

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

COMPREHENSIVE SAFETY
PLAN

2. AVIATION SAFETY PROGRAM



“He is most free from danger, who, even when safe, is on his guard.”

2. EMBRY-RIDDLE UNIVERSITY AVIATION SAFETY PROGRAM

2.1 SCOPE

This document outlines the approved Aviation Safety Program in effect at Embry-Riddle Aeronautical University. It describes standard methods of operation employed in the Aviation Safety Program. These methods are consistent with generally accepted and established industry practices and procedures. This document will be reviewed annually. The University Safety Council will approve all revisions.

2.2 PHILOSOPHY

Safety is a primary concern of Embry-Riddle Aeronautical University. Embry-Riddle takes a proactive stance by emphasizing accident prevention, hazard identification, safety data collection and dissemination, comprehensive emergency response procedures, and an active safety education program.

The University is committed to the concept that safety is an integral part of all flight training, operations, and maintenance functions. Adherence to carefully developed operational procedures and the flight training curriculum is an essential part of the aviation safety program.

2.3 PURPOSE

The purpose of the Aviation Safety Program is to promote hazard identification, accident prevention, and safety education. This vital program has been designed to be visible and dynamic.

2.4 CHARACTERISTICS

The Aviation Safety Program is characterized by the following elements:

- Preservation and Protection of Life and Property.
- Commitment From The Top Down—the Aviation Safety Program is fully supported at all levels in the University, from the Board of Trustees and President to the beginning student pilot.
- Safety-Oriented Flight Operations and Fleet Maintenance.
- Flight Training management, instructor pilots, students, and flight-related employees are responsible for the implementation and utilization of procedures that minimize operational risk.
- Each flight training location conducts a proactive Aviation Safety Program managed by a qualified, full-time Safety Professional.
- Safety education is included in each level of flight training to promote awareness of issues to the current level of training and experience.

2.5 AUTHORITY AND RESPONSIBILITY

Senior oversight of the Aviation Safety Program is vested in the University President. The University Safety Officer has been appointed to assist the President and to serve as Chair of the University Aviation Safety Council. The University Safety Council has final approval authority for all university-level safety directives. The responsibility of maintaining an effective aviation safety program at each operating location is assigned to the campus Chancellor or program manager.

Managers, supervisors, and staff at all levels are responsible for the implementation of the Embry-Riddle Aeronautical University Aviation Safety Program. Further, all Embry-Riddle employees, students, and contract personnel are responsible for hazard identification and incident/accident prevention.

UNIVERSITY SAFETY OFFICER

The University Safety Officer is the chief administrator of the University Safety Program. The University Safety Officer’s office is located with the President’s office currently at Daytona Beach..

SAFETY DIRECTOR AND CHIEF AIR SAFETY INVESTIGATOR

The Safety Director has the following authority:

- Define Embry-Riddle investigation and reporting procedures for hazards, incidents, and accidents.
- Develop the necessary forms and instructions for implementing the University Aviation Safety Program.
- Define and require the reporting of any safety-related event.
- Conduct an investigation of any safety-related event.
- Require the grounding, if deemed necessary, of any flight student or instructor pilot involved in a safety-related event that is under investigation by the Aviation Safety Office. All instructor pilots grounded under the previous provision will be entitled to five days monetary compensation while grounded. Because of university/personal liability issues, only the Safety Director or the Chief Flight Instructor, in consultation with the Safety Director, may lift safety-related groundings. In the absence of the Safety Director or Chief Flight Instructor, their designated alternates will fulfill this role.
- Conduct aviation safety inspections of any Embry-Riddle flight-related operation, facilities, or contractor providing flight-related services.
- Represent Embry-Riddle regarding aviation safety matters in dealing with government agencies and professional organizations.
- Assume Embry-Riddle Investigator-In-Charge responsibilities for any accident or incident that is reportable under 49CFR830, as amended. Represent ERAU under the party participant provisions of 49CFR831, as amended.

