



AOPA AIR SAFETY INSTITUTE Presenter Notes for ***Scalable Safety Framework***

Please send questions or comments to the Air Safety Institute at safety@aopa.org

Program Introduction:

The AOPA Air Safety Institute's *Scalable Safety Framework* is based on FAA-mandated Safety Management Systems (SMS) used by air carriers and other large operations. The Air Safety Institute focused the framework on five main components and steps to success.

Leadership: Communication from senior leadership stressing their commitment to a safety culture is imperative. This commitment sets the tone for the whole organization, and emphasis should be placed on a non-punitive culture that encourages pilots to report safety concerns.

Accountability: Examine and assess the roles and responsibilities of each stakeholder in a group. The roles include how these individuals interact with others in the organization. The responsibilities include requirements to successfully fulfill the roles as well as the limits of an individual's authority (i.e., can they cancel a flight, ground a flight, authorize a flight?).

Risk: Identify and assess the risks and unique issues associated with the operation. Then, create meaningful mitigation strategies that realistically can be implemented.

Reporting: Create a reporting system or promote the use of a system that already exists. A reporting system can be paper based, or web based—either way, it must be usable for the organization. A usable reporting system needs a standard form to report safety issues, a means to submit the report, a place to collect the reports, and a means of distribution of findings across the organization.

Culture: The goal of the SSF is ultimately to create an organization-wide safety culture that encourages reporting, rewards safe actions and behaviors, and keeps the entire organization (not just the leaders) engaged and involved in correcting issues.

Slide 1: Title Slide

- This seminar is designed to take small groups or sessions through the process of creating a safety program. We'll look at the elements involved in creating a safety program that scales to your operation.
- This presentation should also include use of the Scalable Safety Framework handout (PDF) to help facilitate the group sessions. The end goal is a completed safety program that you and your organization can use to improve and standardize safety reporting and culture.

Slide 2: Safety Management Systems (SMS)

- Most SMS programs are extensive, comprehensive, and applied with a high degree of oversight and rigor, which isn't practical for typical general aviation operations. There are, however, some key SMS elements that can be applied more readily.

Slide 3: Solution for General Aviation (GA)

- The AOPA Air Safety Institute's Scalable Safety Framework (SSF) takes the key elements of a typical SMS and tailors them to fit most general aviation organizations.

Slide 4: Leadership Commitment

- Communication from senior leadership stressing their commitment to a safety culture using the Scalable Safety Framework is imperative. This commitment sets the tone for the whole organization, and emphasis should be placed on a non-punitive culture that encourages pilots to report safety concerns.

Slide 5: Roles and Responsibilities

- Participants might include pilots, dispatchers, mechanics, owners, passengers, organizations, safety officers, etc. The list must be meaningful to the organization and does not need to be exhaustive.
- After the list is created, the group will list the roles and responsibilities of everyone.
 - The roles should include how these individuals interact with others in the organization
 - The responsibilities should include the authority each person has as well as what is required from them (i.e., can they cancel a flight, ground a flight, authorize a flight)
- BEWARE of scope creep! There should be a system of checks and balances from all individuals involved, but not so many that a single individual would be overwhelmed.

Slide 6: Identifying and Assessing Risks and Issues

- Risk mitigations may include grounding flights, stopping operations, creating alternative plans, or having pilots discuss their plans with other qualified individuals. The group should think of specific operational challenges and risks pilots would report as a safety issue. They will then develop a mitigation plan (i.e., how to limit exposure, prevention, remove the risk).
- The group should also create a list of unacceptable risks to better understand the limitations of the operation.

Slide 7: Reporting System – Analysis and Action

- The reporting system needs to consider the resources available within the operation.
- Reporting systems can be paper-based, web-based, or email.
- A usable reporting system needs a standard form to report safety issues, a means to submit the report, a place to collect the reports, and a means of distribution across the organization.
- The distribution should include relevant safety information and guidance for all necessary individuals.
- A safety officer should analyze the reports to look for trends or anticipated issues.
- Along with distribution, should be a form of follow-up to ensure action is taken and issues are easily identified.

Slide 8: Safety Culture

- Professor Hudson (referring to the illustration) is a psychologist with a wide experience of safety management in a variety of high-hazard industries. He is a Professor of the Human Factor in Safety at Delft University of Technology in the Netherlands. He was one of the developers of the Tripod model for Shell which is better known as the 'Swiss Cheese' model.
- Professor Hudson was selected as a Distinguished Lecturer of the Society of Petroleum Engineers in 2012–13, and an expert witness on process safety and safety culture in the BP Deepwater Horizon lawsuit in New Orleans.

Slide 9: Group Sessions and Discussions

- Participants can break into groups with each group taking one of the four areas listed on the slide, or they can remain as one group and discuss together.

Slide 10: Sample Agenda

- This is a general guideline for breakout sessions.
- Depending on the size of the organization, the sessions may need to be modified.