

Jeppesen Employees Flying Association

Aviation Safety Handbook

Jeppesen Employees Flying Association
12830 East Control Tower Road
Englewood, CO 80112

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Version 1.3

Revision History

Version	Description	Date	Editor(s)
Ver.0.1	First draft document; define structure of content; define document layout; inclusion of notes and ideas;	12/12/2004	A.G. Pufahl
Ver.0.9	Complete draft version; add text by comparing ERAU Safety Program with Richard H. Wood, Aviation Safety Programs, 3 rd edition, 2003	12/18/2004	A.G. Pufahl
Ver.0.91	Reword philosophy; update FAA, NTSB contact info; modify "Reporting of Accidents, ..."; delete section on "Aviation Safety Violations";	3/3/2005	A.G. Pufahl
Ver.1.0	Finalized first complete version;	5/9/2005	A.G. Pufahl
Ver.1.1	Updated member confirmation to reflect message that Wings participation is voluntarily but proactive safety approach mandatory; Philosophy: added section of impartiality; irrespective of rank/title within Jeppesen; Misc. edits and updates throughout entire document;	8/7/2005	A.G. Pufahl
Ver.1.2	Reviewed by and incorporated input from JEFA Directors, JEFA Safety Council and FAA Safety Program Manager; Moved Membership Confirmation to last page; added more "blue" notes; added Definition;	8/17/2005	A.G. Pufahl
Ver 1.3	Reviewed by and incorporated input from JEFA Directors, JEFA Safety Council and FAA Safety Program Manager; Updated all the contacts in this document	9/11/12	T Letts

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1. Statement of Policy

The Jeppesen Employees Flying Association (JEFA) strives to establish and maintain the safest possible environment for all its members and visitors, both in the air and on the ground. In pursuing these goals, JEFA will maintain a proactive aviation safety program and all members are expected to participate in the program and take an active role in the identification, reduction and elimination of risks and hazards. This document constitutes the approved JEFA Aviation Safety Handbook.

1.1. Philosophy

When it comes to aviation, safety is one of the most talked about subjects. And general aviation is no exception. Safety is usually discussed from a negative point of view; accidents do happen. It is therefore our goal to develop a sound safety program, to establish and maintain an open and proactive, non-threatening and non-punitive safety environment, and to foster safety conscious attitudes among all members. Our members, every one of them, are the key elements in JEFA's safety culture. Safety is everyone's responsibility.

In other words, JEFA's goal is to attract and retain safety-conscious members who, irrespective of their flying credentials and experience level, strive to be proficient, professional and safe both in the cockpit and on the ground. Anything practical that can be done to increase safety awareness, to improve safety practices and to prevent accidents, incidents and injury will be done.

JEFA's approach to safety is to be as impartial and objective as humanly possible and make decisions and interpretations to safety-related matters irrespective of the rank or title the involved persons hold within JEFA or within Jeppesen's organization.

This document outlines standard methods and operating procedures which are generally consistent with accepted and established industry practices. With regard to safety, as an absolute minimum, all applicable Federal Aviation Regulations (FAR) and aircraft-specific documentation apply.

1.2. Definition

Safety is a mindset of deliberate and continual evaluation of all available information leading to conscious choices that minimize or eliminate risk.

Safety is more than no accidents!

1.2. Purpose

This is the approved version of JEFA's Safety Handbook. The purpose of JEFA's aviation safety program is to instill a proactive and positive safety attitude amongst all members and to promote hazard identification, accident prevention and safety education. This vital program is expected to continue to evolve and shall be reviewed annually. All revisions will be reviewed and approved by JEFA's Board of Directors.

Signed: JEFA, Director of Safety

Date:

Signed: President, JEFA

Date:

1.3. JEFA Safety Office (current as of September 2012):

Thomas Letts, Director of Safety, Aviation Safety Counselor
mobile.letts@gmail.com, c: 303 884.5477

1.4. JEFA Safety Council (current as of September 2012):

Thomas Letts,, Director of Safety, Aviation Safety Counselor

info@flyjefa.org

Mark Smith, , ATP, CFI&II, MEI

info@flyjefa.org

Kenlon Shockley, ATP, CFI&II, MEI, A&P, I.A.;

info@flyjefa.org

2. Organization

The position of Director of Safety is a position reporting directly to the President of JEFA. The Director of Safety may appoint a volunteer from amongst JEFA members to serve as his/her safety assistant. The Aviation Safety Office is made up by the Director of Safety and his/her Safety Assistant (if appointed). The Director of Safety may call into existence a Safety Council, an Aircraft Incident/Accident Investigation Board (AIAIB), or any other safety-related advisory committees as appropriate or as circumstances require. The Director of Flight Operations and the Director of Training shall closely and regularly coordinate all safety-related activities with the Director of Safety.