The Safety Director has the following responsibilities:

- Provide internal safety oversight of all campus maintenance and flight-related activities on a daily basis.

“Know The Safety Culture”

- Provide regular reports on aviation safety to the Chair of the Flight Department and the Chief Flight Instructor. Present reports to University Officers as requested or deemed necessary.
- Maintain, review, and recommend revision of the University Aviation Safety Program.
- Support and promote the University Aviation Safety Program.
- Provide timely advice and assistance on aviation safety matters to line managers at all levels.
- Maintain a reporting system for hazards, incidents, and accidents.
- Maintain an aviation safety analysis program.
- Distribute aviation safety information.
- Conduct regular meetings with instructor pilots, Team Safety Leaders, and flight students.
- Provide aviation safety training as required by the University Aviation Safety Program.
- Develop and maintain a pre-accident guide.
- Facilitate confidential communication between flight students, instructor pilots, and flight administration.
- Provide timely feedback on all identified hazards, incidents, and accidents.
- Administer the Safety Awards Program.
- Meet with local Air Traffic Control and Flight Service Station representatives to discuss safety-related matters.
- Act as an FAA Aviation Safety Counselor and facilitate FAA Aviation Safety Seminars as dictated by the University Aviation Safety Program.
- Serve on the Aircraft Accident Investigation Board as a nonvoting member.

2.6 APPLICABILITY

Embry-Riddle Aeronautical University’s Aviation Safety Program is administered by the University Aviation Safety Council and is responsible for safety oversight in the following areas. These areas include, but are not limited to:

1. Flight Standards
 - a) Training Methods
 - b) Flight Instructor Standardization
 - (1) Flight Procedures
 - (2) Flight Techniques
 - c) Instructor Evaluation
 - d) Student Evaluation
 - e) Recurrent and Remedial Training
2. Flight Supervisors
3. Flight Operations Personnel
4. Aircraft Maintenance Personnel
 - a) Mechanics/Technicians
 - b) Ramp Personnel

2.7 REPORTING OF ACCIDENTS, INCIDENTS, AND HAZARDS/HAZARDOUS EVENTS

Accidents

“Know The Safety Culture”

All accidental damage to Embry-Riddle aircraft and equipment; injury to Embry-Riddle students, employees and flight observers resulting from aircraft operation; or damage to non- Embry-Riddle property or injury to members of the general public resulting from University flight training operations will be reported to the Duty Flight Supervisor. The Duty Flight Supervisor will notify the appropriate University officials and the Safety Director. The Safety Director will investigate all accidents.

All events listed on reporting forms must be reported to the Duty Flight Supervisor in a timely manner. The Duty Flight Supervisor will notify the appropriate University officials and the Safety Director as required. Aviation Safety Office staff will investigate all safety-related events.

Any student, employee, or contract personnel observing a hazardous situation or event that could affect flight safety is encouraged to report it to the Safety Director, Team Safety Leader, or Duty Flight Supervisor by any available means. The Safety Director will provide the necessary reporting forms that will be used for this purpose. Forms are located in the flight planning/dispatch area and the Aviation Safety Office.

Upon receiving notification of a potentially hazardous situation, the Aviation Safety Office will verify the existence of the hazard and route it to the appropriate management for investigation and resolution. Under normal circumstances, affected management will have ten days to provide the Safety Director with results of the investigation and actions taken or contemplated. The Safety Director will maintain a log reflecting the status of all hazard reports.

2.8 AIRCRAFT ACCIDENT INVESTIGATION

The Safety Director will develop and maintain a pre-accident plan as a separate document from the Aviation Safety Program. The plan will coordinate with other Embry-Riddle disaster control procedures where applicable and will be exercised or reviewed at least annually.

In the event of an aircraft accident, the Safety Director will ensure that the FAA and NTSB are notified and will coordinate Embry-Riddle participation in the NTSB investigation. To facilitate this, the Safety Director will maintain a roster of personnel in both flight training and aircraft maintenance who are qualified to participate in an investigation.

