMINISTRATION

SSOR – Hazard and Associated CAP Data Entry

SSOR – Hazard and Associated CAP Data Entry

- To add a CAP Action, enter the following information:
  - Description of the CAP Action
  - Department responsible for the CAP Action
  - Individual responsible for the CAP Action
  - Proposed Implementation Date
  - Actual Implementation Date will remain blank and will be filled in later once the CAP has been implemented
- Once data has been entered, click on the Submit button in the top right or bottom right corners of the page

CAP Actions

#	CAP Action	Department	Individual	Proposed Implementation Date	Proposed Date Change Log	Actual Implementation Date	
1		Add a Department	Add an Individual	mm/dd/yyyy	✕	mm/dd/yyyy	✕

⊕ Add CAP Action

CANCEL   SUBMIT

SSOR – Hazard and Associated CAP Data Entry

- Hazard information and CAPs associated with Hazards can be edited clicking on the pencil icon to the left of the Hazard from the Hazard Main page to change information or add the actual implementation date for the CAP action

- If you open a Hazard and do not want to make any changes, you can click the CANCEL button in the top left or top right

- You can view the information about the Hazard by clicking the magnifying glass icon to the right of the Hazard

- You can view the CAP Actions associated with the Hazard by clicking the See CAP Action icon to the far right

- CAP actions associated with Hazards do not show up on the CAP page

- I have not been able to find a way to delete a Hazard once it has been entered if you find out later it is a mistake