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**ORANGE COUNTY SHERIFF'S  
DEPARTMENT**

**AVIATION SUPPORT  
BUREAU**

# **SAFETY MANUAL**

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## **1.0 SAFETY MANAGEMENT SYSTEM (SMS)**

A Safety Management System (SMS) is a systematic approach to managing safety, including the necessary Bureau structures, accountabilities, policies and procedures. The SMS is presently recommended by the Federal Aviation Administration (FAA) and required by Airborne Law Enforcement Association (ALEA) in order to meet the ALEA accreditation standards.

One of the most important issues when dealing with the development and implementation of a safety management system is the accurate recording of all processes and procedures in the form of instructions and policy documents.

The Safety Management System is the responsibility of the Aviation Support Bureau Sergeant. The Safety Officer manages the program for the ASB Sergeant.

The SMS system consists of four basic building blocks:

1. Safety Policy and Objectives
2. Safety Risk Management
3. Safety Assurance
4. Safety Promotion

### **1.1 SAFETY POLICY**

Safety is one of our core department functions. We are committed to developing, implementing, maintaining and constantly improving strategies and processes to ensure that our aviation activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting FAA and ALEA standards, while delivering our services. No mission or flight is so important as to jeopardize the integrity of personnel, equipment or property.

Our commitment is to:

- Establish and operate hazard identification and risk management processes, including a hazard reporting system, in order to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point which is as low as reasonably practicable;
- Ensure that no action will be taken against any employee who discloses a safety concern through the hazard reporting system, unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- Comply with and, wherever possible, exceed regulatory requirements and standards;

- Ensure that all staff are provided with adequate and appropriate aviation safety information and training, are competent in safety matters, and are allocated only tasks commensurate with their skills;
- Establish and measure our safety performance against realistic safety performance indicators and safety performance targets;
- Continually improve our safety performance through management processes that ensure that relevant safety action is taken and is effective;

## **1.2 SAFETY PROGRAM GOALS AND OBJECTIVES**

### **Goals**

1. Reduce risk in all aviation operations by applying the 5 Step Risk Management Process.
2. Streamline all safety processes to make Safety Management Systems user friendly.
3. Maintain a continuous hazard identification program and encourage hazard reporting.

The Aviation Support Bureau Safety Committee will establish at least 3 **safety objectives** annually.

## **1.3 MANAGEMENT COMMITMENT AND RESPONSIBILITY**

Safety holds the key to Bureau's future and affects all its activities. The Aviation Support Bureau Lieutenant and Sergeant is committed to the success of the SMS, and will give leadership to the program and demonstrate through everyday actions, the commitment to safety and its priority in the achievements of the Bureau's safety goals. The processes in place in the SMS include the active involvement of all ASB personnel, who, through planning and review, will continue to promote efforts for continued improvement in safety and safety performance. The term "Safety Management" should be taken to mean safety, security, health, and environmental management. The key focus is on the safe operations of our Bureau aircraft. In order to accomplish this, the Bureau expects the following:

1. Bureau members are expected to operate in the safest manner practicable.
2. We will foster a culture of open reporting of all safety hazards in which management will not initiate disciplinary action against any personnel, who in good faith, due to unintentional conduct, disclose a hazard or safety incident.
3. We will never take unnecessary risks.
4. We understand that safe does not mean risk free.
5. Everyone is responsible for the identification and management of risk.
6. We will all report hazards we find.

7. We understand that familiarity and prolonged exposure without a mishap leads to a loss of appreciation of risk.

We will accomplish this by:

1. Achieving the highest safety standards practical;
2. Observing all applicable legal requirements, standards and best practices;
3. Providing appropriate resources for safety;
4. Ensuring management enforces safety as a primary responsibility; and
5. Ensuring that the safety policy is implemented and understood at all levels both internally and externally.

## **2.0 SAFETY RISK MANAGEMENT**

The SMS Risk Management Process is based on the principle of cause and effect. All mishaps have a cause and do not occur by chance.

1. Mishaps are caused by hazards.
2. Identifying hazards is therefore the first step in mishap prevention and can prevent mishaps.
3. The SMS is about managing, controlling, or eliminating hazards in all the company systems.

The Bureau has developed a formal process that ensures hazards in operations are identified. Hazard identification is based on a combination of reactive, proactive, and predictive methods of safety data collection.

The objective of hazard identification is to identify those hazards which either currently exist and can cause an immediate problem or may pose potential hazards in the future. A hazard can be considered a latent error or threat that has some level of risk associated with it.

