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NAVAL AIR SYSTEMS COMMAND
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IN REPLY REFER TO

NAVAIRINST 3750.5C
AIR-09F
JUN 2 1 2005

NAVAIR INSTRUCTION 3750.5C

From: Commander, Naval Air Systems Command

Subj: SAFETY PROGRAM

Ref: (a) OPNAVINST 3750.6R
(b) OPNAVINST 5100.23F
(c) OPNAVINST 3500.39B
(d) OPNAVINST 3710.7T
(e) NAVAIRINST 5100.11

Encl: (1) Naval Air Systems Command Safety Program

1. Purpose. Per references (a) and (b), enclosure (1) promulgates policies and provisions of the Aviation Safety Program, System Safety Program, and the Occupational Safety and Health (OSH) Program within the Naval Air Systems Command (NAVAIR). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NAVAIRINST 3750.5B of 24 Jun 99.

3. Scope. This instruction applies to all military, civil service, and contractor personnel directly involved with, or in support of, all NAVAIR aviation activities or operations for all air vehicles assigned to, leased by, or in the temporary custody of NAVAIR. This instruction also applies to all aircraft and unmanned aerial vehicles (UAVs) as defined by reference (a) under the controlling custody of NAVAIR. The testing and incorporation of new aviation technologies within NAVAIR, such as air vehicles not formally addressed in reference (a) or this instruction, shall seek clarification from the NAVAIR Aviation Safety Office (AIR-09F1) when addressing aviation safety issues. In addition, this instruction provides some general safety guidelines and requirements for all NAVAIR employees. The NAVAIR team's mission is to provide the advanced aviation warfare technologies that will allow the warfighter to prevail in combat. It is everyone's responsibility to preserve highly valued personnel and material resources and accept only the mitigated risk necessary to accomplish an assigned task or mission.

4. Background.

a. Reference (a) establishes the Navy's aviation safety program and details its implementation and administration for naval aviation commands.

b. Reference (b) provides policy governing the Navy's occupational safety and health program.

c. Reference (c) is the Navy's policy on operational risk management.

d. Reference (d) provides naval aviation policy and procedural guidance along with supplemental direction to compliment individual naval air training and operating procedures standardization (NATOPS) manuals.

e. Reference (e) provides system safety policy on the research and engineering technical review of risk processes and procedures for processing grounding bulletins.

5. Discussion. A proactive safety program is necessary to ensure the safe operation of NAVAIR aircraft and provide a safe work environment for NAVAIR personnel. NAVAIR leaders are charged to institute an aggressive safety program based on the needs of their organizations. Accidents as a cost of doing business are unacceptable. Effective safety programs demand a commitment to operational risk management (ORM) as delineated in reference (c), proper planning, and continual supervision throughout execution, regardless of whether on-duty or off-duty. NAVAIR is a unique organization with support requirements for aircraft and airborne weapon systems that cover the lifecycle of the Navy and Marine Corps aviation systems. Primary safety responsibilities can be broken down into two major categories: support for acquisition programs and those normal obligations associated with being a Type Commander (TYCOM) and Aircraft Controlling Custodian (ACC) for aircraft assigned to NAVAIR in accordance with reference (d).

6. Action. All addressees shall execute an aggressive, continuing mishap prevention program based on an aggressive risk management process. Commanders/commanding officers shall establish an effective aviation safety program and command safety program that reflect the requirements as set forth in references (a) through (e) where applicable.

7. Integrated Safety Team. The NAVAIR Vice Commander (AIR-09) represents the Commander, Naval Air Systems Command, on most safety issues. The NAVAIR Safety Director (AIR-09F) is the single point of contact for all command safety related issues, ensuring compliance with applicable safety policies, plans, and procedures. The Integrated Safety Team is an integrated process team (IPT) comprised of three major disciplines within NAVAIR Headquarters aviation safety, OSH, and system safety. Each of the safety disciplines are led by a respective program manager: Aviation Safety (AIR-09F1/5.0F), Occupational Safety and Health (AIR-09F2/7.10.1), and System Safety (AIR-09F3/4.1.6). The Aviation Safety Program Manager (AIR-09F1/5.0F) is also designated as the NAVAIR Safety Director (AIR-09F) and leads the Integrated Safety IPT. When referencing the duties of the NAVAIR Safety Director as head of the Integrated Safety Team, this document will indicate AIR-09F. When referencing specific aviation safety program duties and responsibilities, this document will refer to the Aviation Safety Program Manager as AIR-09F1/5.0F. Additional information concerning the System Safety program can be obtained in reference (e).

8. AIR-09F shall coordinate an annual review of this instruction.

W. B. MASSENBURG

Distribution:
SNDL: FKA1A (Deputy Commanders, Assistant Commanders, Command Special Assistants, Program Managers, Level 1 Leaders, Level 2 Leaders); A1J1A; A1J1B; A1J1C; FKR; C20C; B2A; B2D; FKP4A

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NAVAL AIR SYSTEMS COMMAND

SAFETY PROGRAM

JUN 2 1 2005

RECORD OF CHANGES

IDENTIFICATION OF CORRECTION OR CHANGE	DATE OF CHANGE	DATE OF ENTRY	ENTERED BY

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CHAPTER 1
References and Background

1.1 References

(a) OPNAVINST 3750.6R
(b) OPNAVINST 5100.23F
(c) NAVAIRINST 3710.1E
(d) OPNAVINST 3500.39B
(e) OPNAVINST 3710.7T
(f) NAVAIRINST 3710.8C
(g) NAVAIRINST 3710.6F
(h) NAVAIRINST 3960.4B
(i) COMNAVAIRPAC INSTRUCTION 5420.2B/COMNAVAIRLANT INSTRUCTION 5420.5C/COMNAVAIRESFOR INSTRUCTION 5420.2
(j) COMNAVAIRFORINST 4790.2
(k) OPNAVINST 3100.6G
(l) OPNAVINST 5102.1D
(m) NAVAIRINST 4130.1C
(n) NAVAIRINST 5100.11
(o) NAVAIRINST 5215.12A
(p) OPNAVINST 1650.24C
(q) TRI-SERVICE AGREEMENT OF 30 Apr 99 (NOTAL)
(r) OPNAVINST 5450.180C

1.1.1 Background

a. Reference (a) establishes the Navy's aviation safety program and details its implementation and administration for naval aviation commands.

b. Reference (b) provides policy governing the Navy's occupational safety and health program.

c. Reference (c) defines joint policies and procedures for contractor's flight and ground operations.

d. Reference (d) is the Navy's policy on operational risk management.

e. Reference (e) provides naval aviation policy and procedural guidance along with supplemental direction to compliment individual Naval Air Training and Operating Procedures Standardization (NATOPS) manuals.

f. Reference (f) governs authority for personnel to pilot or fly in aircraft under the controlling custody of NAVAIR or other aircraft used by NAVAIR activities and pre-accepted aircraft.

g. Reference (g) provides policies and procedures for use of NAVAIR aircraft in static displays and flight demonstrations.

h. Reference (h) is the project test plan policy and process governing testing of air vehicles, weapons, and installed systems.

i. Reference (i) is the naval aviation's human factors instruction.

j. Reference (j) is the naval aviation's maintenance program.

k. Reference (k) specifies the special incident reporting (OPREP-3, Navy Blue and Unit SITREP) policies and procedures.

l. Reference (l) is the Navy's policy governing mishap investigation and reporting requirements for material damage and occupational injuries (personal injury/death).

m. Reference (m) governs NAVAIR configuration of management policy.

n. Reference (n) provides system safety policy on the research and engineering technical review of risk process and procedures for processing grounding bulletins.

o. Reference (o) is the NAVAIR technical directives system.

p. Reference (p) Chief of Naval Operations aviation related awards instruction.

q. Reference (q) sets the joint (TRI Service) DoD policy and procedures for support and accomplishment of flight test and acceptance, flight operations and flight safety.

r. Reference (r) details missions and functions of Naval Safety Center.

CHAPTER 2
Duties and Responsibilities

2.1 NAVAIR

In addition to the safety requirements identified in references (a) and (b), the NAVAIR Aviation Safety Program delineates the following command responsibilities:

2.1.1 Commander, Naval Air Systems Command (COMNAVAIRSYSCOM) shall:

a. Hold Type Commander (TYCOM) and Aircraft Controlling Custodian (ACC) safety responsibility for units and aircraft assigned to NAVAIR.

b. Act as ACC for aircraft assigned to Defense Contract Management Agency (DCMA) reporting custodians and those aircraft assigned to the Department of Defense (DoD) components for which NAVAIR is the Procuring Contracting Officer (PCO).

c. Provide aviation safety support for naval aircraft contracts under administrative control of the DCMA per reference (c). While the DCMA administers aircraft under contractor control, NAVAIR retains controlling custodian responsibilities, and therefore endorses as TYCOM for DCMA on Navy related safety reports.

d. Provide aviation safety policy and program support to all NAVAIR aviation activities, the Program Executive Officers (PEOs) and their assigned programs.

e. Designate a NAVAIR safety director (AIR-09F) to head the Integrated Safety Team and coordinate all safety related issues in NAVAIR across aviation safety, system safety, and safety and occupational health functions.

f. Provide safety representation in the non-advocate review (NAR) process, ensuring minimum aviation and safety systems requirements are either complied with, or documented as deficiencies, as programs approach milestone review.

g. Assign a Navy trained aviation safety officer (ASO) to administer the NAVAIR aviation safety program. The ASO shall maintain direct access to the COMNAVAIRSYSCOM in areas critical to aviation safety.

h. Provide NAVAIR representation at the Defense Safety Oversight Council, Aviation Safety Improvements (ASI) Task Force, and participate as a voting member in the Department of the Navy and Marine Corps Safety Council Aviation Safety Committee.

i. Ensure operational risk management (ORM) concepts and processes are embedded into existing plans, policies, standard operating procedures and command specific activities in accordance with (IAW) reference (d). Provide information, data and technical support for the resolution of hazards associated with aircraft, equipment and processes governed by NAVAIR.

2.1.2 Commanders, Naval Air Warfare Center (NAWCAD/NAWCWD) shall:

a. NAWC commanders shall administer a joint safety program designed to manage the risk inherent in aviation activities and flight operations under their cognizance.

b. When issues affect the safety of aviation activities and flight operations, NAWC Commanders shall exercise their authority to enforce aviation safety policies across competency boundaries.

2.1.3 Level 1 Competency Leads. Competency leads that do not directly control aviation activities but provide support and impact aviation safety through their role at NAVAIR are responsible for supporting the NAVAIR aviation safety program, and are responsible to address safety issues affecting personnel and activities under their cognizance.

2.1.4 Commanders, Commanding Officers (COs), Officers in Charge and NAVAIR Civilian Leadership Positions. Commanders are responsible for their command safety programs. Commanders/COs are responsible to prevent mishaps within their activities and shall establish a formal program to ensure aircrew qualifications, proficiency, and currency requirements are met. Commanders/COs shall add to the guidance provided in this instruction, as necessary, to account for unique hazards and missions. Commanders are tasked with creating an environment that cultivates self-generated safety and ORM behavior throughout the workforce. NAVAIR leadership is assigned the responsibility to ensure ORM and the science of safety and risk reduction becomes embedded into all of our existing plans, practices, policies and instructions. Commanders shall provide appropriate staffing to support their safety programs, to

include safety petty officers and/or civilian safety representatives and collateral duty safety representatives as appropriate to implement their program.