It is recognized that JEFA's team of ground and flight instructors are one of the primary conduits for distributing the safety message. Close collaboration between the Training staff and the Safety Office is therefore of paramount importance.

3. Authority and Responsibility

The Director of Safety is the chief administrator of the JEFA Aviation Safety program. The Aviation Safety Office is located at Centennial airport (KAPA), 12830 East Control Tower Rd., Englewood, CO 80112.

The Director of Safety has the authority to:

- Define JEFA reporting and investigation procedures for hazards, incidents and accidents.
- Develop the necessary forms and instructions for implementing the aviation safety program.
- Define and require the reporting of any safety-related event.
- Conduct an investigation of any safety-related event.
- Conduct safety audits and inspections of any person, operation or facility involved in JEFA activities.
- Appoint nominee(s) for the position of Safety Assistant.
- Call for the activation of a Safety Council, Aircraft Incident/Accident Investigation Board, or other safety-related advisory boards.
- Assume JEFA Investigator-in-Charge responsibilities for any accident or incident which is reportable under 49CFR830, as amended. Represent JEFA under the party participant provisions of 49CFR831, as amended. *[Note: this section needs to be further refined after legal consultation]*
- Represent JEFA regarding aviation safety matters in dealing with government agencies and professional organizations.

- Require the grounding, if deemed necessary, of any pilot or instructor pilot involved in a safety-related event which is under investigation by the Aviation Safety Office. Safety-related groundings may only be lifted by the Director of Safety or by the President in consultation with the Director of Safety.
- Approve expenditures of up to \$[TBD – coordinate with finance] per annum to support the aviation safety program.

The Director of Safety is assuming the responsibilities to:

- Support, promote and regularly report on the aviation safety program to the JEFA membership.
- Develop, maintain, review and recommend revision of the JEFA Aviation Safety Handbook.
- Provide timely advice and assistance on aviation safety matters to the Board of Directors.
- Establish and maintain a good working relationship with the FAA Aviation Safety Office, actively participate in the FAA Aviation Safety Program, for example by becoming an Aviation Safety Counselor (ASC).
- Develop and maintain a reporting system for hazards, incidents and accidents.
- Distribute aviation safety information.
- Conduct regular meetings of Aviation Safety Committees.
- Conduct regular aviation safety audits.
- Provide aviation safety training to new members (or coordinate with Director of Membership).
- Develop and maintain an aviation safety awards program.
- Develop and maintain a pre-accident plan.
- Conduct incident and accident investigations.
- Develop and maintain an aviation safety analysis program.
- Facilitate confidential communication between members, flight students, pilots, instructor pilots, and members of the Board of Directors in safety-related matters.
- Serve on the Aircraft Incident/Accident Investigation Board.
- Establish relationships with and discuss safety-related matters with local Flight Standards District Office (FSDO) personnel, Air Traffic Control, Flight Service Station, aviation industry experts, FAA Aviation Safety Counselors, and other aviation safety experts.

4. Reporting of Accidents, Incidents and Hazards

The JEFA Safety Office encourages all members to diligently, expeditiously and, if so desired, anonymously report any hazards or potential precursors to a hazardous situation. Members are encouraged to submit the reports, by mail or in person, to JEFA Safety Office, Attn: Director of Safety, 12830 East Control Tower Rd., Englewood, CO 80112, or communicate directly with any member of JEFA's Safety Office.

The JEFA Safety Office has established a voluntary aviation safety program designed to stimulate the free and unrestricted flow of information concerning deficiencies and discrepancies in the aviation system. This is a positive, proactive program intended to ensure the safest possible system by identifying and correcting unsafe conditions before they lead to accidents. The primary objective of the program is to obtain information to evaluate and enhance the safety and efficiency of the present system.