The Director of Human Resources and the Dean of Student Affairs will be responsible for coordinating post-accident assistance to University personnel, family members, and significant others.

Aircraft Accident Investigation Board

The Chancellor will appoint an internal Aircraft Accident Investigation Board (AAIB). The University Safety Officer will call on the Chair of the AAIB to investigate aircraft accidents and incidents involving Embry-Riddle aircraft as deemed appropriate.

Aircraft Accident Investigation Board Members

- (1) Chair – appointed by Campus Chancellor.
- (2) Aircraft Maintenance Representative.
- (3) Aeronautical Science Department Faculty Representative.

“Know The Safety Culture”

- (4) Aeronautical Engineering Department Representative.
- (5) Safety Professional (nonvoting).
- (6) Director of Risk Management (nonvoting).
- (7) Other members as required.

The Chair of the Aircraft Accident Investigation Board will:

- (1) Report directly to the USC Chair.
- (2) Be afforded all access and authority as necessary to carry out the responsibilities of the Board.
- (3) Provide the USC Chair with a preliminary report within five working days of the event. This report will consist of a summary of the known facts.
- (5) (4) Provide a complete written report no more than 45 working days after the occurrence. The report will contain a complete account of the facts surrounding the occurrence, with findings and recommendations. If the situation is such that a complete report must be delayed, the report will specify the reasons for the delay along with a proposed completion date for the final report.

2.9 STUDENT AVIATION SAFETY ASSISTANTS

As an educational institution, Embry-Riddle recognizes the benefits associated with student involvement and participation in the Aviation Safety Program. Therefore, provisions have been made for student employment in the Aviation Safety Office. Student Aviation Safety Assistants (SASA) provides much needed help in the daily operations of the Aviation Safety Office. Also, they are encouraged to provide feedback to Safety Professionals regarding all areas of flight safety.

Requirements

Full-time student status and a minimum GPA of 3.0 will be required of the SASA. Also, the SASA will ideally possess a high degree of integrity and will be computer literate.

Responsibilities

- (1) Assist in developing and promoting Safety Awareness Programs.
- (2) Review, revise, and maintain a current (campus) Safety Program Manual.
- (3) Collect Hazard Identification forms and update database.
- (4) Participate in dialogue between Safety Professional, Air Traffic Control, Airport Management, Campus Safety Committee, University Aviation Safety Council, and the airport community.
- (5) Assist with the preparation of safety seminars, minutes, and the distribution of materials.
- (6) Maintain a current library of safety-related literature and periodicals for reference and research.
- (7) Assist the Safety Director in investigative duties as needed.
- (8) Assist in the completion of specific assignments and projects as assigned by the Safety Director.
- (9) Maintain a thorough understanding of current safety knowledge, practices and procedures.

2.10 TEAM SAFETY LEADERS

The purpose of the Team Safety Leaders (TSL) is to create a safety infrastructure within the campus safety structure. A Team Safety Leader is appointed to represent the Aviation Safety Office at the instructor pilot level. A representative for each team will be selected by the Safety Director.

Their responsibilities include the following:

- (1) Maintain a high level of safety awareness and communication among instructor pilots and flight students.
- (2) Attend regularly scheduled meetings with the Safety Director to address specific team safety concerns.
- (3) Maintain open communication with flight training management and flight students.
- (4) Investigate safety reports and provide feedback to Safety Professional, peers, and students.
- (5) Conduct ground lab safety education seminars.

2.11 AVIATION SAFETY INFORMATION

The Safety Director is responsible for obtaining and distributing pertinent flight safety information, excluding the Flight Information File (FIF) documentation. Critical information will be contained in the form of a printed Aviation Safety Alert and will be hand-distributed to all instructor pilot and flight training management letterboxes. Instructors are additionally tasked with passing all safety related information to students. In addition, a file of current Safety Alert bulletins will be kept in the flight planning area, and instructors and students are expected to make note of bulletins directly related to the safety of their flight. Electronic mail will be used to backup these systems.