2.1.5 Safety Representatives. Members assigned to safety departments along with individuals assigned to collateral duty safety positions, are responsible for implementing the Commander's safety program. Specific ASO duties and responsibilities are addressed under command aviation programs.

2.1.6 Individual Responsibilities. The responsibility for safety does not stop at leadership but belongs to every member of the NAVAIR workforce. Everyone at NAVAIR contributes to the overall safety of the organization and is a stakeholder in the program's success or failure. It must also be recognized that successful safety programs and processes are not confined to the workplace. It is the responsibility of all NAVAIR employees to incorporate the same processes of risk management off the job as they do on the job. When on the job, all NAVAIR employees shall be familiar with the terms "No-Go" and "No-Vote", and understand their personal responsibility to exercise them when deemed appropriate. Definitions for "No-Go" and "No-Vote" are as follows:

a. **No-Go:** "No-Go" are preplanned tripwires, that when met, mean stop, evolution over. "No-Go" criteria are not flexible. "No-Go" criteria should be identified during the risk analysis-planning portion for any test or operation where there is a significant hazard of damaging personnel or property.

b. **No-Vote:** Simply stated: "SAFETY TIMEOUT." Anyone who is part of the NAVAIR team can, and is required to, exercise the "No-Vote", at any time they feel there is a safety concern associated with an operation, with zero worries. All "No-Votes" will be taken seriously. All NAVAIR supervisors shall respect the "No-Vote" concept and halt operations until they are satisfied that there are no unnecessary safety risks that cannot be mitigated.

CHAPTER 3
General and Operational Guidelines

3.1 GENERAL

The goal of NAVAIR's safety program is the reduction of risk and preservation of assets, both material and human, through mishap reduction. Mishap reduction and cost savings are byproducts of an aggressive, sustainable, proactive, and educational safety/risk reduction program and process. Reference (a) provides the basis for an aviation safety and mishap prevention program. Reference (b) provides the basis for the occupational safety and health (OSH) program.

3.1.1 Risk Management. Risk management is not a tool restricted to aviation, but one, which applies to all operations. Some operations such as high-risk tests contain significant risk and a great deal of effort is put forth through detailed planning to mitigate and avoid the hazards. Many routine operations in aviation and testing contain significant risk due to the unforgiving nature of our environment, and the consequences of failure. For those routine processes, operators must be continually on guard to ensure that complacency does not lead to exposure to unnecessary hazards. The introduction of change to any process or procedure is often the catalyst that injects unanticipated hazards into the process, and can lead to a mishap. NAVAIR leadership, down to all the first level supervisors, shall ensure operations under their cognizance include; a thorough review of hazards and risk controls prior to commencement, a review of past lessons learned, team pre-event briefings, and any additional precautions set forth in other policies or procedures. Special attention should be placed on anticipating potential changes that may introduce unforeseen consequences and risk.

3.1.2 Operational Risk Management (ORM). ORM is the principle tool for the management of operational risk. All personnel who work for NAVAIR (military, civilian, or contractor) shall be familiar with ORM and incorporate the principles of ORM into their duties and responsibilities. All NAVAIR employees shall complete ORM training IAW reference (d). The most complete set of resources for on-line ORM training are at the COMNAVAIRPAC (CNAP) ORM University, located at https://www2.cnap.navy.mil/. Employees can also complete one-hour courses on the Navy E-Learning web site at http://www.navylearning.navy.mil and at the Navy Knowledge Online web site at https://wwwa.nko.navy.mil/portal. There are six courses, three

courses are aimed at an "All-Navy" audience, and three courses are specific to aviation. All ASOs are trained ORM instructors and can assist in training and tracking of ORM qualifications. ORM training shall be accomplished upon check-in to any NAVAIR activity and all NAVAIR personnel shall receive annual refresher training. Aviation activities and those units that support and participate actively in testing operations should establish an ORM library consisting of deliberate risk analyses, i.e., planned evolutions using the on-line Total Risk Assessment and Controls System (TRACS). This software, available through the ORM University web site, simplifies the ORM planning process and allows a unit to save recurring events and share risk reduction efforts throughout your communities and NAVAIR.

3.1.3 Control of Privileged or Mishap Investigation Sensitive Information. Office of the Chief of Naval Operations' (OPNAV) policy regarding control, handling, and access to privileged safety information is delineated in reference (a). Commanders, COs, level 1 leads, and program managers may allow access to privileged safety information from mishap reports to contractor support services personnel only to the extent that their duties require. Commanders, COs, level 1 leads, and program managers of special access required (SAR) programs shall ensure that safety personnel have the required security clearances in place to be able to support all aspects of their program needs (ex. safety reviews, test planning, deficiency reviews, mishap investigation, etc).

3.2 OPERATIONAL GUIDELINES

3.2.1 Flight Schedule. A flight schedule or similar directive shall be published daily IAW reference (e) to document authorization for flight. This document provides for scheduling and coordination of flight crews, and shall be as accurate as possible. Consideration shall be given to individual qualifications and crew rest, particularly when changes are made to the published schedule.

3.2.2 NAVAIR Aircrew Qualifications. Commanders/COs shall ensure that specific training guidelines are established for use in the designation of all flight qualifications, including initial aircraft familiarization (FAM) flights, check flights, mission/helicopter/plane/aircraft commanders, flight and weapons test specific training, and functional check flight aircrew. For all aircraft, these guidelines shall stress the significance of crew coordination in the safe conduct of flights. Flight crews of NAVAIR controlled aircraft shall comply with

appropriate OPNAV and Naval Air Training Operating Procedures and Standardization (NATOPS) provisions in order to remain qualified by aircraft type, model, and series. Proficiency requirements may be met by flying different series of the same model aircraft. In the event no NATOPS exists for a new production or experimental aircraft, test teams are responsible for working with the aircraft manufacturer to provide appropriate training for flight crews, including the use of available aircraft publications, checklists, simulators, and training aids. Those procedures shall be reviewed and approved by the respective government flight representative (GFR), Integrated Test Team (ITT) or test squadron.

3.2.3 Flight Qualification and Aircraft Designations. Due to the unique environments which NAVAIR aircrews operate and the many other commitments placed on them, NAVAIR aircrews are often required to operate and maintain proficiency in multiple aircraft with much less flight time than normal fleet pilots experience. The operational concepts addressed below are only minimums and are not intended to replace ORM, the judgment of commanders/COs or supplant NATOPS, but serve only as a minimum baseline to ensure safe operations and reduce overall mishap rates throughout NAVAIR. Flight crew qualifications shall be in accordance with aircraft NATOPS manuals and NAVAIR crewmembers are limited to NATOPS qualification as pilot, naval flight officer (NFO) or aircrewman in two aircraft. When qualification as pilot, NFO or aircrewman in more than two aircraft is required, the next echelon aviation commander is the approval authority. Designation shall be based on a risk assessment analysis submitted by the requesting command. The absolute maximum number of individual flight crew NATOPS qualifications is four aircraft.

3.2.4. Pilot-in-Command Minimums. The minimum flight time to act as pilot-in-command includes 7.5 hours and three flights in each type/model aircraft in the last 60 days (COs shall carefully evaluate the need for flight hour minimums in different series of aircraft where emergency procedures, critical performance limits, and mission critical displays are significantly different from the pilot's primary aircraft). If a pilot falls out of currency, commanders/COs shall approve a training syllabus to bring the pilot-in-command back to currency. The syllabus shall include at least one dedicated "back-in-the-saddle" flight. This flight may not be flown in conjunction with any other mission. Return to flight in an aircraft not flown during the last 60 days shall require at a minimum one operational flight trainer (or weapon system

trainer), if available, a dedicated training flight, and a closed book emergency procedures examination. Aircrew must complete these training requirements in order to be considered current and available for mission related flights. These are NAVAIR minimum currency requirements and do not relieve commanders/COs of other requirements or the responsibility to ensure all aircrew have the proficiency necessary to accomplish the missions they are tasked. Failure to fly an aircraft for over 120 days requires NATOPS re-qualification.

3.2.5 Bold-Faced Emergency Tests. All aircrew shall complete a quarterly review of all boldface items for each type aircraft flown. Units may choose to accomplish this one time each quarter or divide bold-faced items into monthly tests.

3.2.6 Flight Tracking Requirements. A formal, centralized, aircrew qualifications management information system shall be maintained that reflects current information from the individual's NATOPS' jacket. Minimum items to be tracked include expiration dates for NATOPS qualification, instrument rating, emergency egress, crew resource management (CRM) currency training, physiology, water survival, and physical examination/status. This tracking system requirement may be met by an existing interactive database such as flight information scheduling and tracking (FIST), or may be accomplished by the production of a monthly training plan.

3.2.7 Commercial Contracts. Activity COs/activity commanders, GFRs and ASOs shall review any commercial maintenance contracts affecting any of their aircraft or flight operations to ensure sufficient contractual requirements are in place to reduce ground and flight risks. GFRs shall work with the contract ACO/PCO to rectify any deficiencies.

3.2.8 Memorandums of Agreement (MOAs)/Memorandums of Understanding (MOUs). MOAs/MOUs developed to delineate command responsibilities covering the sharing of aircraft from different commands (including instances of sharing of maintenance or repair work among commands, or with contractors), the leasing or transfer of aircraft as government furnished equipment (GFE), and the sharing of aircraft for mixed crew operations, shall, at a minimum, delineate safety responsibilities covering aircraft custody, host unit duties and responsibilities, mishap accountability, standard operating procedures (SOP) requirements and mishap investigation responsibilities. Review of MOAs/MOUs by the appropriate safety office of the command assuming mishap accountability and investigation responsibility is required.