This cooperative safety reporting program invites all members to file written reports of actual or potential discrepancies and deficiencies involving the safety of all aviation operations, including crew, air traffic communications, flight training, aircraft maintenance and record keeping, etc.

The report should give the date, time, location, persons and aircraft involved (if applicable), nature of the event, and all pertinent details. The report should be filed in a timely manner, i.e. within 10 days of the incident unless that period is extended for good cause.

All recommendations, like the filing of an Aviation Safety Reporting System (ASRS) report as outlined in AC-00-46 Aviation Safety Reporting Program, and those contained in the FAR/AIM Section 6. Safety, Accident and Hazard Reports still apply, and members are encouraged to become familiar with these recommendations [Note: [electronic copies to be made available on JEFA website](#)].

5. Distribution of Aviation Safety Information

The Safety Office encourages all members to obtain and make available to the membership pertinent aviation safety information through JEFA's Safety Office. Critical information will be distributed through JEFA's aircraft scheduling and crew system (website) and/or via direct email notification. Non-critical information will be made publicly available in JEFA's flight planning facility. In addition, it is every member's responsibility to keep abreast of aviation-related safety matters, for example, by subscribing to and monitoring the www.faasafety.gov website, the AOPA Air Safety Foundation resources, or other resources.

6. Aviation Safety Committees

Aviation Safety Committees may be established and consulted by the Director of Safety on an as-needed basis. These Aviation Safety Committees will serve the following purpose, amongst others:

- Review the status of current incidents and accidents. Review actions taken.
- Review the status of hazard reports. Review actions taken.
- Review the aviation safety audit reports. Review and approval of audit response and actions taken.
- Review and resolution of any aviation safety matters that may be brought before the committee.
- Approve all revisions of the aviation safety program prior to forwarding them to JEFA's Board of Directors.
- Approve nominations of recipients of the aviation safety awards.

7. Aviation Safety Audits

JEFA's Safety Office will maintain an internal self-evaluation program to verify compliance with aviation regulations, safety standards, and to determine the effectiveness of the overall JEFA Aviation Safety program. Each functional area within flight operations, flight training, programs and membership records will receive a safety audit at least annually. The audits will be conducted by the Director of Safety using other team members as appropriate. Audit reports will be prepared identifying any required action or response along with the individuals that are expected to take responsibility for these actions. The status and reports of the aviation safety audits will be reviewed by the Safety Office.

The primary purpose of internal aviation safety audits are to ensure:

- The safety of flight and associated operations.
- The reliability and integrity of information.
- Compliance with policies, plans, procedures, laws, and regulations.
- The safeguarding of students, personnel, and equipment.
- The accomplishment of established safety objectives and goals for operations or programs.

8. Aviation Safety Training

The Director of Safety will develop a training program to indoctrinate all new personnel into the JEFA aviation safety program. This training may either be incorporated into existing indoctrination programs or given separately by the Director of Safety or other

Aviation Safety Office staff. Entries into member records reflecting dates, names, and safety training subjects covered will be maintained.

The Director of Safety will provide or facilitate aviation safety training to the Aviation Safety Office staff and accident investigation team members.

The Director of Safety will be encouraged to attend industry-recognized aviation safety training and seminars, and to maintain a positive relationship with the FAA Safety Program Office.

FAA Wings Program – JEFA will actively encourage and support its members to participate in the FAA “Wings” program. The Director of Safety will organize frequent FAA “Wings” seminars and safety training programs. “Wings” seminars and safety training programs provide an excellent opportunity for pilots and pilot instructors at all experience levels to participate in forums which enhance safety education, awareness and compliance. These forums also provide an opportunity for community interaction and safety promotion.

For more information, see FAA Advisory Circular AC 61-91H or visit the following website: <http://www.faa.gov/avr/afs/safety/WINGS.cfm>

JEFA Aviation Programs – JEFA will strive to establish special aviation programs with the intent to increase pilot’s skills, proficiency, experience, confidence and thereby safety. The Director of Safety will encourage special interest groups that focus on take-off/landing skills, airport operations, instrument flying, GPS navigation, night flying, mountain flying, etc. Further, the Director of Safety will define an aviation “buddy” program that provides opportunities for less experienced pilots and instructor pilots to fly with experienced pilots with the goal to learn in a real-world environment (e.g. backseat passenger during night flight, or instrument flight).

