ESTABLISHMENT OF RUNWAY SAFETY TEAM

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Outline

↗ Goals and general description of the RST Program

↗ RST administrative processes

↗ RST organizational structure

↗ RST technical processes

↗ General runway safety team set-up and checklist

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RST Program

↗ Improve Runway Safety outcomes at the airport.

↗ Promote a collaborative approach to managing risks by

- exchanging information and

- developing best practices

↗ Constitute a body of Runway Safety individuals with operational experience across all relevant aviation disciplines.

↗ Identify optimal overall risk management approaches while avoiding unintended consequences.

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Goals and general description of RST

↗ Assess operational risks specific to the airport.

↗ Propose mitigations to prevent runway events (incursions, excursions and others).

↗ Measure and monitor the effectiveness of the mitigations.

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Goals and general description of RST

↗ Educate and Promote - Raise awareness of the operational risks among all stakeholders

↗ Contributes to the safety management systems of participating service providers.

↗ Can also contribute to safer delivery of support services for organizations not required to have an SMS.

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Goals and general description of RST: RST program coverage

- ↗ Abnormal Runway Contact

- ↗ Bird strike

- ↗ Ground Collision

- ↗ Ground Handling

- ↗ Runway Excursion

- ↗ Runway Incursion

- ↗ Loss of Control on Ground

- ↗ Collision with obstacle(s)

- ↗ Undershoot / Overshoot, Aerodrome

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The Administrative Process: TOR/MOU

The TOR should include the following:

↗ Objectives, scope of oversight, and expected frequency of RST meetings;

↗ Membership selection processes;

↗ Roles and responsibilities of individual RST members;

↗ Processes governing and protecting the sharing of safety data, safety reports, and safety information from the participating organizations;

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The Administrative Process: TOR/MOU

TOR/MOU: The TOR should include the following:

↗ Processes and formal agreements governing the protection of the sources of information shared;

↗ within the RST (protection form inappropriate use and protection against disclosure);

↗ Consultation, decision-making and conflict resolution processes;

↗ Documentation and reporting requirements.

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Continuous Improvement Process: All team members will constantly monitor the RST program for areas in need of improvement and/or failure to achieve the standards set forth in the TOR.

Additionally, the chairperson will schedule the following activities:

a) Internal audits

↗ At least once every six months to discuss each item on the checklist.

↗ Their responses will be recorded and maintained as part of the safety library for at least two years.

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Continuous Improvement Process:

b) External audits

↗ Once per year, the RST documentation should be audited and at least one meeting observed by a member of the regulatory authority or a contracted third-party.

↗ The results of this appraisal will be recorded and maintained as part of the safety library for a period acceptable to the local authority.

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RST Chairperson: Roles and Responsibilities

↗ Irrespective of the final RST set up, the team will require the designation of leadership and administration.

↗ These tasks maybe be carried out by one or more members of the RST; e.g. one Chairperson and one Rapporteur.

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RST Chairperson: Roles and Responsibilities

↗ The Chairperson serves as the coordinator and spokesperson for the team.

↗ Chairing can be organized on a rotational basis amongst all RST members.

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RST Chairperson: Roles and Responsibilities

The roles and responsibilities of the Chairperson may also include:

a) Meeting planning

↗ The Chairperson schedules the meetings and arranges the venue.

↗ He or she gathers input from the members in the weeks prior to the meeting and distributes an agenda one week prior to the meeting date.

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RST Chairperson: Roles and Responsibilities

b) Meeting facilitation

↗ The Chairperson ensures the meetings are conducted in a collaborative manner and in accordance with the TOR processes.

↗ He or she constantly strives to enhance the program by regularly engaging in continuous improvement activities

c) Maintaining the safety library

↗ The Chairperson ensures the actions of the RST are properly documented and maintained in the RST safety library.

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RST Chairperson: Roles and Responsibilities

d) Coordinating with external agencies

↗ The Chairperson serves as the point of contact with external agencies and ensures all RST activities are properly communicated to applicable agencies/organizations

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RST Members: Roles and Responsibilities

a) Meeting Planning

↗ Submit items for discussion at the next scheduled meeting as soon as possible, but not later than the date requested by the Chairperson.

↗ Each member presenting during the meeting should prepare briefing material and invite subject matter experts as necessary to provide the other members with a clear understanding of the issue they wish to discuss.

ESTABLISHMENT OF RUNWAY SAFETY TEAM

RST Members: Roles and Responsibilities

a) Meeting Planning (continued)

↗ The members should tour the airport just prior to the meeting to familiarize themselves with the current situation and identify potential safety hazards.

Note.— A tour of the airport during different times of the day and varying environmental conditions should be considered to allow identification of hazards specific to certain light and adverse weather conditions.

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RST Members: Roles and Responsibilities

b) Meeting Participation

↗ RST members will openly share information and strive to achieve consensus during decision-making activities.

↗ They will constantly strive to enhance the program by engaging in continuous improvement activities

ESTABLISHMENT OF RUNWAY SAFETY TEAM

RST Members: Roles and Responsibilities

c) Contributing to the Safety Library

↗ RST members should contribute safety data & analysis, reports, and information from the safety management systems or other safety relevant sources of their participating organizations to the RST.

d) Coordinating with participating organizations

↗ RST members will communicate the findings and decisions of the RST within their respective organizations and ensure the recommendations are properly addressed.

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Regulator: Roles and Responsibilities

a) Standardization

↗ Establish and improve requirements for specific operating procedures related to runway safety (e.g. signage, markings, communications and low visibility procedures).

↗ Ensure that the authorization of ANSPs, certification of air operators and airports is in compliance with national regulations and ICAO Standards.

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Regulator: Roles and Responsibilities

a) Standardization (continued)

↗ Establish training and checking requirements for pilots, air traffic controllers and airport personnel.

↗ Ensure necessary standardization of operating procedures for military operations at joint-use airports

b) RST Support

Participate in RST meetings to provide information on regulatory matters, as necessary.

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Regulator: Roles and Responsibilities

b) RST Support (Continued)

↗ Facilitate the exchange of safety information from the CAA or other relevant agencies that could be of use to the RST.

↗ Intervene, where appropriate, to coordinate with other governmental agencies or external stakeholders to resolve issues that affect runway safety (noise abatement rules, obstructions on the approach path).

↗ Coordinate RST "buddy systems" that support the establishment and mentoring of newly created RSTs

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Regulator: Roles and Responsibilities

c) Runway Safety Promotion

↗ Identify and raise awareness of contributory and causal factors for runway safety issues that could be used as safety performance indicators.

↗ Ensure that lessons learned are disseminated widely to increase understanding of causal and contributory factors and effectively implement runway excursion and incursion prevention measures.

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Regulator: Roles and Responsibilities

c) Runway Safety Promotion (Continued)

↗ Promote the use of incident reporting systems

↗ Refer any relevant reports submitted through a national incident reporting system to the respective RSTs

↗ Provide timely feedback to operational personnel on information gleaned through analysis of incident reports and any related mitigations

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Regulator: Roles and Responsibilities

c) Resourcing

↗ Educate staff on the regulator's role to support RSTs.

↗ Available adequate staff to promote runway safety efforts and provide appropriate oversight of air operators, airport operators and ANSPs.

↗ Monitor where RSTs are established and allocate resources appropriately

↗ Provide CAA staff with adequate analysis tools to leverage the benefits of RST activities and other sources of safety information