3.2.9 Waivers. As a general rule, waivers to written policy will only be granted in cases where deviation from the written requirement has been well thought out, the deviation makes sense, risks are mitigated appropriately, and the decisions are made at the proper level. Flight waivers directed to NAVAIR as the controlling custodian/TYCOM by an aircraft specific NATOPS manual, waivers to reference (e) which require Chief of Naval Operations' (CNO) (N78) signature, or waivers to reference (c) in the case of contractor flight operations, shall be submitted to NAVAIR, attention NAVAIR ACC (AIR-5.0D) via the activity's operational chain of command. AIR-5.0D shall coordinate with AIR-09F1 for required reviews of all risk assessments. Waivers that are deemed to involve critical safety issues, or those that are not recommended for approval, shall be briefed to the Vice Commander prior to providing official response. All waivers shall be submitted via the chain of command to the designated approval authority. Aviation waiver submissions shall abide by the following guidelines:

a. Requests for waivers that require NAVAIR AIR-00 or AIR-09 approval shall be IAW references (f) and (g) and shall include a deliberate operational risk analysis (preferably using the TRACS) IAW reference (d).

b. All flight waivers shall be submitted via the chain of command to provide adequate time to review. Waivers requiring AIR-00/09 approval need to be submitted via the chain of command to ensure arrival at AIR-5.0D at least 14 days prior to the date of the waiver.

c. All flight waivers shall include a background section providing specifics on the circumstances created that necessitates the generation of a waiver.

d. All waiver requests shall identify the specific instruction, page, paragraph and wording that the user would like to be waived. In waiving a specific requirement, the user shall develop the new desired wording and criteria to which they will be held accountable.

e. Waivers normally contain an expiration date not to exceed one year from date of issue. If there is a need for a waiver to be extended beyond the first year, the user should review original waiver ensuring that none of the parameters that led to the original decision have changed, and resubmit paperwork prior to the expiration anniversary. The receipt of a

waiver that extends over time, and beyond a single event, does not relieve the user from the responsibility of continually reevaluating the legitimacy of the waiver as conditions and risks change.

f. Waivers should be self-explanatory and not require supplemental information for the reader to review the risk analysis. Incorporated into, or attached to, every waiver as an enclosure shall be a deliberate operational risk analysis which identifies the associated hazards and the control measures proposed by the user to mitigate associated risks. Users are encouraged but not required to use the TRACS system to complete this requirement.

g. In cases where the command is seeking approval to provide support in response to national emergencies or natural disasters, NAVAIR reporting custodians may be required to deviate from standing policy to support those in need. COs are requested to exercise sound judgment and contact AIR-5.0D via phone before, or as soon after, the event as possible. AIR-5.0D will relay notification to the Commander and aviation safety.

CHAPTER 4
NAVAIR Command Aviation Safety Programs

4.1 GENERAL

4.1.1 Aviation Safety Program. The requirements listed in this chapter apply to all units who own and operate aircraft/air vehicles under the controlling custody of NAVAIR. It is recognized that not all reporting custodians are in the direct NAVAIR chain of command. Regardless of chain of command, all units operating aircraft under NAVAIR's controlling custody are responsible to comply with the aviation provisions and guidelines provided throughout this instruction. It is understood that DCMA reporting custodians are not set up to follow all of these guidelines set forth in this instruction, but DCMA commanders/GFRs should strive to meet the intent of the instruction to the best of their ability. Squadron/unit commanders/COs shall establish a clear set of aviation safety goals and set forth an aviation safety policy that defines how personnel may attain these goals. Commanders/COs shall strive to develop a ready room atmosphere to foster safety awareness and professional development. Work schedules/operating tempos must be monitored to ensure aircrew and all support personnel, to include maintainers and flight test engineers, achieve adequate periods of rest and sufficient time to prepare for every flight. Commanders/COs shall ensure procedures are incorporated to evaluate and minimize the risk of complacency or overconfidence of the aircrew, test team, and support personnel's abilities in all phases of aviation activities.

4.1.2 Event Pre-Briefs. Risk management is not a tool restricted to flight operations. Unit commanders and maintenance leadership shall ensure a pre-brief by maintenance team leaders prior to every significant maintenance evolution. Ensure time-critical ORM is conducted, as well as a review of hazards and risk controls, including those required by maintenance procedures. Pay special attention to changes in routine and their consequences. The introduction of change into any process can be a catalyst for errors that lead to mishaps.

4.1.3 NAVAIR Integrated Test Teams (ITT). The DoD acquisition process increasingly relies on integrated government/commercial test teams to develop new aircraft programs. It is the responsibility of these programs/test teams to ensure proper planning has occurred, including the development of pre-mishap plans, prior to any evolution where a mishap could potentially occur. ITT pre-mishap plans shall operate IAW the pre-mishap

plan of the host reporting squadron's existing pre-mishap plan. Any unique program requirements necessary for the ITT aircraft shall be addressed in a MOA between the ITT and the host squadron CO. That MOA shall be collocated with the squadron's pre-mishap plan.

4.1.4 The Aviation Safety Officer (ASO). The ASO is a key element in an aviation command safety program, but only part of the overall command safety effort. Activity commanders shall provide safety departments with appropriate staffing to support their programs, to include safety petty officers and/or civilian safety representatives. The safety department head may, but is not required to, be the unit ASO. At the reporting custodian level, the ASO, whether military or civil service, shall be Navy safety trained, in a flying status involving operational or training flights, and shall be attached to the reporting custodian. An ASO duty assignment should be at least 18 months long IAW reference (a). In addition to those duties defined in reference (a):

a. An ASO assigned to a NAVAIR reporting custodian shall ensure an up-to-date formal pre-mishap plan, satisfying the requirements of reference (a), is maintained.

b. ASOs assigned to NAVAIR test activities shall ensure that the test plan risk management process is complied with as defined in reference (h).

c. The ASOs shall continually monitor unit SOPs and participate in the annual formal review process. Procedures peculiar to the individual mission, aircraft, and locale not covered in other instructions shall be addressed and standardized in a formal manner.

d. The activity ASO/safety representative shall work with the local message center to control dissemination of 5102/3750/3752 messages to ensure that only those personnel authorized by COs are allowed to receive messages containing safety and privileged information. Note that the NAVSAFCEN's web enabled safety system (WESS) will soon require reporting/endorsement and review of all safety related hazard and mishap reports via the online system. After full implementation, safety related incidents and reporting will no longer appear in message traffic. Currently ground OSH mishaps, private motor vehicle, and bird and animal strike reporting sections of the program are online. The aviation hazard and mishap reporting modules are anticipated to come online in CY

2005. After that occurs, COs and their safety representatives will coordinate with the safety center and manage individual access to WESS accounts. Safety representatives designated with authority and WESS access will be responsible and accountable for the control and proper dissemination of important safety related information to non-WESS account holders within their command. For non-reporting custodian personnel, the command's safety representative shall authorize privileged information dissemination IAW reference (a). Within NAVAIR headquarters, AIR-09F shall provide that authorization when necessary. The ASO/safety representative shall brief privileged information recipients on the requirements for proper handling of mishap investigation, reporting and record keeping. An annual review of authorized recipients is required. In addition, commanders/ COs shall ensure written administrative procedures IAW reference (a) are established for safety investigation report (SIR) handling to prevent unauthorized disclosures of privileged information.

e. The activity ASO shall work closely with the unit operations department to monitor flight schedules, reviewing them for flight crew currency, crew composition, scheduling changes and operational tempo.

f. The ASO shall work closely with the NATOPS officers to monitor performance, proficiency and qualifications of aircrew and to provide safety training during all officer meetings (AOMs) ,and dedicated unit training periods. A guideline for reviewing NATOPS jackets is contained at the aviation safety web site at http://www.navair.navy.mil/safety/toolkit.cfm.

g. By the first workday after the 15th of the month on the first month of the each quarter, all reporting custodian ASOs are required to electronically submit a quarterly report summarizing the previous quarter safety statistics to the AIR-09F1. Templates for the Microsoft Excel spread sheet can be obtained on the aviation safety office web site at http://www.navair.navy.mil/safety/toolkit.cfm. The aviation safety office will collate all the reports and brief AIR-00/09.

h. The ASO shall coordinate aviation safety program efforts with other civilian and military command representatives involved in safety to include, but not be limited to, the command master chief, training representatives, test safety officers, quality assurance officer, ground safety/OSH representatives, regional Commander, Navy Installations (CNI) safety representatives, and the ORM program manager.

i. The ASO shall conduct periodic pre-mishap plan/drills to ensure duty personnel can follow the pre-planned response.

j. The ASO shall conduct/coordinate general safety training.

k. The ASO shall coordinate safety stand-downs at a minimum, semi-annually.

l. Coordinate training opportunities from outside agencies such as the safety center with Wings and other collocated units.

m. The activity ASO shall coordinate with the maintenance department to monitor maintenance work schedules, aircraft configuration and aircraft discrepancy books (ADB).

4.2 COUNCILS, COMMITTEES AND BOARDS

4.2.1 Aviation Safety Council and Safety Committee. Safety councils and safety committees shall be established at each wing and in all NAVAIR flying activities. The mission of each shall be to promote the Naval Aviation Safety Program within the scope of their activity and ensure a safe working environment for all personnel assigned. Both groups are tasked with improving safety. The council serves as a forum for executive leadership while the committee serves as a working group. Both are essential to command safety programs and need to work in conjunction to reduce hazards and increase the safety of their operating environment. The councils establish policy, while the committees concentrate on policy implementation in the squadron. A characteristic of all shall be that no one should harbor any fear of repercussions resulting from constructive recommendations made during either forum. The Aviation Safety Council/Safety Committee will, at a minimum:

a. Work to identify hazards and develop mitigation factors to reduce NAVAIR's exposure to risk.

b. Promote the local safety programs.

c. Identify organizational deficiencies and develop strategies to mitigate.

d. Inform the chain of command of all matters that may have safety implications.

e. Safety councils/committees shall publish the agenda and roster of attendees for the meetings. In addition, committees shall maintain a record of topics discussed.

f. Review status of action items.

4.2.2 Safety Committee/Council Membership. The following safety committees/councils and their membership are identified within NAVAIR activities:

a. Aviation Safety Council (ASC). All aircraft reporting custodians (ARC) within NAVAIR shall maintain an ASC. The ASC should meet monthly, but no less than quarterly. The ASC shall be a separate meeting from the Human Factors Council. Membership shall include:

Commanders/Commanding Officer, Executive Officer
Chief Test Pilot
NATOPS Officer
Operations Officer
Aircraft Maintenance Officer
Aviation Safety Officer
Flight Surgeon or representative
Contractor Safety Representatives, GFR (encouraged, if appropriate)

b. Safety Committee. All ARCs and aircraft intermediate maintenance detachments (AIMDs) within NAVAIR shall maintain a safety committee. Direct involvement of all workcenters in the safety committee is required. Safety committees shall meet at least once each quarter, or more frequently if desired, at the discretion of the chair. The normal composition of the safety committee is:

Unit Safety Petty Officer/Organization Safety Representative (Chairperson)
Command Master Chiefs (encouraged)
Division/Branch Representatives
Medical
Other technical experts
Contractor safety representatives

c. NAVAIR Safety Oversight Council (NSOC). The Council provides NAVAIR leadership strategic oversight in safety performance and improvement initiatives and provides a forum for addressing safety concerns inside of NAVAIR.

d. Additional councils and committees. NAVAIR shall support other safety councils and committees as necessary. Current examples include the Navy and Marine Corps Safety Council and the Defense Oversight Safety Council (DSOC) subcommittees. AIR-09F shall serve as a coordinating point for facilitating NAVAIR support.

4.2.3 Human Factors Boards and Councils. An active human factors program is an integral part of any proactive aviation safety program. The ASO is a vital part of the human factors monitoring process, and shall be an active supporter of this program. All aviation commands shall establish a human factors program to include human factors councils and boards. Ensure human factors councils review all aircrew quarterly. Reference (i) shall be used as a guideline for NAVAIR human factors councils and boards. Extend the use of the human factors boards and council concepts beyond aircrew to include our maintainers. The maintenance officer or appropriate maintenance representative shall chair a military maintenance council with support from the safety officer, flight surgeon and key maintenance department leaders. Contractor maintenance participation is highly encouraged but not mandatory.