**The following is a diagram of the 5 step Risk Management Process:**

1. Identify Hazards
2. Assess Hazards
3. Develop Controls and Make Decisions
4. Implement Controls
5. Supervise & Evaluate.



**STEP 1- Identify hazards.** Consider all aspects of current and future situations, environments, and known historical problem areas.

**STEP 2- Assess hazards to determine risks.** Assess the impact of each hazard in terms of potential loss and cost based on probability and severity.

**STEP 3- Develop controls and make risk decisions.** Develop control measures that eliminate the hazard or reduce its risk. As control measures are developed, risks are re-evaluated until the residual risk is at a level where the benefits outweigh the cost. The appropriate decision authority then makes the decision.

**STEP 4- Implement controls that eliminate the hazards or reduce their risks.** Ensure the controls are communicated to all involved.

**STEP 5- Supervise and evaluate.** Enforce standards and controls. Evaluate the effectiveness of controls and adjust/update as necessary. Ensure lessons learned are fed back into the system for future planning.



The Risk Assessment Matrix used to determine the level of risk (Low, Medium (Moderate), High, Extremely High

<b>Risk Assessment Matrix</b>						
		<b>Probability</b>				
<b>Severity</b>		<b>Frequent A</b>	<b>Likely B</b>	<b>Occasional C</b>	<b>Seldom D</b>	<b>Unlikely E</b>
<b>Catastrophic</b>	<b>I</b>	<b>E</b>	<b>E</b>	<b>H</b>	<b>H</b>	<b>M</b>
<b>Critical</b>	<b>II</b>	<b>E</b>	<b>H</b>	<b>H</b>	<b>M</b>	<b>L</b>
<b>Marginal</b>	<b>III</b>	<b>H</b>	<b>M</b>	<b>M</b>	<b>L</b>	<b>L</b>
<b>Negligible</b>	<b>IV</b>	<b>M</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>L</b>

**E** – Extremely High Risk  
**H** – High Risk  
**M** – Moderate Risk  
**L** – Low Risk

Example of an ASB Risk Management Worksheet (Appendix D):

1. MSN/TSK: EXT LOADS- TYLER MOUNTS/SWAT                      2. BEGIN DATE: 2-8-2011                      3. DATE PREPARED: 2-6-2011  
 END DATE: 2-8-2011

<u>HAZARDS</u>	<u>INITIAL RISK</u>	<u>CONTROLS</u>	<u>RESIDUAL RISK</u>	<u>HOW IMPLEMENTED</u>	<u>WHO/HOW SUPERVISED</u>
FOREIGN OBJECT DAMAGE (FOD)	MEDIUM	DETAILED BRIEF TO SWAT PERSONNEL TO SECURELY ATTACH NECESSARY EQUIPMENT. NON-ESSENTIAL EQUIPMENT WILL NOT BE BROUGHT ONTO THE TYLER MOUNTS.	LOW	SAFETY BRIEFING TO SWAY PERSONNEL.	TFO'S AND SWAT TEAM LEADERS
EXCEED CENTER OF GRAVITY LIMITS OF ACFT	MEDIUM	PRE MISSION PLANNING FOR ALL PILOTS WILL INCLUDE CALCULATING CENTER OF GRAVITY LIMITS FOR ALL MISSION CONFIGURATIONS	LOW	WEIGHT AND BALANCE EXCEL SPREADSHEET	CFI'S
SWAT PERSONNEL FALLING OFF THE TYLER MOUNTS	HIGH	SWAT PERSONNEL WILL BE SECURED TO THE AIRCRAFT BY D RINGS. ACFT WILL BE FLOWN AT SLOWER SPEEDS REDUCE THE AMOUNT OF RELATIVE WIND FOR SWAT PERSONNEL	MED	SWAT D RINGS WILL BE SECURED TO TYLER MOUNT BAR AND ACFT WILL NOT EXCEED 40 KNOTS	PILOTS/ TFO'S AND SWAT TEAM LEADERS
DYNAMIC ROLLOVER	MEDIUM	PILOTS WILL REVIEW CHARACTERISTICS OF DYNAMIC ROLLOVER PRIOR TO MISSION AND TAKE OFF AND LAND WITH GRADUAL COLLECTIVE MOVEMENTS	LOW	PILOT WILL NOT ALLOW A ROLLING MOTION TO BUILD AND WILL HOLD COLLECTIVE POSITION TO PREVENT THE ROLLING MOTION TO INCREASE AT A FAST RATE	PILOTS/TFO'S
ENGINE OVERSPEED OR OVERTORQUE	MEDIUM	PILOTS WILL CONFIRM WEIGHT AND BALANCE CALCULATIONS AS TAKING OFF FROM A HOVER. CONDUCT AN IGE HOVER POWER CHECK PRIOR TO DEPARTURE	LOW	IF IGE HOVER POWER CHECK MARGINS AT GREATER THAN MAX CONTINUOUS POWER, MANUEVERS REQUIRING OGE POWER WILL BE AVOIDED	PILOTS

