



OSU Safety Assurance

last updated - December 21st, 2017

Safety Performance Monitoring and Measurement [14 CFR §5.71]

- **Objective** – At Oklahoma State University we are committed to maintaining a system that acquires data and input from our operation and stakeholders to monitor the safety performance of our flight training operation. Our goal is to continually monitor, measure, assess, and improve our operation and safety management systems.
- **Day-to-Day Oversight** – In order to monitor and measure OSU's processes the flight Program Manager, Chief Flight Instructor(s), and Assistant Chief Flight Instructor(s) oversee day-to-day operations, keep pilot records, and gather safety data through observation and their open door policy. The flight Program Manager and Chief Flight Instructor(s) work closely to communicate and detect changes in the scope of the flight training operation and make safety decisions to accommodate these changes.
- **CFI Annual FAR 141 Standardization Flights / Random Flight Audits** – To ensure compliance with OSU's safety practices and Standard Operating Policies and Procedures, all OSU flight instructors are subject to yearly standardization flights and random flight line and/or flight audits, conducted by a Chief Flight Instructor or Assistant Chief Flight Instructor (or their designee), to evaluate a CFI's adherence to regulations and knowledge/adherence to OSU SOP's.
- **Mandatory SOP Exam** – All OSU students are subject to a closed note, pass/fail (jeopardy) test over OSU's SOP's once each academic year; typically in the fall and for transfer students, upon arrival. In the event this test is failed, the student will be grounded until a remediation meeting is successfully completed with either a Chief Flight Instructor, an Assistant Chief Flight Instructor, or a Stage Check Airmen passing the test.
- **Flight Document Audits** – Both students and instructors are subject to random document audits conducted by flight center Program Manager, Chief Flight Instructor, or Assistant Chief Flight Instructor similar to an FAA ramp check, at random to assure all documents needed onboard, including a paper copy of OSU's SOP's, are present for the flight.

Safety Performance Assessment [14 CFR §5.73]

- To assess our SMS the OSU AVED Safety Committee, made up of line personnel and management from all aspects of the operation, meet a minimum of once a semester to analyze and discuss safety reports from OSU's confidential safety reporting system, evaluate OSU's safety performance against our safety objectives, identify newly presented hazards, and determine if changes need to be made to the SMS. This committee and/or the Safety Officer, Program Manager, Chief Flight Instructor(s) and/or Assistant Chief Flight Instructor(s) investigate any safety reports, incidents, or accidents within the OSU operation with an emphasis on improvement of overall safety performance. The purpose of these investigations is to



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determine whether there was noncompliance with federal regulation or OSU SOP's, whether the action was unintentional or willful, and how to avoid similar incidents, accidents, or actions of noncompliance in the future.

Continuous Improvement [14 CFR §5.75]

- Any findings from the processes described above are communicated to our flight instructors at monthly meetings, to our students through their flight instructors, and through a mandatory All-Hands meeting at the beginning of each school year for all students and at the beginning of the spring semester for transfer students. This communication is a vital aspect in the implementation of improved processes and the continuous improvement of our SMS and allows for prompt dissemination of corrective action to keep the same events from occurring again and to continue assuring a safe environment for all students and staff within OSU's flight training operation.