4.2.4 Standing Aircraft Mishap Board (AMB). Each ARC shall appoint and maintain a standing AMB IAW reference (a). It is the standing AMB that participates in any initial response to any mishap. The standing AMB senior member shall lead the AMB investigation until relieved by the NAVAIR appointed senior member (usually within 24-72 hours). While the ASO is a safety subject matter expert, and shall schedule and facilitate AMB training, the standing board senior member is ultimately responsible to ensure that the AMB is properly trained and ready to respond in the event of an aircraft mishap. AMB training should cover the following annually:

a. Overview of message requirements, mishap kit contents and location, recommended personal protective equipment (PPE).

b. Overview of site security and hazards, scene evaluation, wreckage diagrams and photography.

c. Witness interviews, use of law enforcement agencies, dealing with the media and high-risk communication issues.

d. Naval Safety Center (NAVSAFECEN) investigator assistance, technical representatives, expert witnesses, engineering investigations, resolution of conflicting evidence.

e. Overview of fire/explosion investigation, instruments, light bulbs, power plants and structures.

f. Mishap board psychology, management and report preparation. This session should include the flight surgeon and address critical incident stress (CIS) issues faced by board members.

g. Flight surgeon duties, aeromedical investigation, use of flight physiologists and dangers of blood borne pathogens and the use of respirators in dealing with aircraft wreckage.

h. Human factor investigations.

i. Dealing with unusual mishap sites.

j. Conduct an in-depth pre-mishap plan field drill that includes response by base support activities such as crash crew, security and medical. May include site inspections, use of base physiology to exercise water egress procedures with aircrew and other innovative ideas to assist in training.

k. Involvement of contractors and civilian personnel at NAVAIR in naval mishaps.

l. Session to accomplish specialized training requirements such as respirator qualifications, etc.

m. Review lessons learned from any incidents or mishaps that occurred during the year and incorporate them into the training plan. Review AMB composition and prepare letters of designation for replacement members of standing boards.

4.2.5 Aircraft Mishap Board (AMB). The AMB actually assigned to investigate a mishap may or may not be comprised of members of the standing AMB as members are appointed IAW reference (a). When personnel not assigned to the reporting custodian are tasked to be members of an AMB, the reporting custodian shall provide funding for travel and per diem expenses.

4.2.6 Aircraft Mishap Board Senior Members. Senior members must be U.S. Navy (USN)/U.S. Marine Corps (USMC) designated naval aviators or naval flight officers, Grade 0-5 (or above), and a graduate of the Aviation Safety Officer's course or Aviation Safety Command course or have other suitable training or qualifications acceptable to the ACC. Each NAVAIR flying

activity and Program Management Air (PMA) is required to maintain a list of eligible senior members and in the event of a mishap inside NAVAIR, shall be prepared to nominate those names to the NAVAIR Aviation Safety Program Manager (AIR-09F1/5.0F) to help determine the best candidate for selection as AMB senior member. Selection will be based on recommendations concerning potential candidate's training, workload, background and experience. Prospective senior members not assigned to a standing board are encouraged to participate in standing AMB training when possible. Commanders, Naval Test Wing Atlantic (NTWL)/Naval Test Wing Pacific (NTWP) are responsible to ensure prospective senior members within the Wings receive AMB senior member training. NAVAIR senior member selection process is as follows:

a. Commanders, NTWL/NTWP are delegated appointing authority for defined Class A naval aviation mishaps, IAW reference (a), that occur to reporting custodians within their respective chain of command. Upon selection, commanders will advise AIR-00/09 of their decision and the NAVAIR aviation safety office will draft a designation letter for signature.

b. Upon notification of a NAVAIR Class A outside of a test wing, the NAVAIR aviation safety office will contact the wing commodores, and appropriate program managers/Naval Air Depot (NAVAIRDEPOT) commanders, to review eligible candidates for potential senior members. The aviation safety program office will relay the list of potential candidates along with the commodores' recommended course of action to AIR-00/09 for selection. Upon selection of a senior member, the NAVAIR aviation safety office will notify the reporting custodian and draft a letter of designation.

4.2.7 ORM Review Boards. ORM review boards, as designated by Commander, Naval Air Forces (CNAF), are community specific working groups headed by the senior fleet commodore/model manager for each community. The ORM review boards have been tasked to identify the 10 highest risk missions/evolutions/causal factors resulting in mission failure, damage, injury, or lost aircraft for every community. Each fleet review board is responsible for distributing a monthly publication/message to promulgate identified hazards and available risk controls, and to heighten safety and ORM awareness of community issues. NAVAIR squadron/flying activity ORM program manager shall maintain and brief Fleet ORM/safety

grams for similar aircraft flown at the activity. AIR-09F1 shall coordinate NAVAIR participation in the Fleets' community ORM review boards.

4.2.8 Lost Time Enterprise Team (LTET). The LTET is a formal gathering of NAVAIR safety advocates and Human Resource Office (HRO) personnel to include injury compensation program administrators that specifically targets CNO lost work day goals and other Navy and national OSH initiatives. This is a headquarters (HQ) board administered by the OSH program manager and includes the NAVAIR safety director and NAVAIR command master chief.

4.3 INSPECTIONS, SURVEYS, ASSIST VISITS AND REVIEWS

4.3.1 Workcenter Audits. Quality assurance (QA) divisions are designated maintenance safety representatives per reference (j) and integral to an activity's overall safety program. A strong, vital portion of maintenance safety is the effective completion of the quarterly required QA audits. Activity ASOs shall work closely with unit QA representatives and become familiar with the format utilized for QA audits. Each quarter, activity ASOs shall assist QA in conducting at least one workcenter audit. Special emphasis should be given to the effectiveness of tool and foreign object damage (FOD) control programs. Squadron QA shall be familiar with, and maintain oversight of, test article preparation, aircraft modifications, instrumentation, and the maintenance involved in test article preparation when installed in, or mounted on test aircraft.

4.3.2 NATOPS Unit Evaluations. NATOPS evaluations are conducted IAW reference (e). While scope and depth of the evaluations vary greatly from one community to another, the evaluation can often provide insight into the command's NATOPS program and operating procedures.

4.3.3 Naval Safety Center (NAVSAFECEN) Safety Surveys. NAVSAFECEN and internal safety surveys are encouraged to foster command awareness and provide a tool to assist the CO in assessing his/her squadron. Formal safety surveys shall be conducted on a periodicity IAW current CNAF and NAVSAFECEN direction.

4.3.4 Assist Visits. Various sources of assist visits are available to all ARCs including DCMA activities. Sources include NAVAIR HQ, Wing safety representatives and, other ARC

safety personnel. AIR-09F1 is available to coordinate assistance as requested.

4.3.5 Cultural Workshops. The culture workshop provides unit COs a better understanding of the culture of their command and provides an outside risk assessment source. All NAVAIR reporting custodians shall request a formal NAVSAFECEN sponsored cultural workshop once during each two-year period. Workshops can be requested by going to the following web site: http://www.safetycenter.navy.mil/culture/request.htm.

4.3.6 On-Line Cultural Assessment. The command safety climate assessment surveys (CSCAS) are made up of two separate assessments: the command safety assessment (CSA) survey, which assesses an organization's operational practices from a safety perspective, and the maintenance climate assessment survey (MCAS) that assesses an organization's maintenance practices from a safety perspective. At a minimum, COs shall conduct the CSCAS assessments within the first 30 days following a change of command, and brief the immediate superior in command (ISIC) on the results of the surveys. At least 70% of the command should participate in the CSCAS surveys to provide a good prospective of command climate. Due to the low turnover rate, large population and experience of NAVAIRDEPOT artisans, they are only required to complete a minimum of 25% of their maintenance workforce every two years. COs desiring their units to take either the CSA survey or MCAS survey (or both) should have their ASO contact the Naval Post Graduate School at DSN 756-1069 or commercial (831) 656-1069. The ASO must identify the number of participants that will take the survey. The ASO supervises the survey process at the unit level. Once a designated number of surveys are submitted, the CO will be provided the code required to review the unit's survey data on-line as well as compare the unit's results with other similar/different aircraft communities, coasts, etc. The command safety climate assessment surveys web site can be viewed at www.safetyclimatesurveys.org.

4.3.7 Maintenance Malpractice Presentation. The NAVSAFECEN provides a variety of services in an effort to raise fleet awareness and improve focus on a strong safety culture to increased readiness. Among the most successful and well-received services are the maintenance malpractice presentation (MMP) and a newly implemented "Khaki" risk management (KRM) presentation. Both of these presentations are provided by NAVSAFECEN personnel in a Microsoft PowerPoint format upon request from the individual command, and run approximately 60

minutes in length. Presentations are available to all interested units during scheduled aviation survey team visits, and participation is highly encouraged. Presentations not held in conjunction with an aviation safety survey are funded by the requesting activity. Commands desiring a live presentation are requested to contact the NAVSAFECEN via e-mail or phone at least three weeks in advance. Funding information must be provided 10 working days prior to presentation. To request a video copy of the MMP, send a fax on command letterhead with the following information: date of your presentation, a local shipping address, commercial phone number, and point of contact. Please remember that videos are loans, and need to be returned as soon as possible due to the large demand for them. Request on command letterhead should be faxed to (757) 444-7049 (DSN 564) attention: Code 128A or 127D.

4.3.8 Inspector General (IG) Inspections. AIR-09F1/5.0F representatives augment the NAVAIR IG inspections during the evaluation of NAVAIR flying activities. AIR-09F1/5.0F maintains a list of areas that will be covered (at a minimum) when conducting an evaluation and it can be found at Aviation Safety IG Checklist: http://www.navair.navy.mil/safety/documents/Aviation Safety IG Checklist.doc.

4.4 AVIATION COMMAND TRAINING

In addition to those training requirements set forth previously in this instruction or in references (a) through (r), commands shall ensure the following training requirements.

4.4.1 Command Indoctrination (INDOC). INDOC programs provide new members of organizations with an understanding and a feeling of participation in the command's goals and ethos. Safety representatives shall participate in aviation unit INDOC programs to ensure newly assigned personnel are briefed on the hazards and risks associated with the operations and environments unique to NAVAIR.

4.4.2 Aircrew Ready Room Training. Aircrew assigned to aviation units actively involved in flying shall receive formal ground training applicable to the mission or task at the minimum rate of two hours per month. All training shall be documented. NAVAIR aviation units shall ensure monthly "all aircrew" ready room discussion forums where lessons-learned from recent flight experiences are used as training tools to learn from the mistakes of others. This can be part of an existing AOM

process. It is imperative to revive the lost art of ready room discussions geared toward flying in the NAVAIR environment. Even our best activities make mistakes, but they learn from them and implement controls to prevent recurrence. Near misses and minor infractions are building blocks to mishaps and warning signs that must not be ignored. Turn off the computer screens and talk, face to face.

4.4.3 Aircrew Simulator Minimums. Aircrew personnel shall complete a minimum of one simulator flight dedicated to basic mission/NATOPS/emergency procedures annually in each aircraft type in which they are qualified per the applicable aircraft NATOPS manual. Some aircraft require a simulator event to complete an annual NATOPS examination. It is highly recommended that all NATOPS and instrument checks be conducted in, or include, a simulator to maximize emergency procedure realism.

4.4.4 Squadron Maintenance Training. Aviation maintenance personnel shall abide by the general guidelines of reference (a) and specifically shall receive formal, structured training each month for the aircraft equipment and systems applicable to their billet and duties.