## **2.1 ASB PERSONNEL RESPONSIBILITIES**

A. Each person involved in ASB operations must continually use the risk management process to reduce risk in operations. All personnel are responsible for working safely and maintaining a safe work environment. Personnel are required to conduct themselves in a manner that is consistent with the Bureau's safety rules and policies.

B. Each person must consciously evaluate each aspect of a task he/she is involved with to determine what hazards exists, and whether that risk is acceptable. If the risk is not acceptable, each person must take immediate action to eliminate the risk or bring it to an acceptable level.

## **2.2 ASB SERGEANT RESPONSIBILITIES**

A. The ASB Sergeant is responsible for operations and the overall implementation and maintenance of the Bureau's Safety Management System. The day-to-day management of the program is delegated to the Safety Officer.

B. The ASB Sergeant will be responsible to ensure the Risk Management process is used for all areas of Bureau operations.

C. The ASB Sergeant will ensure safety procedures are followed and will provide a command emphasis on the ASB Safety Program.

## **2.3 ASB PILOT RESPONSIBILITIES**

A. The pilot for each flight assumes responsibility for the safe conduct of that flight and all hazards identified during the Risk Management Process.

B. The pilot will complete a Risk Assessment Form (Appendix A) prior to executing any mission outside of routine patrol. The Risk Assessment Form will be located in both aircraft and the ready room for easy access. An unplanned Special Operations Mission (Real Event) or a Search and Rescue Mission, the Pilot/TFO must complete a Risk Assessment Form prior to executing the mission in order to determine the Tier Level of the mission (Tier 1-4). The pilot in command must decide whether the benefit of the mission is worth the risk associated with the mission. The purpose of the Risk Assessment Form is for both crewmembers to discuss risk management prior to mission execution.

### **3.0 SAFETY PERSONNEL ASSIGNMENTS AND RESPONSIBILITIES**

This section describes assignments within the Aviation Support Bureau and their role in the Aviation Safety Program.

#### **3.1 ASB LIEUTENANT**

A. The ASB Lieutenant will enhance the ASB Safety Program by considering recommendations from the ASB Sergeant in order to change or implement administrative policies that will assist the ASB to reduce risk in all operations.

#### **3.2 ASB SERGEANT**

A. The ASB Sergeant is the controlling authority for ASB training, safety and maintenance.

B. The ASB Sergeant is responsible for operations and the overall implementation and maintenance of the Bureau's Safety Management System. The day-to-day management of the program is delegated to the Safety Officer.

C. The ASB Sergeant will use his/her command emphasis to ensure effective control measures are implemented to reduce risk in all operations. The ASB Sergeant will also provide the resources necessary to the ASB Safety Officer in order to maintain the Bureau Safety Program. The ASB Sergeant will publish a memorandum annually which will state the approval authority for the appropriate level of risk.

#### **3.3 ASB SAFETY OFFICER**

A. The Safety Officer is a collateral assignment for an ASB Pilot.

B. The Safety Officer is appointed by and reports to the ASB Sergeant for all matters regarding safety. The Safety Officer has overall responsibility for the management of the Safety Management System. The functions of the Safety Officer should be to:

- a) Provide training in the SMS and basic safety principles included in it.
- b) Be involved in occurrence / accident investigations; and
- c) Manage the SMS implementation on behalf of the ASB Sergeant;
- d) Facilitate hazard identification, risk analysis and management;
- e) Monitor corrective action to ensure their accomplishment;
- f) Provide periodic reports on safety performance;
- g) Maintain safety documentation;
- h) Plan and organize safety training;

- i) Provide independent advice on safety matters;
- j) Monitor compliance of the SMS.
- k) Monitor the accomplishment of the safety objectives.
- l) Recommend areas for continuous improvement.

C. With command emphasis from the ASB Sergeant, the ASB Safety Officer will ensure the 5 steps in the Risk Management Process will be utilized in all operations. The Safety Officer will also ensure the correct approval authority signs each Risk Management Worksheet at the appropriate level. The degree of risk determines the level of acceptance decision authority.