Each Aviation Safety Office will maintain an optimal number of safety bulletin boards in plain view where noncritical information such as Safety Letters will be displayed. These bulletin boards will be updated on a regular basis and will contain information aimed at raising instructor/student safety awareness.

The Aviation Safety Office publication “Feedback” will be distributed to all instructor pilots and flight training management. Students may pick up copies of these documents from the Aviation Safety Office, Team Safety Leaders, or at various locations throughout the Flight Training and Aeronautical Science departments.

2.12 AVIATION SAFETY TRAINING

The Safety Director will develop a training program to indoctrinate all new Flight Training Department personnel and flight students into the University Aviation Safety Program. This training may either be incorporated into existing indoctrination programs or given separately by the Safety Director or other Aviation Safety Office staff.

The Safety Director will provide or facilitate aviation safety training to Team Safety Leaders and accident investigation team members.

“Know The Safety Culture”

Safety training modules will be introduced to flight students during ground lab sessions. These modules are designed as a proactive means of providing aviation safety education and accident prevention information. Students will be provided with specific examples of lessons learned from Embry-Riddle’s accident/incident history and other relevant information pertaining to safety in the general aviation flight environment.

FAA Sponsored “Wings” Programs

The Safety Director will participate as an active FAA Aviation Safety Counselor. As such, the Safety Director will be expected to develop and present/sponsor regular FAA “Wings” seminars and safety training programs. “Wings” seminars and safety training programs provide an excellent opportunity for flight training management, instructor pilots, and flight students to participate in forums that enhance safety education, awareness, and compliance. These forums also provide an opportunity for community interaction and safety promotion.

2.13 AVIATION SAFETY MEETINGS

All instructor pilots, maintenance personnel, and flight training management are required to attend regularly scheduled safety meetings. They will also be briefed on relevant safety issues during team meetings and general assemblies. The Aviation Safety Office will invite Local Air Traffic Control (ATC) personnel to scheduled meetings to provide an opportunity for open and productive communication at all levels. In addition, various speakers from the aviation community will be invited to address the instructor corps on safety-related topics on a regular basis.

2.14 AVIATION SAFETY AWARDS

Employees and students who contribute significantly to the Aviation Safety Program will be recognized. The contribution may be a single act that prevented injury or damage or it may be in the form of a hazard resolution, service on a safety committee, or anything that significantly enhances flight safety.

Campus Specific and On-The-Spot Safety Awards

The On-The-Spot safety award will be presented to a selected individual for outstanding achievement for promoting aviation safety at Embry-Riddle. The Aviation Safety Office believes that recognizing those individuals who strive for a safer environment will strengthen our commitment to safety. In addition, the intent of this award is to recognize someone who not only follows the required standards, but also sets those standards higher.

The University recognizes that achievement awards relating to safety instill pride and quality in each flight training department. Therefore, each flight training location further recognizes outstanding contributions to the furtherance of aviation safety by offering campus-specific awards in addition to those outlined above.

2.15 AVIATION SAFETY ANALYSIS

The Safety Director will maintain an analysis system using data derived from Embry-Riddle accident, incident, and hazard reports. The purpose of the analysis program is to

“Know The Safety Culture”

identify trends and areas requiring management action. Results of the analysis program will be made available to flight training management monthly.

The effectiveness of the safety analysis program relies on the unrestricted flow of information between instructors, students, staff, and maintenance personnel. Participation in this program is critical to the continued safety of the University flight environment. Information voluntarily supplied (which does not involve negligence, deliberate violations, or criminal acts) will not be used for punitive action or implication of guilt by anyone participating in this program.

Hazard identification forms the foundation for basic accident prevention and safety awareness. This program is designed to aid in the identification of actual and potential hazards. The Safety Director will confirm identified hazards, track hazardous occurrences, and provide a knowledgeable basis for making changes to improve flight safety. The Safety Director is responsible for establishing a system for collecting and analyzing information concerning hazardous conditions and events. This information will be used to develop recommendations for changes that will improve flight safety.