4.4.5 Non-pilot Turn Qualification/Taxi Qualifications/Training Programs. Personnel qualified to conduct operations normally reserved for pilots, such as low power turns, high power turns, auxiliary power unit (APU) turns and fixed wing taxi operations, shall maintain requirements as set forth IAW references (e) and (j) and the appropriate NATOPS manual for their aircraft. At a minimum, NAVAIR operators shall complete annual open and closed book NATOPS tests, and quarterly bold face/memory item reviews for each aircraft/duty qualified. Annual check rides for dynamic operations, such as taxi qualifications, shall include an aircraft simulator by a qualified NATOPS or assistant NATOPS instructors (ANI). For non-dynamic operations such as low/high or APU turns, qualified operators can complete a practical examination in the cockpit if a simulator is not readily available. Each qualified operator shall complete at least one operation every 45 days to maintain currency in that operation. After 60 days, qualified operators shall complete two observed operations (observed by a NATOPS instructor or ANI) before regaining currency and ability to act unobserved. If a qualified operator has not completed an operation within 120 days, their qualification is considered expired and qualification process must be restarted. Unit program coordinators shall track operations completed and currency on all non-pilot operations.

4.4.6 Command Safety Stand-Downs. Each NAVAIR flying activity shall conduct a formal, all-hands safety stand-down at least twice each year. All personnel involved with daily flight operations/flight test, as determined by the local flying activity CO, shall be included in these stand-downs. Activity commanders/COs shall also determine the format of these stand-downs, but all aspects of safety, including occupational safety, recreational safety, motor vehicle accidents, maintenance safety and procedures, and flight safety shall be covered. Special emphasis shall be given to reviewing/improving operating procedures. Flight test engineers and aviators assigned to NAVAIR program offices should participate in available stand-downs.

CHAPTER 5
Mishap Reporting and Investigation

5.1. MISHAP REPORTING

5.1.1 Mishap Reporting Requirements. Operational special incident reporting requirements provided in reference (k) include procedures for worldwide reporting of events and special incidents which may attract national and/or high interest. Command pre-mishap plans should provide duty personnel with the information necessary to meet initial response requirements as stated in references (a), (b), (k) and (l), as well as help gather perishable information to assist in the mishap investigation. This instruction does not alleviate any existing reporting requirements stated in references (a) and (l), but serves as a reminder of those requirements and specifies NAVAIR internal chain of command reporting notification requirements and procedures.

5.1.2 Mishap Categories.

Criteria

Mishap Class	Total Property Damage	Fatality/Injury
A	$1,000,000 or more and/or aircraft destroyed	Fatality or permanent total disability
B	$200,000 or more but less than $1M	Permanent partial disability or three or more persons hospitalized as inpatients
C	$20,000 or more but less than $200K	Nonfatal injury resulting in loss of time from work beyond day/shift when injury occurred

5.2. WEB ENABLED SAFETY SYSTEM (WESS)

5.2.1 Web Enabled Safety System (WESS). WESS is a NAVSAFECEN online reporting program that enables reporting custodians to provide online reporting of hazards and mishaps. NAVAIR safety representatives shall submit safety reports via WESS whenever possible. For the most up to date information on which parts of WESS are operating, see the NAVSAFECEN Web site at http://www.safetycenter.navy.mil/. The following parts of WESS are operational:

a. Bird/Animal Strike Hazard Reports (BASH). The online BASH report provides a means to quickly report bird and animal strike incidents.

b. OSH mishaps requiring reporting IAW reference (b).

c. Reporting of lost work days and Federal Employees' Compensation Act (FECA) data.

d. Aircraft hazard and mishap reporting tools are anticipated to be operational in CY 2005.

5.3 OCCUPATIONAL SAFETY AND HEALTH MISHAPS

5.3.1 OSH Mishap Reporting. OSH mishaps are reported IAW the requirements set forth in references (b) and (l). WESS is the required vehicle for reporting OSH related mishaps for the navy. It is acknowledged that safety center reporting may fall to the responsibility of NAVAIR or the region, depending on the nature of the mishap, the location it occurred and existing agreements. The below NAVAIR procedures do not change existing safety center reporting requirements and established processes. In addition, WESS requirements and any internal reporting requirements set by the command to their ISIC, NAVAIR commands/PMAs/officers in charge (OICs) and units shall comply with the following internal notification process in the event of a Class A or B OSH mishap. Contact the NAVAIR duty office at DSN 757-6100 or commercial (301) 757-6100 within 8 hours and provide initial notification. Notification of Class C OSH mishaps shall be made via a phone call to the NAVAIR Occupational Safety and Health Program Manager (AIR-09F2) within 7 days of the incident.

5.3.2 NAVAIR Duty Office Requirements for OSH Mishaps. Upon NAVAIR duty office notification, the NAVAIR command duty officer (CDO) will contact the NAVAIR Safety Hotline at DSN 342-SAFE (7233) or commercial (301) 342-SAFE (7233), and report the OSH mishap. In the event that a Class B OSH mishap occurs after hours or no one picks up the hotline, the CDO shall record the mishap information on the voicemail and make a log entry. The information will be relayed to the NAVAIR OSH program manager at the beginning of the next workday. In the event that a Class A mishap occurs after hours or no one is available at the Safety Hotline, the CDO will contact the safety director (AIR-09F) using the recall information listed in the pass down binder. The NAVAIR safety director will relay the mishap information as appropriate to the AIR-00/09 staff members. If unable to reach

the safety director, the CDO shall notify the Flag Secretariat (AIR-00EA2) and the NAVSAFECEN at (757) 444-3520 and relay the mishap notification information.

5.4 RECREATIONAL OFF DUTY (ROD) OR PRIVATE MOTOR VEHICLE (PMV) MISHAPS.

5.4.1 ROD or PMV Reporting Requirements. ROD or PMV mishaps, on-duty or off-duty, have specific reporting requirements set forth in reference (1). As stated above, the requirements below do not alter or alleviate any existing reporting requirements or standing procedures for the command. In addition to any internal reporting requirements to the command ISIC NAVAIR commanders/COs/PMAs/OICs shall ensure the following reporting requirements are met for ROD or PMV Class A mishaps. Units will provide notification phone reports to NAVAIR for all Class A PMV or ROD mishaps that occur to NAVAIR employees. The phone call is required within 8 hours of initial notification of a Class A mishap. Units shall contact the NAVAIR duty office at DSN 757-6100 or commercial (301) 757-6100 providing the information delineated in the below template.

(1) Command/Unit
(2) Individuals Involved
(3) Brief Narrative
(5) Mishap Location
(6) Injuries and Fatalities
(7) Points of Contact

5.4.2 Follow On ROD or PMV Reporting Requirements. Within NAVAIR, commanders/COs and OICs experiencing an on-duty or off-duty Class A mishap within their commands will personally brief the first flag officer within their chain of command on the mishap itself, the factors leading up to the mishap, pre-existing command programs to address mishap prevention and reduction, actions being taken to prevent future mishaps, and assistance required from outside the command. For mishaps involving flag level commands, the commander will brief the next immediate flag officer in the chain of command. This briefing, either in person or via VTC, will, when feasible, take place within 7 days of the mishap. Upon conclusion of the briefing, a message summary will be forwarded to Commander, NAVSAFECEN. The Commander's brief should focus on what is known and avoid speculation. This briefing requirement does not apply to Class A mishaps specifically resulting in the loss of an aircraft or significant damage to a ship, submarine or other platform. As stated prior, mishap reporting guidelines for operational

operational aviation and OSH mishaps shall be completed IAW WESS, this instruction and the guidelines set forth in references (a), (b) and (l).

5.4.3 NAVAIR Duty Office Reporting Requirements for ROD or PMV Incidents. Upon notification of a Class A mishap ROD or PMV mishap, on-duty or off-duty, the assistant command duty officer (ACDO) will relay the information to the CDO. The CDO will contact the NAVAIR Safety Hotline at DSN 342-SAFE (7233) or commercial (301) 342-SAFE (7233) and report the mishap. The NAVAIR safety office representative will then relay the appropriate details to the NAVAIR 00/09 staff. In the event that the mishap occurs after hours, or there is no one available to answer the Safety Hotline, the CDO shall record a brief description of the incident on the Safety Hotline voicemail, and contact the NAVAIR safety director using the recall information listed in the pass down binder. The NAVAIR safety director will relay the mishap information to the appropriate AIR-00/09 staff members and members' supervisors. The safety director or OSH program manager will immediately notify the safety center of the incident via phone. If unable to reach the safety director, the CDO shall contact AIR-00EA and the NAVSAFECEN at (757) 444-3520 and relay the mishap notification information.

5.5 AVIATION MISHAP REPORTING

5.5.1 Test Incurred Damage. All test-incurred damage/mishaps shall initially be treated as defined naval mishaps until the reporting custodian in coordination with the AIR-09F1 makes a determination that the damage was not reportable. AIR-09F1 shall coordinate this decision with the chain of command. For test incurred damage to be outside of mishap reporting requirements, the hazard must be clearly identified and anticipated in the test plan, reasonable mitigation efforts in place and conscious decision by the test plan Executive Review Board (ERB) to accept residual risk and the high probability of damage during test.

5.5.2 Mishaps to Full Scale Aerial Targets (FSATs). Mishaps involving FSATs, such as the QF-4, when flown as a drone with no live operator onboard (NOLO), do not require a mishap investigation or report under reference (a). There exists a need to investigate hazards and incidents incurred during NOLO operations because allowing unidentified/uncorrected hazards to exist can result in preventable losses of FSATs, and possibly aircrew, when the aircraft is returned to a manned status. The reporting custodian for the target shall conduct investigations

of incidents that meet the reporting criteria of reference (a), and submit the report to AIR-5.0 using the format and time guidelines of reference (a). These reports shall not be submitted by naval message to the safety center.

5.5.3 Initial Response. Each ARC must be prepared to initiate AMB duties within the scope of the command's pre-mishap plan until an appointed AMB is established. Due to the large geographic areas and numerous sites where NAVAIR is exposed to risk of an aviation mishap as a controlling custodian, all ARCs, be they NAVAIR test squadrons or DCMA controlled contractor operations, must be prepared to act autonomously during the first 48 to 72 hours of a mishap investigation. Safety personnel must be prepared to preserve mishap wreckage and evidence, and continue to execute the pre-mishap plan until the appointed members of the board arrive. The reporting custodian for the mishap aircraft is responsible for providing funding for temporary additional duty (TAD) and travel of appointed AMB members.