D. The ASB Safety Officer will review any ASB policy changes and advise the ASB Sergeant if any of the policy changes create unnecessary hazards.

E. The ASB Safety Officer will be responsible to maintain the Hazards Log and track any identified hazard until removal or completion.

F. The ASB Safety Officer will monitor any accident investigation regarding an OCSD aircraft and advise the ASB Sergeant of the status of the NTSB/FAA Accident Investigation.

G. The ASB Safety Officer will ensure the Risk Acceptance Decision Authority Memorandum remains current and is signed by the ASB Sergeant.

H. The ASB Safety Officer will monitor the Foreign Object Damage (FOD) Program. The assigned FOD Officer will conduct a written semi-annual FOD inspection with results sent to all Bureau members.

I. The ASB Safety Officer will maintain the ASB Safety Library which will be available to all Bureau members via the ASB Share Drive. The Safety Library will also contain Safety Bulletins, ASB Ready File and other aviation related safety material.

J. The Aviation Support Bureau has a Pre-Accident Plan that is monitored by the ASB Safety Officer. The Safety Officer is responsible for assuring that all personnel are trained to handle Bureau emergencies based on their role in the Bureau. A test of the Pre- Accident Plan shall be conducted at least annually to ensure employees are competent. There are 4 copies of the Pre-Accident Plan which are updated quarterly. The Department Commander, ASB Lieutenant, ASB Sergeant all have a copy of the Pre- Accident Plan. The 4<sup>th</sup> copy is located in the ASB Ready Room. Each individual is responsible for understanding and complying with their individual responsibilities as listed in the plan.

K. The ASB Safety Officer is responsible for documentation relating to the SMS. This includes:

- Documenting and publicizing the Bureau's mission, safety goals, and objectives.
- Promptly removing obsolete documents.
- Conducting periodic reviews of this document.
- Maintaining safety related data, including the minutes of safety meetings, information on hazard and risk analysis, risk management, remedial action, incident and accident investigations, and audit reports.
- All change control procedures are in accordance with Bureau procedures for manual changes.

### **3.4 ASB MEMBERS**

It is each individual's responsibility to conduct themselves in a manner which is consistent with the ASB Safety Program goal of mishap prevention. When an undesirable situation is observed, take immediate and positive action to correct the situation. If unable to immediately correct the hazard, information relating to the hazard should be entered on an Operation Hazard Report Form (Appendix B) and be given to the ASB Safety Officer to be added and tracked on the Hazards Log.

### **4.0 ASB SAFETY COMMITTEE**

The ASB Safety Committee provides a means of working toward eliminating identified hazards from the Hazards Log. It also gives the ASB Safety Officer feedback on the utilization of Risk Management Process.

### **4.1 SAFETY COMMITTEE MEMBERS**

Due to the small size of the Aviation Support Bureau (8 members plus 1 Sergeant), each member of the ASB will be considered as a member of the ASB Safety Committee.

In addition to the ASB Members, the Homeland Security Special Enforcement Bureau Lieutenant (ASB Lieutenant) and the lead mechanic will also be a member of the safety committee.

### **4.2 SAFETY COMMITTEE OPERATIONS**

A. The ASB Safety Committee provides the Safety Officer another means to communicate with each member of the Bureau.

B. The ASB Safety Committee is a valuable source for identifying hazards and implementing control measures to provide workable solutions.

#### **4.3 SAFETY COMMITTEE RESPONSIBILITIES**

A. Assist the ASB Sergeant and ASB Safety Officer to develop safety policies and procedures which will identify and correct hazards;

B. Analyze existing department and ASB policies and procedures related to safety.

C. Conduct meetings according to the published agenda for the monthly training/safety meetings.

#### **4.4 SAFETY COMMITTEE MEETINGS**

A. The ASB will conduct a training and safety meeting once a month as scheduled per the yearly training calendar. Due to limited resources, the scheduled monthly training and safety meeting may not be conducted in a particular month. However, the meeting must be conducted the following month and there must be at least 7 training/safety meetings conducted during the calendar year.

B. ASB personnel are encouraged to provide input to the safety meeting agenda. The most efficient way to provide input to the meeting is to email the ASB Safety Officer at least 2 days prior to the scheduled meeting.

C. The ASB Safety Officer shall publish the minutes from the ASB Safety/Training Meeting and post a copy in the ASB Safety Binder and on the ASB Safety Bulletin Board within one week after the meeting.

