OSU Safety Promotion

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Competencies and Training [14 CFR §5.91]

- In order to graduate with a Professional Pilot degree or a degree complying with 14 CFR 61.160 (Restricted-ATP privileges) from OSU, every R-ATP eligible student must take and pass Aviation Safety (AVED 4113) and Crew Resource Management (AVED 4703). Both courses include content covering safety management system structure and training.

- At each All-Hands meeting the safety management system purpose and operation is explained. Additionally, the electronic process to submit a safety report is *demonstrated* to the aviation student body.

- An OSU Standard Operating Procedures (SOP) test shall be administered annually to each flight student. This test is a pass/fail, jeopardy event. Failures must be successfully adjudicated with either a Chief Flight Instructor, Assistant Chief Flight Instructor, or a Stage Check Airman before a student's training can commence or resume.

Safety Communication [14 CFR §5.93]

- **All-Hands Meeting** – Held at the beginning of the fall semester for all students and the beginning of the spring semester for transfer students; both with mandatory attendance by all flight students, staff and leadership. Minimum agenda items include:
  - Program Update.
  - Operational update/concerns.
  - Administrative update/concerns.
  - SMS update/status. Submission to OSU's SMS is promoted during this meeting in the audience of the entire aviation student body. The process of SMS submission adjudication is discussed and shown. Changes to flight center policy and procedure brought about by SMS action are discussed and the reasoning for each change is presented to the aviation student body.

- **Monthly Instructor (CFI) Meeting** – Begins with an open discussion on safety and security issues. SMS use is promoted and relevant safety issues submitted to the SMS are discussed. The discussion is moderated by either the Safety Officer, Chief Flight Instructor(s), or Program Manager. Instructors are actively polled for their input on these issues. The SMS contribution process is reviewed at each instructor meeting. Relevant safety policies are reviewed at each instructor meeting, including discussion of new policies and of existing policies. Minutes from each instructor meeting are retained by the Chief Flight Instructor(s).

- **Safety Committee Meeting Minutes** – Are posted publicly online. Recommendations for safety policy and procedure changes are listed on the minutes. Minutes include discussion and recommendations stemming from each submitted safety report, safety actions to be taken, and summaries of each safety report that has been submitted in that meeting cycle.

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- **Post-incident/accident All-Hands** – After an incident where injury to person or major damage to an aircraft has occurred, or after an aircraft accident, an All-Hands meeting will be called to reiterate safety policy and discuss factors that led to the situation. This is to avoid a direct repeat of the previous accident/incident and prevent future incidents/ accidents of other types.

For incorporation at a future date:

- **Safety Stand-Down** – Ideally, should take place at least once each academic year. This may be in response to a specific situation or a series of nonspecific conditions. The stand-down will involve both the students and instructors, and last at least one hour to a maximum of a day. Safety stand-down's can be called that only correspond to a specific group of affiliates, for example a safety stand-down can be called in which only instructors are required to attend. The stand-down should be fun, informative, and memorable.

- **CFI "Boot Camp"** – Will ideally be held once each academic year (preferably in August) to refresh CFIs on basic competencies required for their job and explore/refresh current issues and developing/changing regulatory aspects of their job. This meeting will discuss pertinent regulations, certification standards, fundamentals of instruction, responsibilities, technical subject areas, and scenario-based training. This is intended to be used as a refresher and discussion forum for instructors to engage on current policies, new ideas and recommended policy changes.