5.5.4 Mishap Reporting Requirements for NAVAIR Reporting Custodians. Lessons learned from past mishap investigations are one of our most valuable tools available to safety professionals for avoiding new mishaps. It is imperative for the investigation to determine root causes of mishaps to help prevent future occurrences. In addition to requirements outlined in reference (a), NAVAIR ARCs shall complete the following:

a. Mishap phone reports are required for all aviation mishaps for aircraft assigned to NAVAIR. For NAVAIR Class A mishaps, a phone call is required within four hours. Reporting custodians shall contact the NAVAIR duty office at DSN 757-6100 or commercial (301) 757-6100 providing the information delineated in the below template. For NAVAIR Class B/C mishaps, a phone call reporting the mishap is required within 24 hours after determination of a mishap (or likely mishap). Appendix A to this instruction provides a flow chart to help NAVAIR personnel complete the required actions.

b. Test wing commanders and NAVAIRDEPOT COs shall brief AIR-00/09 within 24 hours of a Class A mishap concerning mishap investigation status.

c. Voice reports shall contain the following information, if known, IAW reference (a) requirements:

(1) **Reporting Custodian(s)**
(2) **Aircraft Type and Bureau Number**
(3) **Mishap Location**
(4) **Brief Narrative:** (to include category FM/FRM/AGM, if known)
(5) **Damage** (to include severity A/B/C, if known)
(6) **Injuries and Fatalities**
(7) **Points of Contact**

5.5.5 NAVAIR Duty Office Reporting Requirements. Upon notification of a mishap, the CDO will contact the NAVAIR Safety Hotline at DSN 342-SAFE (7233) or commercial (301) 342-SAFE (7233) and report the mishap. The NAVAIR aviation safety office representative will determine if there is additional information available and relay the appropriate details to the NAVAIR 00/09 staff, 4.0B, and the appropriate program office. In the event that the mishap occurs after hours, or there is no one available to answer the Safety Hotline, the CDO shall record a brief description of the incident on the Safety Hotline voicemail, and then complete the following actions:

a. In the event of **Class A mishap occurring to a NAVAIR aircraft**, the CDO will attempt to contact the NAVAIR safety director directly using the recall information listed in the pass down binder. The NAVAIR safety director will relay the mishap information to the appropriate AIR-00/09 staff members. If unable to reach the safety director, the CDO shall notify AIR-00EA.

b. In the event of a **Class B or C mishap to a NAVAIR aircraft, or a Fleet Class A mishap** occurring outside of normal working hours, the CDO shall contact the Safety Hotline and relay notification. If no one is available to respond, the CDO will record the mishap information on the Safety Hotline Voicemail. For Fleet Class A mishaps that occur outside of normal working hours, the CDO will leave a voicemail with the platform program manager and 4.0B at their respective work numbers. The safety office will notify the appropriate members of the chain of command and follow-up on any voicemails left at the start of the next workday.

5.5.6 DCMA Mishaps to NAVAIR Aircraft. This category refers to aircraft mishaps or incidents occurring to Navy aircraft where NAVAIR is the controlling custodian and DCMA is assigned as the reporting custodian, or when NAVAIR has supplied GFE or government furnished property (GFP) to a contractor under the cognizance of a DCMA GFR. Under the guidelines of references

(a) and (c), NAVAIR, as controlling custodian, accepts mishap accountability and assigns reporting and investigating responsibilities to appropriate personnel for Navy aircraft assigned to DCMA. NAVAIR shall direct AMB composition and reporting requirements. The NAVAIR Aviation Safety Program will coordinate additional support services as required. In most instances, DCMA will provide at least one military representative (sometimes more) to support the AMB. A NAVAIR flight surgeon may be required for mishap investigations at locales where one is not assigned/available.

5.5.7 DCMA Required Response for Mishaps. For all accidents that meet aviation mishap criteria as defined in reference (a), the DCMA representative assigned mishap reporting responsibility for the command shall comply with reporting requirements listed in reference (a) and follow the guidelines listed in paragraph 5.1.3, Mishap Reporting Requirements for NAVAIR Reporting Custodians.

5.5.8 DCMA Required Response for Incidents That Do Not Meet Mishap Criteria. For safety related issues/incidents that do not meet mishap criteria IAW reference (a), but require reporting IAW reference (c), phone notification shall be made directly to the Safety Hotline at DSN 342-SAFE (7233) or commercial (301) 342-SAFE (7233) vice the NAVAIR duty office. If outside of normal working hours or if no one is available to answer the Safety Hotline, the DCMA representative shall leave notification information on the Safety Hotline voicemail. For contractor incidents that do not meet mishap criteria, notification of the NAVAIR duty office is not necessary. Phone notification should be followed up with an e-mail detailing the voice report information listed above. An aviation safety representative will respond as soon as possible. E-mail notification should be sent to **NAVAIR Aviation Safety** (distribution list in NMCI Global directory). If unit does not have access to NMCI Global directory, mail to: M NAVAIR AviationSafety UD@navy.mil. A hyperlink to this email is located at the NAVAIR Integrated Safety Homepage: http://www.navair.navy.mil/safety/aviation.cfm. NAVAIR aviation safety will contact DCMA HQ and make a determination as to the requirement and extent of investigation necessary to prevent reoccurrence.

5.6 AVIATION MISHAP REPORT RECOMMENDATION (MISREC)/HAZARD REPORT RECOMMENDATION (HAZREC) RESPONSE

5.6.1 NAVAIR MISREC/HAZREC Response to Safety Reports. A hazard report or SIR is endorsed through its chain of command IAW reference (a), providing each echelon command the opportunity to add or refine the report and recommendations. Many hazard and mishap investigation reports include formal recommendations for NAVAIR. The NAVAIR aviation safety office (AIR-09F1) is responsible for coordinating PMA response on recommendations addressed to NAVAIR.

5.6.2 NAVAIR Response. When a TYCOM in the endorsing chain concurs and forwards a recommendation to NAVAIR, the aviation safety office accepts the recommendation for action and forwards a package containing the original hazard report/SIR and the endorsements to the appropriate PMA. Severe hazards (RAC 1 & 2) require a formal response from NAVAIR in the form of a HAZREC or MISREC within 30 days of the release of the TYCOM message. NAVAIR does not usually provide a response to routine HAZREPS/SIRs (RAC 3-5) but the PMA may release a response to if they determine one is appropriate. While a formal response is normally not released for routine HAZRECS/SIRs, the PMA is required to track and take appropriate action on all fleet recommendations from hazard/mishap reports. For severe hazards, the PMA evaluates the feasibility of each recommendation as stated or modified by the endorsing chain, and provides the safety office with the official PMA response. The aviation safety office reviews the PMA response for clarity of content and drafts the response in the proper format to AIR-09 for review and release.

5.6.3 MISREC and HAZREC Required Content. In NAVAIR MISREC/HAZREC responses, NAVAIR is required to state that "we concur" or "we non-concur" with each recommendation addressed to NAVAIR, i.e., the aircraft PMA concurs that the recommendation will solve the problem, or does not concur. If the PMA concurs, the MISREC/HAZREC response will delineate corrective action, i.e., what action is being taken to mitigate the hazard and when the community can expect the action to be completed. If the PMA does not concur, the PMA must explain the rational for non-concurrence and address any additional actions taken to mitigate the hazard. The aviation safety office will terminate all recommendations by providing the status of the recommendation - is the action "ongoing" or "completed" (if action is "ongoing," the PMA should provide an estimated completion date). The NAVSAFECEN tracks all severe hazards until the corrective

actions are complete. Any changes to corrective actions must include notification to the safety center. If the recommendation is left open, the PMA can expect to be queried every 6 months to update the action being taken until the action is complete, and the recommendation is "Closed".

CHAPTER 6
NAVAIR Safety HQ Organizational Roles and Responsibilities

6.1 NAVAIR INTEGRATED SAFETY TEAM

6.1.1 NAVAIR Safety Director (AIR-09F). The NAVAIR safety director is the principle safety advisor and advocate to COMNAVAIRSYSCOM. The NAVAIR safety director leads the Integrated Safety Team IPT and coordinates the efforts and expertise of the aviation safety, OSH and system safety programs at NAVAIR. Together, the Integrated Safety Team provides acquisition support, policy definition, oversight, and operational support to PEOs, PMAs, competencies, NAVAIRDEPOTs, and test wings in all areas of safety. The NAVAIR safety director serves as the executive secretary of the NAVAIR Safety Oversight Council and assists the Vice Commander in coordinating the efforts of the body. The NAVAIR safety director sets command safety training requirements and advises the Commander on policy for ORM programs for NAVAIR activities. The NAVAIR Safety director is the approval authority and holder of the red safety stamp designation, for engineering change proposals (ECPs) that require special handling as set forth in reference (m) as part of acquisition and aircraft Change Control Board (CCB) process. The NAVAIR safety director shall be a graduate of the Naval ASO and Aviation Safety Command course. The safety director, with the assistance of the Integrated Safety Team, represents the COMNAVAIRSYSCOM at various safety committees, councils and working groups.

6.2 AVIATION SAFETY PROGRAM

6.2.1 Aviation Safety Program Manager (AIR-09F1/5.0F). The aviation safety program manager (PM) is responsible for implementation of aviation safety programs throughout NAVAIR IAW this instruction. The aviation safety PM shall be a qualified Naval ASO and is the lead NAVAIR ASO with direct access to the Commander and Vice Commander on all critical concerns of aviation safety. The aviation safety PM is responsible for ensuring the development of aviation mishap prevention operational guidelines, including aircraft rework, manufacturing, a wide variety of flight operations, contracting, maintenance, research, and weapons system testing. The aviation safety PM directs efforts of the aviation safety department in providing aviation safety policy definition, oversight, operational and mishap investigation support to the Commander, PMAs, competencies, NAVAIRDEPOTS and test wings. The aviation safety PM reviews the aviation safety programs for naval

aircraft undergoing contractor rework and in the charge of DCMA. The aviation safety PM ensures that command mishap investigative expertise is available to support NAVAIR mishaps that occur at contractor rework facilities. The aviation safety PM coordinates and/or participates in IG evaluations of all NAVAIR aviation activities. Additionally, the aviation safety PM can facilitate safety reviews/assists for NAVAIR Commands, review of contractor programs, and pre-award surveys. The aviation safety PM provides the approving authority with recommendations concerning risk analysis covering NATOPS and aviation safety program waivers within NAVAIR.

6.2.2 Aviation Safety Manager (SM) (AIR-09F1.1/5.0F1). The SM is the senior civilian advisor to the aviation safety PM and provides the aviation safety office with professional safety advice, program interface with all NAVAIR agencies, continuity and stability. As directed, the SM can act on behalf of/for the aviation safety PM. The SM is a qualified civilian Naval ASO and mishap investigator. The SM assists in the development of aviation safety policy guidance for the COMNAVAIRSYSCOM, and the program offices. The SM reviews all safety message reports, analyzing mishap investigation reports, hazardous material reports, NAVSAFECEN mishap data, and other data to determine trends and prompt identification of material deficiencies; develops aviation safety tools to reduce risk in aviation operations; coordinates and manages of TYCOM message response to all mishap investigation report recommendations; and participates as an aviation safety inspector for the IG team, and for contractor oversight/pre-award surveys. The SM represents NAVAIR in the areas of flight operations and aviation safety issues. The SM assists in the development of executive guidance in coordination with the other services, DCMA, industry partners and customers, the Federal Aviation Administration (FAA) and the National Transportation Safety Board (NTSB). The SM provides headquarters support for development of aviation safety contract requirements, contract evaluation criteria development, source selection team membership, and contract compliance.