#### **5.0 HAZARD REPORT PROGRAM**

The hazard report program is used to identify and correct hazardous conditions unique to the Aviation Support Bureau, its facility, equipment, procedures, operations, etc., and notify ASB personnel of those hazards.

This reporting system facilitates the collection of data to assist in the identification of the “root causes,” so that appropriate measures (training, establishment or modification of procedures, etc.) can be implemented.

Personnel are encouraged to report any unsafe condition or hazard that they discover in the Bureau or its operations. Operational Hazard Report (OHR) Forms are provided to all Bureau members. The program allows for anonymous reporting since the OHR does not require a name to be given and can be submitted directly to the Safety Officer.

ASB's SMS takes all reports of unsafe conditions seriously. Prompt attention will be given to all actual and potential hazards that have been reported to the Safety Officer. The Safety Officer will inform the employee (unless employee want anonymity) who reported the hazard of the action that was taken to correct the hazard or the reasons why the condition was determined not to be hazardous. There will be no discrimination against any employee who reports unsafe conditions or hazards.

## **5.1 HAZARD - DEFINITION**

Hazard - Any real or potential condition that can cause injury, illness, death of personnel, damage to or loss of equipment or property, or mission degradation.

## **5.2 HAZARD REPORT FORM**

When a hazardous condition is discovered or perceived, the involved person must try to immediately correct the situation. If the person is unable to correct the condition, an Operation Hazard Report Form (Appendix B) should be filled out and given to the Safety Officer in order for that hazard to be added to the ASB Hazards Log. The hazard will then be given the necessary resources and tracked until completion. The ASB Hazards Log will be maintained for a period of 5 years.

Each hazard will be investigated to determine root cause and then reviewed by the Safety Officer. Any serious incident or accident will be investigated by a team consisting of at least 3 members of the ASB Safety Committee.

## **6.0 SAFETY TRAINING PROGRAM**

The Safety Training Program will consist of Quarterly Safety Training conducted by a member of the Aviation Support Bureau. The topics for the Quarterly Safety Training will be identified at the start of the year and be written on a memorandum approved by the ASB Sergeant. The memorandum for the Quarterly Safety Training Program will be posted on the ASB Safety Bulletin Board. A sign in roster will be used to keep a record of the training. A make-up plan will be utilized for personnel who are unable to attend training on the regularly scheduled day.

## **6.1 SAFETY BULLETIN BOARD**

An Aviation Support Bureau Safety Bulletin Board is established to provide ready access to safety-related information.



The following will be contained on the bulletin board:

1. ASB Sergeant Safety Policy
2. Current Safety/Training Meeting Minutes
3. Current copy of the Hazards Log
4. Quarterly Safety Training Calendar
5. Mission Risk Approval Authority
6. Risk Assessment Matrix to assist ASB Members with assessing hazards
7. ASB Safety Goals and Objectives

## **6.2 SAFETY TRAINING TOPICS**

The follow is a sample of topics that can be used for the Quarterly Safety Training approved by the ASB Sergeant:

1. Risk Management
2. Aviation Physiology
3. Cockpit Resource Management
4. Weather
5. Decision-Making
6. ASB Operations/Policies Manuals (safety-related)
7. Hearing Conservation
8. Accident Prevention
9. Accident Response Procedures

## **6.3 SAFETY ASSURANCE**

A Safety Inspection/Audit will be conducted annually by the ASB Safety Officer. The Safety Inspection/Audit will be a structured review of the Bureau's systems and procedures in order to evaluate whether they are being conducted effectively and efficiently.

The Safety Officer will manage and file Inspection/Audit reports, which include findings and recommended corrective actions. Positive findings should also be recorded. Findings and recommended actions will be communicated to all personnel. The results for these Inspection/Audit reports will be used to determine system trends. To maintain an accurate Safety Assurance Oversight Program, ASB will have an outside auditor inspect the Bureau at least once every 3 years. The expertise of the outside auditor will be determined by ASB.

## **6.4 CONTINUOUS IMPROVEMENT OF THE SMS**

Continuous improvement in safety is a “core value.” This is accomplished by measuring safety performance and implementing necessary changes. In addition we will ensure the following to continually improve our Bureau.

1. Conduct risk management assessments on all jobs to minimize risks associated with operations.
2. Increase the submission of Operational Hazard Reports.
3. Increase the number of actions raised from safety meetings
4. Increase compliance with the safety incident management process (reporting, classification, root cause investigation, and implementation of corrective actions).

