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CIVIL AVIATION DEPARTMENT
MINISTRY OF TRANSPORT AND CIVIL AVIATION
Male'
Republic of Maldives

AIR SAFETY CIRCULAR

No. OPS 20
Issue: 03
15 Sep 2004

ACCIDENT PREVENTION AND AIR OPERATOR FLIGHT SAFETY PROGRAMME

1.0 INTRODUCTION

1.1 Aviation rests on a foundation of laws and regulations, most of which are aimed at maintaining or improving safety. This is particularly true for scheduled air transport operations. The approach to safety, often referred to as regulatory safety, is an essential element of aviation. Any improvement in aviation safety requires the combined efforts of all sectors of the industry, particularly management, flight crews, cabin crews, maintenance personnel, manufacturers and the regulatory body. Each has a vital part to play and the absence of any one group will inevitably make the task more difficult and less successful.

2.0 OBJECTIVE

2.1 The objective of accident prevention is to prevent aircraft accidents, thus improving public confidence in the safety of air travel, saving lives and money, and reducing suffering. Although this may seem obvious, it needs to be clearly stated because this objective is sometimes overlooked when other considerations are allowed to intrude. The effectiveness of accident prevention efforts must not be allowed to be compromised. Safety must embrace the total organisation and it is essential that a close working relationship be maintained between all parts of the organisation that go to make an airline. The purpose of this circular is to state the need for an air operator to have in place an accident prevention and flight safety programme.

3.0 REQUIREMENT

- 3.1 An Air Operator shall, on a continuing basis, maintain a Flight Safety Programme. This Circular specifies the program elements.
- 3.2 A person accountable for managing the program, shall be appointed full time. The individual who is responsible for managing the flight safety program must meet the qualification and training requirements of a Flight Safety Person as set out in item 3.4 (b), Qualifications of the Flight Safety Person, and item 3.4 (d), Training of the Flight Safety Person, as stipulated below.

3.3 Program Elements

The following elements shall be included in an air operator's Flight Safety Program and described in the appropriate Manuals:

- Air Operator's Management Plan
- Qualifications of the Flight Safety Person
- Responsibilities of the Flight Safety Person
- Training for the Flight Safety Person
- Incident Management
- Flight Safety Committee
- Emergency Response Planning
- Communication and Safety Education

3.4 Description of Program Elements

a) Air Operator's Management Plan

The plan shall identify the management position responsible for ensuring that:

- (i) all the necessary elements of the program have been developed, properly integrated, and coordinated;
- (ii) the Program has been disseminated to all appropriate personnel;
- (iii) a detailed description of the program is incorporated in the appropriate air operator's manuals; and
- (iv) adequate Program management is maintained

b) Qualifications of the Flight Safety Person:

- (i) extensive operational experience, normally achieved as a flight deck crew member or equivalent experience in aviation management; and
- (ii) training in accordance with paragraph (d) of this standard;

c) Responsibilities of the Flight Safety Person

The Flight Safety person shall have direct access to the Chief Executive in flight safety matters and shall be responsible for managing the flight safety program by:

- (i) monitoring and advising on all air operator flight safety activities which may have an impact on flight safety;
- (ii) establishing a reporting system which provides for a timely and free flow of flight safety related information;
- (iii) conducting safety surveys;
- (iv) establishing a system whereby information on faults, malfunctions, defects and other occurrences which causes or might cause adverse effects on the continuing airworthiness of the aircraft is transmitted to the organisation responsible for the Type Design of that aircraft and the Civil Aviation Department of Maldives.

- v) soliciting and processing flight safety improvement suggestions;
 - vi) developing and maintaining a safety awareness program;
 - vii) monitoring industry flight safety concerns which may have an impact on air operator operations;
 - viii) maintaining close liaison with aeroplane manufacturers;
 - ix) maintaining close liaison with Civil Aviation Department;
 - x) maintaining close liaison with industry safety associations;
 - xi) developing and maintaining the air operator accident response plan;
 - xii) identifying flight safety deficiencies and making suggestions for corrective action;
 - xiii) investigating and reporting on incidents/accidents and making recommendations to preclude a recurrence.
 - xiv) developing and maintaining a flight safety data base to monitor and analyze trends;
 - xv) making recommendations to the air operator senior management on matters pertaining to flight safety; and
 - xvi) monitoring the response and measuring the results of flight safety initiatives.
- d) Training of Flight Safety Person

This person shall successfully complete a training course that shall include the following subjects:

- i) flight safety philosophy;
- ii) human factors and the decision making process
- iii) accident prevention;
- iv) the role of the flight safety officer as advisor to senior management;
- v) risk management;
- vi) accident/incident management;
- vii) the aviation safety survey;
- viii) emergency response plan; and
- ix) incident investigation.

e) Incident Management

The air operator shall be responsible for providing employees with a timely means of reporting any unsafe conditions. The person responsible for the flight safety program shall institute and maintain an incident reporting system to meet the requirement of MAR Series C 4. This system will provide for;

- i) a process of reporting incidents;
- ii) investigation of incidents;
- iii) the means of advising management; and
- iv) information feedback to employees

f) Flight Safety Committee

An Air Operator shall establish a Flight Safety Committee.

i) Responsibilities

The responsibilities of the Committee shall be to monitor all areas of the operation, identify safety concerns and deficiencies, and make recommendations for corrective measures to senior management where applicable.

ii) Members

The Committee shall be chaired by the Flight Safety Manager or designate. Members shall include representatives of all operating departments in the organization.

iii) Meetings

The Committee shall meet on a regular basis (at least twice a year) as established by the committee chairperson. Special meetings on urgent matters may be called by any committee member.

iv) Minutes

Minutes of the Committee meetings shall provide a record of agenda items, decisions and corrective actions taken where applicable.

g) Emergency Response Planning.

The air operator shall develop and maintain an Air Operator Emergency Response Plan that shall include the following elements;

- i) air operator policy;
- ii) air operator mobilization and agencies notification;
- iii) passenger and crew welfare;

- iv) casualty and next-of-kin coordination;
 - v) accident investigation on behalf of the air operator;
 - vi) air operator team's response to the accident site;
 - vii) preservation of evidence;
 - viii) media relations;
 - ix) claims and insurance procedures;
 - x) aeroplane wreckage removal; and
 - xi) emergency response training
- h) Communication and Safety Education

The air operator shall be responsible for an efficient system of distributing appropriate safety material.

i) Flight Data Analysis

i) Effective 1 January 2005 an operator of an aeroplane of a maximum certified take-off mass in excess of 27,000 kg, shall establish and maintain a flight data analysis programme.

ii) A flight data analysis programme established under i) shall be non punitive and contain adequate safeguards to protect the source(s) of the data.

iii) Subject to part iv) an air operator may contract the operation of a flight data analysis programme to another party.

iv) The effectiveness and proposals for the corrective action resulting from the Flight Data Analysis programme shall remain the responsibility of the air operator.

3.0 CANCELLATION

This Air Safety Circular cancels the latest issue OPS 20 issue 02 dated 7th June 2001.

4.0 EFFECTIVITY

This Circular comes into effect on 15 September 2004.



Mahmood Razee
DIRECTOR GENERAL OF CIVIL AVIATION