6.2.3 Aviation Safety Analysts (AIR-09F1.2/5.0F2 & AIR-09F1.3/5.0F3). The aviation safety analysts serve as technical experts in the planning, development, and management of command-wide aviation safety policies. The aviation safety analyst shall assist in the development of NAVAIR instructions, directives, handouts and other publications, to provide policy and procedural guidance for the implementation and maintenance of the aviation safety program. The aviation safety analysts

review aviation safety programs and NATOPS programs at subordinate aviation activities to determine compliance with Navy and command safety requirements; develop and maintain management information system (MIS) concerning mishap prevention within the command; responsible for adverse trend analysis program to identify deficiencies as noted in Naval aviation message reports; review and analyze mishaps and mishap data, determining trends, areas of concern, causes and sources; support the aviation safety PM and SM in the development of goals, programs, and other efforts to prevent and reduce mishap occurrences; and provide analysis and endorsement of mishap reports, engineering investigation reports, hazard reports, NAVSAFECEN mishap data, and other reports to determine trends for system safety programs. Analysts serve, in coordination with the SM, as the aviation safety inspector for the IG team, and for contractor oversight/pre-award surveys. The analysts are graduates of the Naval ASO curriculum and may be serve as ASOs in support of mishap endorsements or aviation mishap investigations.

6.2.4 Aviation Safety Officer (ASO) (AIR-09F1.4/5.0F4). The ASO is a qualified ASO and mishap investigator. The ASO reports to the aviation safety PM and assists in the development of NAVAIR instructions, directives, handouts and other publications, to provide policy and procedural guidance for the implementation and maintenance of the aviation safety program. The ASO reviews aviation safety programs and NATOPS programs at subordinate aviation activities to determine compliance with Navy and command safety requirements; develops and maintains MIS concerning mishap prevention within the command; responsible for adverse trend analysis program to identify deficiencies as noted in Naval aviation message reports; reviews and analyzes mishaps and mishap data, determining trends, areas of concern, causes and sources; supports the aviation safety PM and SM in the development of goals, programs, and other efforts to prevent and reduce mishap occurrences; provides analysis and endorsement of mishap reports, engineering investigation reports, hazard reports, NAVSAFECEN mishap data, and other reports to determine trends for system safety programs. The ASO, in coordination with the SM and the analysts, serves as an aviation safety inspector for the IG team, and participates in contractor oversight/Pre-award surveys. The ASO is a graduate of the Naval ASO curriculum and may serve as the ASO in support of mishap endorsements or aviation mishap investigations.

6.3 OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM

6.3.1 Occupational Safety and Health (OSH) Program Manager (AIR-09F2/7.10.1). The NAVAIR OSH PM reports to the NAVAIR Infrastructure Business Director (AIR-7.10) and within the Integrated Safety Team, functions under the guidance of the NAVAIR safety director. The OSH PM is responsible for the management and administration of NAVAIR OSH and has direct access to the Commander on all critical concerns of OSH. The OSH PM's duties include assessment, evaluation and coordination of acquisition and policy programs and their OSH impact. The OSH PM provides assistance throughout NAVAIR on all OSH matters. The OSH PM acts as NAVAIR ombudsman for OSH issues between higher authorities and field activities by providing technical advice and interpretation, direction, and guidance on naval occupational safety and health (NAVOSH) policies and requirements contained in pertinent guiding documents and federal law. The OSH PM participates in numerous working groups both inside NAVAIR and across DoD, and leads the NAVAIR LTET. In addition, the OSH PM participates in operational test readiness reviews (OTRR) and program environmental safety and health evaluation (PESHE) in response to newly required NAVAIR acquisition programs. The OSH PM controls, manages, implements, inspects, and provides direction and guidance as the NAVAIR radiation safety officer (RSO) and laser system safety officer (LSSO). The OSH PM also provides management and oversight to the explosive safety and weapons safety programs. Acts as higher echelon liaison for OSH policy, and provides direction to NAVAIRDEPOTs. As RSO, LSSO and manager of the explosive safety program, the OSH PM directs program execution/guidance/support for all naval aircraft radiation permits and naval radioactive material permits (NRMP); advising PMAs on programmatic radiation issues, and program offices on issues pertaining to the use of radioactive materials in weapon systems; assisting program offices in the requirements of applying for Navy radioactive materials permits, and actively manages these permits for the program offices; maintaining required documentation and representing the command during programmatic inspections, liaisons with the Fleet and private industry issues pertaining to radiation safety; fulfilling OPNAV requirements for headquarters level programmatic oversight of the explosive safety and laser safety working level requirements; conducting the day-to-day communications with the team field activities. Reference (b) provides navy guidelines on OSH accountability and incident reporting requirements.

6.4 SYSTEM SAFETY PROGRAM

System safety involves the application of scientific and engineering efforts to establish design requirements, implement management controls, and monitor contractor system safety efforts to achieve a balanced total engineering effort that meets cost, schedule, and technology performance objectives across the total life cycle. This support is applied to naval aircraft, weapons and support system from technology development through disposal. System safety works to identify potential hazards in aircraft, weapon, support system or subsystem, and then take sufficient action that will mitigate the risk of those hazards to an acceptable level and provide and optimized total system solution. Reference (n) provides a standardized engineering hazard risk index for system safety risk assessment within NAVAIR.

6.4.1 System Safety Program Manager (AIR-09F3/4.1.6). The system safety program manager (PM) heads the System Safety Engineering Division of the 4.0 NAVAIR Competency, providing support to IPT, externally directed teams (EDT) and enterprise teams (ET) within NAVAIR. The system safety PM heads system safety efforts within the Integrated Safety Team, and coordinates system safety efforts under the guidance of the NAVAIR safety director. The system safety PM provides/coordinates support to program managers for system safety program and technical matters, ensuring DoD, Navy and NAVAIR policy is appropriately tailored and included in technical requirements, program and contractual documents and considered in technical and programmatic decisions; and develops and updates NAVAIR policy, procedures, and programs to satisfy DoD and Navy weapon system program requirements for system safety. The system safety PM plans, directs, and coordinates system safety engineering division efforts including outlining objectives (i.e., short and long-range), establishing schedules and program priorities, and developing/justifying budget submittals for the system safety division to accomplish overall system safety objectives. The system safety PM reviews appropriate safety related ECPs IAW reference (m). The system safety PM participates in OPNAV sponsored safety boards such as Weapons System Explosive Safety Review Board (WSESRB) and Laser Safety Review Board (LSRB). The system safety PM will coordinate system safety engineering activities with government and industry system safety groups, including staying abreast of and evaluating new technology developments for possible system safety process improvement as well as potential adverse effect on system safety.

6.4.2 System Safety Deputy (AIR-09F3/4.1.6A). The system safety deputy is the senior advisor to the system safety PM and provides the System Safety Engineering Division with continuity and representation across the broad range of NAVAIR aviation programs. The system safety deputy's duties mirror those of the system safety PM and, as directed, the system safety deputy can act on behalf of/for the system safety PM.

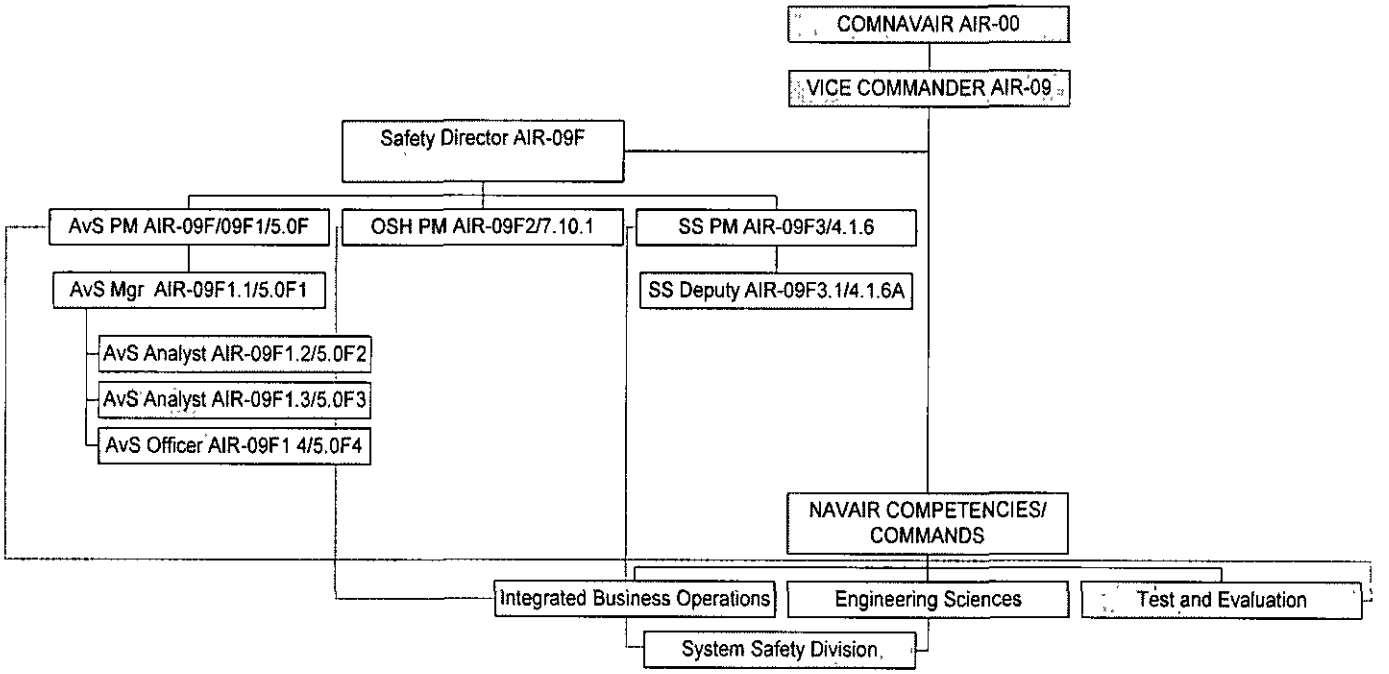

fig. 6-1

6.5 NAVAIR HQ AVIATION SAFETY RESPONSIBILITIES

6.5.1 General Duties of NAVAIR Aviation Safety Office. Include the following:

a. Manage within NAVAIR the aviation safety program normally associated with an ACC, i.e., policy, objectives, goals, advisories, status, etc., for staff and shore activities.

b. Manage a program for identification of material hazards that cause aviation mishaps and personnel injury throughout the Navy.

c. Provide advisories/statistics on material hazards causing mishaps to the naval maintenance and design engineering organizations.

d. Manage the MISREC/HAZREC program, providing NAVAIR and PEO response to controlling custodian recommendations linked to a severe hazard.

e. Coordinate, prepare, and staff all reference (a) SIR endorsements for COMNAVAIRSYSCOM and the PEOs.

f. Serve as liaison between CNO, the Commandant of the Marine Corps (CMC), the PEOs, and COMNAVAIRSYSCOM in regard to the coordination of flight restrictive technical directives (aircraft groundings), and provide CNO/CMC/PEO concurrence when safety of flight/grounding actions are involved per reference (o).

g. Coordinate assignment of the aviation safety inspector for the Naval Inspector General Team during scheduled inspections of NAVAIR activities.

h. Serve as the advisory board member and coordinator for the NATOPS program per reference (e).

i. Provide safety support to all program managers in the Naval Aviation System Team.

j. Manage the NAVAIR safety program for all aircraft in the physical custody or GFE'ed to a contractor for which NAVAIR is PCO. References (c) and (j) provide a partial listing of monitoring duties.

k. Manage an annual NAVAIR Aviation Safety Award Program.

l. Coordinate mishap investigations for NAVAIR activities, including DCMA activities operating naval aircraft.

m. Certify safety of flight safety ECPs as amplified in reference (m).

n. Provide a staff review and recommendation for all deliberate and in-depth ORM risk analyses submitted to AIR-00/09 for approval.

o. Coordinate with wing commodores, NAVAIRDEPOT commanders, PMAs, and competency leads to identify senior members to serve on mishap boards and generate designation letter.