## **6.5 SAFETY PROMOTION**

The Safety Officer is responsible for ensuring all ASB personnel receive appropriate training to fulfill their SMS responsibilities. All training conducted will be documented using the ASB sign in roster with a make-up training plan for Bureau members who are unable to attend the regularly scheduled training. The ASB Sergeant will ensure adequate resources are allocated for SMS training.

The ASB Safety Officer and Chief Pilot will jointly develop an annual Safety Management System (SMS) training plan which specifies the requirement for the following year. This should include the effective use of conferences, journals, and external sources. The ASB Safety Training will consist of at least quarterly training for all Bureau members. All new members to ASB will undergo Safety Management System training in the first 3 months of assignment to the Bureau in order to be familiar with ASB’s Aviation Safety Program.

The ASB Safety Officer will ensure a digital copy of the Safety Manual is provided to all personnel in the Bureau. The Safety Officer will ensure the safety meeting minutes, Mission After-Action Reviews, and other safety related information is immediately disseminated to all ASB Bureau members. The ASB Safety Library will be a digital collection of relevant aviation safety material that will be available to all ASB members via the ASB Share Drive. The safety meeting minutes and after actions reviews will also be available on the ASB Share Drive.

## 7.0 SPECIAL OPERATIONS TRAINING

Special Operations Training is defined as any training outside normal patrol operations. Special Operations Training includes, but is not limited to: Water bucket operations, external loads, long line, SWAT Training, Harbor Patrol Training, Formation Flight and Multiship Operations. Search and Rescue Training will also be categorized as Special Operations Training. However, due to the imminent need to find a lost or injured person during normal patrol operations, Search and Rescue Operations will be considered a part of normal patrol.

### 7.1 SAFETY BRIEFS

Prior to **planned** Special Operations Mission or Training, a **Risk Management Worksheet (Appendix D)** will be completed and approved at the appropriate level of authority. The ASB Safety Officer or designated representative will identify hazards associated with the training. The ASB Sergeant will make informed decisions to control hazards or accept risks associated with the Special Operations Missions or Training. For an **unplanned** Special Operations Mission (Real Event) or a Search and Rescue Mission, the Pilot/TFO must complete a **Risk Assessment Form (Appendix A)** prior to executing the mission in order to determine the Tier Level of the mission (Tier 1-4). The pilot in command must decide whether the benefit of the mission is worth the risk associated with the mission. The purpose of the Risk Assessment Form is for both crewmembers to discuss risk management prior to mission execution.

The ASB Safety Officer will assist the point of contact for Special Operations Training to ensure that risk management is incorporated into the planning process. The ASB Safety Officer or designated representative will attend the After Action Review (AAR) for the Special Operations Training to review the effectiveness of control measures used to mitigate risk. The AAR will document any hazards in training that were not previously identified in the risk management process.

The following areas listed below will be considered during the planning process to assist the ASB Safety Officer and Bureau members to identify hazards associated with the training.

- A. A review of each person's role in the training evolution, including embarked and ground based persons;
- B. A detailed review of unique characteristics, shortcomings, hazards, etc., of each equipment item to be used during the training;
- C. A detailed review of each person's responsibilities in special assignments.
- D. A detailed review of personnel positioning and acts in and around aircraft;
- E. A review of probable air crew acts associated with any in-flight emergency.

## **8.0 ASB COCKPIT RESOURCE MANAGEMENT (CRM) PROGRAM**

A Cockpit Resource Management (CRM) Program is established to ensure Aviation Support Bureau Personnel are familiar with commonly accepted CRM principles and the need to continuously practice effective CRM during all flight operations. CRM will be covered at least once a year as part of the Safety Training Program.

### **8.1 CREW CONCEPT**

Primary to a discussion of CRM is the "Crew Concept". Basic to the Crew Concept is the idea that a well-coordinated crew acting together is much more effective than the sum of the skills of the individuals. Included are such things as:

- A. "Open Cockpit" policy, wherein it is desired and expected that each air crew member clearly communicate his/her input to each event, such as status, feelings, questions, ideas and doubts;
- B. "Permission To Be Wrong" policy, wherein it is acknowledged that no one is perfect and mistakes must be quickly identified, acknowledged and corrected;
- C. "Delegation" policy, wherein as much of the cockpit workload as possible is equitably shared among all crew members, thereby freeing up as much time as possible and reducing stress;
- D. "Clear Communications" policy, wherein intra-aircraft communications is stressed and questions encouraged in an effort to eliminate misunderstood communications, reduce workload and reduce fatigue and stress; and,
- E. "Sterile Cockpit" policy, wherein embarked persons in Department aircraft shall refrain from non-flight-critical conversation during all takeoff and landing events.