Pilot Proficiency Program – Pilot proficiency is one of the keys for JEFA to establish and maintain a stellar safety record. Each member is expected to maintain as high a level of proficiency as possible and is strongly encouraged to maintain a minimum level of experience by flying regularly. Any member not meeting, or suspected of not meeting minimum proficiency requirements is required to take a check ride with a club instructor, or with a check pilot designated or recognized by the club.

Irrespective of how many hours a member flies in any particular year or how much experience he or she has, all members who do not participate in the FAA “Wings” program are to take an annual check ride. This helps correct bad habits, serves as a basis for updating knowledge, meets the biennial flight review requirement, helps maintain proficiency, and keeps members interested in club activities.

9. Aviation Safety Awards

Individuals who contribute significantly to the JEFA Aviation Safety program will be recognized. The contribution may be a single act which prevented injury or damage or it may be in the form of a hazard resolution, service on a safety committee, or anything that significantly enhances flight safety. Nominations for the award will be put in front of

the Aviation Safety Committee for final approval. The Director of Safety will also provide for JEFA-wide publicity.

10. Aircraft Accident Investigation

The Director of Safety will develop and maintain a pre-accident plan as a separate document from this aviation safety handbook. The plan will be coordinated with other Jeppesen disaster control procedures and will be exercised or reviewed at least annually [Note: to be completed; requires further coordination with Flight Ops].

In the event of an aircraft accident, the Director of Safety will support the involved member(s) to ascertain that the FAA and NTSB are notified and will coordinate JEFA participation in the NTSB investigation. To facilitate this, the Director of Safety will maintain an up-to-date roster of personnel who are qualified to participate in an investigation.

An internal Aircraft Incident/Accident Investigation Board may be appointed by the Director of Safety. Members will normally serve for a period of one calendar year. AIAIB members are called upon to investigate aircraft incidents and accidents involving JEFA aircraft as deemed appropriate by the Director of Safety.

11. Aviation Safety Analysis

The Director of Safety will maintain an aviation safety analysis system using data derived from JEFA accident, incident and hazard reports, as well as member records. The purpose of the analysis program is to identify trends and areas requiring management action. Results of the analysis program will be made publicly available. [Note: to be implemented]

12. Aviation Safety Review and Revision

The JEFA Aviation Safety program is maintained by the Director of Safety. This document and related forms will be reviewed annually and suggestions for revisions should be forwarded to the Aviation Safety Office before the end of the calendar year.

13. Useful contact information:

13.1. Denver Flight Standards District Office (FSDO)

Brian Richardson, Safety Program Manager

303 342-1156

brian.d.richardson@faa.gov

26805 E. 68th Avenue #200

Denver, CO 80249-6361

Phone: 303-342-1100

Toll free: 1-800-847-3808

Fax: 303-342-1176

13.2. NTSB Central Mountain Regional Office (Colorado, Utah, Wyoming)

7:30 am - 4:00 pm (MT)

Director, David Bowie

303 373-3502

4760 Oakland Street, Suite 500

Denver, Colorado 80239

Phone: 303-373-3500

Fax: 303-373-3507

13.3. FAA Aviation Safety Counselors

For a complete list of Safety Counselors, please see:

<https://www.faasafety.gov/FAASTApp/directory/default.aspx>

then in “keyword” type in Safety Counselor

Member Confirmation

I, _____, have received, read and understood the JEFA Aviation Safety Handbook. I understand that acceptance of the safety guidelines this handbook contains is a prerequisite before flying privileges can be bestowed upon me, the member. I also understand that this Aviation Safety Handbook and the guidelines it contains are continually validated in JEFA's operational environment, and that I will provide feedback and make suggestions to help improve this handbook.

(Please submit completed form to JEFA Membership for inclusion in your membership records.)

Please initial the following statements as appropriate:

_____ I already have or will sign up on the FAA Safety website, www.faasafety.gov, to stay current on aviation-related safety information.

_____ I am currently participating and will continue to participate in the FAA "Wings" Program (please indicate what level you currently hold: _____)

_____ I am familiar with and will commence to participate in the FAA "Wings" Program.

_____ I am not familiar with but am interested in learning more about the FAA "Wings" Program.

_____ I am not interested in the FAA "Wings" Program. My proactive approach to aviation safety is as follows (please explain):

_____ Signature _____ Date