CHAPTER 7
Safety Reports and Award Submissions

7.1 SAFETY REPORTS

7.1.1 Quarterly Safety Reports. By the first workday after the 15th of the month on the first month of the each quarter, all reporting custodian ASOs are required to electronically submit a quarterly report summarizing the previous quarter safety statistics to the AIR-09F1. Templates for the Microsoft Excel spread sheet can be obtained on the aviation safety office web site at http://www.navair.navy.mil/safety/toolkit.cfm. The aviation safety office will collate all the reports and brief AIR-00/09.

7.2 SAFETY AWARDS

7.2.1 NAVAIR Annual Aviation Safety Awards. COMNAVAIRSYSCOM sponsors the annual (calendar year) NAVAIR aviation safety awards. The goal of the award package is to succinctly communicate the strength of the squadron's aviation safety program. Submissions shall not exceed five single-sided typed pages, not including the data enclosure. Format for submissions including font type (Courier New), size (12 Pitch), and margins shall be IAW the SECNAVINST 5216.5D, Department of the Navy Correspondence Manual. Packages exceeding the maximum allowed number of pages, or submissions that fail to comply with the Navy Correspondence Manual requirements, will be ineligible and not considered. The first enclosure to the award package shall include the statistics provided in appendix B of this instruction. Failure to include appendix B data shall also make the package ineligible for consideration. Selection criteria for NAVAIR Aviation Safety Awards is derived from reference (p) and the guidelines are listed below.

a. The NAVAIR annual aviation awards are presented to those NAVAIR aviation units which best exemplify the highest standards in safety programs through their direct and indirect contributions to naval aviation and safety during the past calendar year. Submissions should emphasize actions or initiatives that have provided benefits to the unit and naval aviation as a whole. Submissions should stress management and mitigation of operational risk. Key indicators are unit's aviation safety/NATOPS programs and compliance with OPNAV and NAVAIR safety programs. The board shall look for efforts and contributions made to eliminate hazards. Selection criteria takes into account operational tempo, exposure to risk and the

efforts units have undergone to mitigate operational risks. Special attention is paid to command climate and leadership within the unit. Any innovative and measurable improvements made to aviation safety programs during the past calendar year should be addressed in the submission.

b Aviation mishaps and their severity are key factors in the selection criteria. Even more important than the occurrence of a mishap is an evaluation of the root cause of the mishap, the investigation, the hazards discovered during the investigation, and the action that the unit took to avoid recurrence. While a mishap can reduce the chances for selection, mishaps are not disqualifiers for selection. Mishaps attributable solely to mechanical failures that are determined to be out of the control of the reporting custodian will not be considered as detractors for this award.

c. The award package shall be the Commander's comments describing his safety program, with supporting enclosures. Commanders should emphasize unit contributions to the naval aviation safety program such as timely reporting of hazards, recommendations that have increased the overall safety of operations. Commander's comments shall discuss command climate, the emphasis the command places on aviation safety, any innovative actions accomplished by the command, and efforts to institutionalize those improvements.

d. Reporting custodians shall submit safety award submissions through their chain of command, via letter/message/e-mail/fax, to AIR-09F1/5.0F not later than 31 January.

f. A NAVAIR safety awards board shall convene annually in February. The board will be chaired by the NAVAIR Safety Director (AIR-09F), and include representatives from NTWL, NTWP, AIR-6.0, AIR-5.0D, AIR-09F1 and one additional member to be named prior to the board (other possible members may include the senior flight test engineer, command master chief, or the NAVAIR senior flight surgeon). Board members will be provided an award package at least one week prior to convening the board to assist in preparation. NTWL, NTWP and AIR 6.0 board members will represent their units and should come prepared to brief specific safety and operational performance issues related to those award packages. The AIR-09F1 representative will present those commands that are not specifically represented by someone in their chain of command. Discussions are not limited to the submission packages but include all relevant board member

observations throughout the year. In the event of a tie, AIR-09F shall determine the nominee. Upon completion of the board, AIR-09F will forward the award packages, an executive summary of the board deliberations, and the board's recommendation to COMNAVAIRSYSCOM for final determination and selection.

g. Previous winners remain eligible. While OSH issues and achievements provide good indicators of a unit's overall safety program, the selection for these awards focuses on actions and achievements that have impacted aviation safety. While past safety records are notable accomplishments, the focus of this award is on achievements occurring during the year under evaluation.

h. Reporting custodians that believe they are not competitive for the award, due to their safety record, may be relieved of full submission requirements with the approval of their wing commander or next echelon command. Those commands relieved of submission requirements shall still submit the annual data summary contained in appendix (B) for statistical tracking purposes.

7.2.2 Command CNO Aviation Safety Award. In addition to recommending a winner of the annual NAVAIR Aviation Safety Award, the NAVAIR Aviation Safety Awards Board will forward recommendations to the safety center for the CNO Aviation Award.

7.2.3 Grampaw Pettibone Award. The Grampaw Pettibone Award as delineated in reference (p) is an award presented to an individual or organization that has contributed the most toward aviation safety awareness through publication. This includes any and all articles dealing with aviation safety in naval publications. Each command can submit up to two nominees for this award covering the previous calendar year. Nominations should include a copy of the article or publication. Submissions should be made to AIR-09F1 prior to 15 February for the previous calendar year. AIR-09F may provide COMNAVSAFECEN with up to two NAVAIR nominees each year by 1 March.

7.2.4 Admiral Vern E. Clark and General James L. Jones Safety Awards. The Admiral Vern E. Clark and General James L. Jones Safety Awards were established to stimulate naval safety through ideas and programs that will reduce avoidable injuries and fatalities by providing special recognition to individuals, units, or organizations who best exemplify and advance a culture of safety, as initially announced by Navy Administration Messages (ALNAV) 036/03. The awards and selections are

administered by the Navy League. Submissions shall be made directly to the Navy League IAW SECNAV Notice 5305 normally due around the end of the calendar year. Individuals, units and organizations are eligible for the awards. Each winner will receive a Navy League plaque and a cash award of $1,000.

Aviation Mishap Reporting Flow Diagram

	EVENT	REPORTING CUSTODIAN OR OPS CENTER SHALL	NAVAIR DUTY SHALL	SAFETY OFFICE SHALL
CASE 1	Class A NAVAIR Mishap (Notification required within 4 hours)	Notify NAVAIR Duty Office at 301-757-6100	Contact Safety HOTLINE 301-342-SAFE (7233)	Notify EA/Staff 301-757-7825 Notify PM & 4.0B
CASE 2	NAVAIR Class B/C (Notification required within 24 hours) or Class A FLEET Mishap	Notify NAVAIR Duty Office at 301-757-6100	Contact Safety HOTLINE 301-342-SAFE (7233)	Notify EA/Staff 301-757-7825 Notify PM & 4.0B
CASE 3	DCMA/Contractor Incident not meeting Mishap criteria. For Actual Mishaps follow the appropriate NAVAIR procedure listed above		Contact Safety HOTLINE 301-342-SAFE (7233)	Next Work Day Contact GFR and DCMA HQ

CASE 1

After normal working hours or no response at hotline, Duty Office shall leave msg on Hotline voicemail and contact AIR-09F at recall/cell. If unable to reach 09F, notify EA at work/recall

After normal working hours - AIR-09F shall contact EA at recall/Cell. Contact Program Office/4.0B/PAO work numbers. Safety shall follow-up all voicemails at beginning of next workday to ensure notification

CASE 2

After normal working hours or no response, Duty Office shall leave MSG on Safety Hotline.
For FLEET Class A only
Contact/leave msg at PM work/voicemail
Contact/leave msg at 4.0B work/voicemail

After normal working hours or no response, Safety shall leave MSG on EA's voicemail.
Safety Rep will follow-up all voicemails left by the Duty Office or Safety Office to EA, PM, PAO and 4.0B at the start of next workday

CASE 3

After normal working hours or no response at Hotline, reporting GFR shall leave msg on Hotline voicemail. Follow-up with email notification. See http://www.navair.navy.mil/safety/ for link

At start of next workday, AIR-09F or Safety Rep shall discuss incident with GFR and DCMA HQ to determine investigation requirements. Notify EA of results

Annual Aviation Safety Award Data Sheet

- Number of Pilots, NFOs, and Aircrew (Mil, Civilian, Contractor)
- Calendar year summary of all mishaps to include aircraft type (FM/FRM/AGM), class (A, B, C).
- Date of last FM/FRM; all years (by class A, B, C)
- Date of last AGM; all years (by class A, B, C)
- Flight Purpose Code 2L7, 2L9, 2L0 and 2K2 cumulative hours/sorties
- Total number of A799 Maintenance Action Forms (MAFs)
- Night hours
- NVG hours
- Total Landings (field/ship)
- Average (per monthly flight time) for pilots, NFOs, aircrew (day/night)
- Average (per month) of aircrew simulator time
- Number of Aviators who have not met annual NAVAIR simulator training requirements
- Bravo Zulu/Other Safety Awards presented recognizing Safety in Command
- Average (per month per aircrew) ground training hours
- Number and type of aircrew waivers of CNO NATOPS minimums
- Number of trained ORM/CRM Instructors
- Number of non pilot turn/taxi qualified personnel
- Simulators for non pilot turn/taxi qualified personnel
- Number and date of mishap drills
- Safety Standdown dates/subject lectures
- Command ORM Training (percentage of unit completed ORM Initial training)
- Additional or annual ORM training completed and percentage trained
- ANYMOUSE submissions
- CSA/MCAS statistics (Percent of personnel to complete surveys)
- Safety Surveys Completed (Formal by Safety Center/Informal)
- Maintenance Malpractice Brief (Percentage of personnel to participate)

Number of:

- Total FOD events:
- Hazard Reports (3750)
- Hazardous Material Report (HMR)
- Explosive Mishap Report (EMR)
- Conventional Ordnance Discrepancy Report (CODR) sent, NAVAIRDEPOTs # processed
- Technical Publication Deficiency Reports (TPDR) sent, NAVAIRDEPOTs # processed
- NATOPS change recommendations
- Lost tools
- Misuse/Abuse reports
- Things falling off aircraft (TFOAs)
- Fuel Spills
- Safety articles published (include name/date/publication)
- Aircraft Delivered/Discrepancies reported*
- ISO certification Programs in place*
- Aircraft Engines Delivered/Discrepancies reported*
- Aircraft Components Delivered/Discrepancies reported*
- Indications that Aircraft/Engine/Component discrepancy resulted in Mishap*

NAVAIRDEPOTs only.