### **8.2 CRM EDUCATION AND TRAINING**

Formal Cockpit Resource Management (CRM) Training will be conducted at least once a year as part of the Safety Training Program. A sign-in roster will be used to ensure all ASB personnel complete the training. Make up training will be conducted for personnel who were unable to attend the regularly scheduled training.

Although formal CRM training will be conducted once a year, the ASB Safety Officer will assist Bureau members to continually improve their CRM skills in order to effectively use the elements of CRM for all aviation operations.

## **9.0 CREW ENDURANCE POLICY**

The Aviation Support Bureau will strictly adhere to the crew endurance policy to ensure the safe and effective operation of department aircraft.

### **9.1 TERMS DEFINED**

Flight Crew - A crewmember is defined as a qualified person performing duties in a departmental aircraft, as either a pilot or tactical flight officer.

Minimum Rest Period - A minimum rest period is defined as 10 hours from the time a crew member's shift time ends and the time the crew member returns to begin a new shift. The ASB Sergeant or ASB Lieutenant can reduce the 10 hour rest period to an 8 hour rest period on a case by case basis.

Duty Time - A "workday" shall commence at the start of the employee's work shift and end 24 hours later. The crewmember should not be regularly scheduled for more than a 12 hour shift. However, due to operational necessity, the crewmember may be scheduled to work over 12 hours up to the maximum duty time of 16 hours.

Call Out- A workday and on duty time resulting from a call out begins at the time the employee leaves their residence. If a crewmember is called back to work within the same workday, the total duty hours and flight time limitations apply.

Shift Scheduling- The ASB schedule should minimize shift changes and try to keep crewmembers on the same shift start time for the entire scheduling period. Crewmembers shall not be scheduled for shift changes (i.e., evening or night shift to day shift) that require the crewmember to perform flight duties within ten hours from the end of the previous shift.

### **9.2 CREW ENDURANCE**

Stress and fatigue caused by flight operations is dependent upon the conditions and type of flying being performed (i.e., day, night or Night Vision Goggles [NVG]). The following page will have the maximum flight time for the conditions and type of flying.

**Day Flight** = Maximum of 10 hours in a workday.

**Any combination of Day or Night Flight** = Maximum of 7 hours in a workday.

**Note:** The maximum amount of **Night Vision Goggle (NVG) Flight** will be 5 hours in a workday.

**Example 1:** You can fly 1 hour of day flight, 5 hours of NVG, and 1 hour of unaided night (Equals the total combination of 7 hours day or night).

**Example 2:** You can fly 5 hours of NVG and 2 hours of unaided night (Equals the total combination of 7 hours day or night).

**Example 3:** If you have flown 8 hours of day flight, you are not allowed to fly after sunset since you have gone over the 7 hours of maximum day/night flight time.

10 days is the maximum amount of consecutive work days a flight crewmember can work without a full day off. If a flight crewmember is working night shift, the following day after a night shift will not be considered a full day off if the flight crewmember is scheduled for day shift the following day.

**Example 1:** TFO Smith worked Tuesday night. TFO Smith is scheduled to work day shift on Thursday. Wednesday **would not** be considered a day off for TFO Smith. However, Wednesday would not count as a workday.

**Example 2:** TFO Smith worked Tuesday night. TFO Smith is scheduled to work night shift on Thursday. Wednesday **would** be considered a day off for TFO Smith. The reason Wednesday counts as a day off is TFO Smith's circadian rhythm is not being interrupted.

Crewmembers unable to comply with the provisions of this policy shall immediately notify an Aviation Support Bureau Sergeant.

## 10.0 “JUST SAFETY CULTURE”

A “Just Safety Culture” fosters an atmosphere of trust in which people are encouraged, even rewarded, for providing essential safety related information, but in which they are also clear about where the line must be drawn between acceptable and unacceptable behavior. A “Just Safety Culture” does the following:

- a. Eliminates the notion that blame is a useful concept. The root cause for error will never be identified if the only goal is to find someone to blame. Holding individuals responsible for their actions is different than laying blame.
- b. Defines clear lines between acceptable and unacceptable performance. Once the lines have been drawn, individuals need to know what is expected of them and understand that they will be held accountable for their performance.
- c. In cases of non-compliance, there should be clear guidelines about what should happen. We often fail to determine the reason for the non-compliance. Before sanctions are applied, it is imperative that the reason(s) for the non-compliance be identified. Only then can appropriate action be taken.

In determining accountability for actions taken some basic error concepts should be clearly understood.

Definitions Of Error
<ul style="list-style-type: none"><li>▪ Human Error</li><li>▪ Negligent Conduct</li><li>▪ Reckless Conduct</li><li>▪ Intentional Rule Violation</li></ul>

Four behavioral concepts are important to an understanding of the inter-relationship between discipline and safety: human error, negligence, reckless conduct, and intentional rule violations.

These behavioral categories are presented here because they are the principal labels we use socially and legally, to describe blameworthy conduct. One or more of these behavioral categories will be applied in most

mishap investigations and the label often determines when disciplinary sanction is appropriate. Following is a short description of each.

## Human Error

- The individual should have done other than what they did.
- Human error is a term that we use to describe every day, unintentional mistakes that normal people make.
- It is usually not repeated behavior.
- Result is usually not serious but can be catastrophic.

**Human Error** is when an individual took an action other than the one they should have taken, and in the course of that action inadvertently caused or could have caused an undesirable outcome.

Human error is a term that we use to describe our unintentional, honest mistakes or behavior – missing a turnoff on the freeway or forgetting to bring a piece of equipment.

The threshold for labeling behavior “human error” is very low. Keep in mind that the consequences of human error are usually insignificant, although they can be catastrophic. We must focus on behavior not the outcome or consequences.

## Simple Negligence (Negligent Conduct)

- Simple negligence is the failure to recognize a risk that should have been recognized by a reasonably prudent person in these circumstances.
- Look at:
  - Level of training
  - Experience
  - What would others have done (Substitution Test)
  - Were there policies & procedures

**Negligent Conduct.** Subjectively more culpable than human error in most cases simple negligence is defined as the failure to exercise the skill, care, and learning expected of a reasonably prudent person. It is the objective determination that a person should have been aware that they were taking an unjustifiable risk which could lead to an undesirable outcome. Simple negligence is the failure to recognize a risk that should have

been recognized. Accountability for your actions is important.

Here we apply the concept of: ‘What would a reasonable prudent person do in this situation?’

When trying to figure out who a reasonably prudent person is, and what they would have done, look to some of the considerations on this slide.



## Common Examples of Simple Negligence

- **Situational Optimizing:**  
“I cannot get the job done if I follow the rules, so I did the job anyway.”
- **Organizational Optimizing:**  
“It was better for the organization to do it that way. I knew it was wrong but they expect it.”
- **Mistake:**  
“I thought I did it right.” “I should have known better based on my training and experience.”  
“This time I just didn’t plan properly.”

Situational Optimizing: Rules may be too restrictive, or there may be excessive demands from the organization. **Fill out a hazard report and let us know.**

Organizational Optimizing: Organizational culture expects us to do it. **Fill out a hazard report and let us know.**

Mistakes: ‘I just screwed up’ and should have known better.

## Gross Negligence (Reckless Conduct)

- Gross negligence differs from simple negligence in its intent.
- Gross negligence is a conscious disregard of a visible, significant risk that was recognized.

**Reckless Conduct** involves a higher degree of culpability than simple negligence. Gross negligence involves a conscious disregard of risk. Gross negligence differs from simple negligence in its intent. Gross negligence is a conscious disregard of a visible, significant risk on the part of the individual.

For gross negligence, the circumstances surrounding the reasonably prudent person’s decision must have had a

significant level of risk that was obvious. In gross negligence, the reasonably prudent person is aware of the risks, knows they are above what the Bureau expects of them and engages in the behavior anyway – it was a conscious decision to do so.

## Common Examples of Gross Negligence

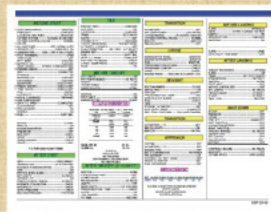
- **Personal Optimizing (Reckless Conduct)**  
“It suited me better to do it that way even though I knew it was wrong and the risk was high.”
- **Disregarding Risk (Reckless Conduct)**  
“I didn’t think about the consequences.” “I thought I would be able to do it regardless of the risk.”
- **Repeated Violation**  
“Repeated incidents with similar root causes.”

This is unacceptable behavior in the Bureau.

## Intentional Rule Violation

- This concept is not necessarily related to risk taking, but merely shows that an individual knew of or intended to violate a rule, procedure, or duty in the course of performing a task.

“I don’t use a checklist. I don’t care what the policy says. I have it memorized”

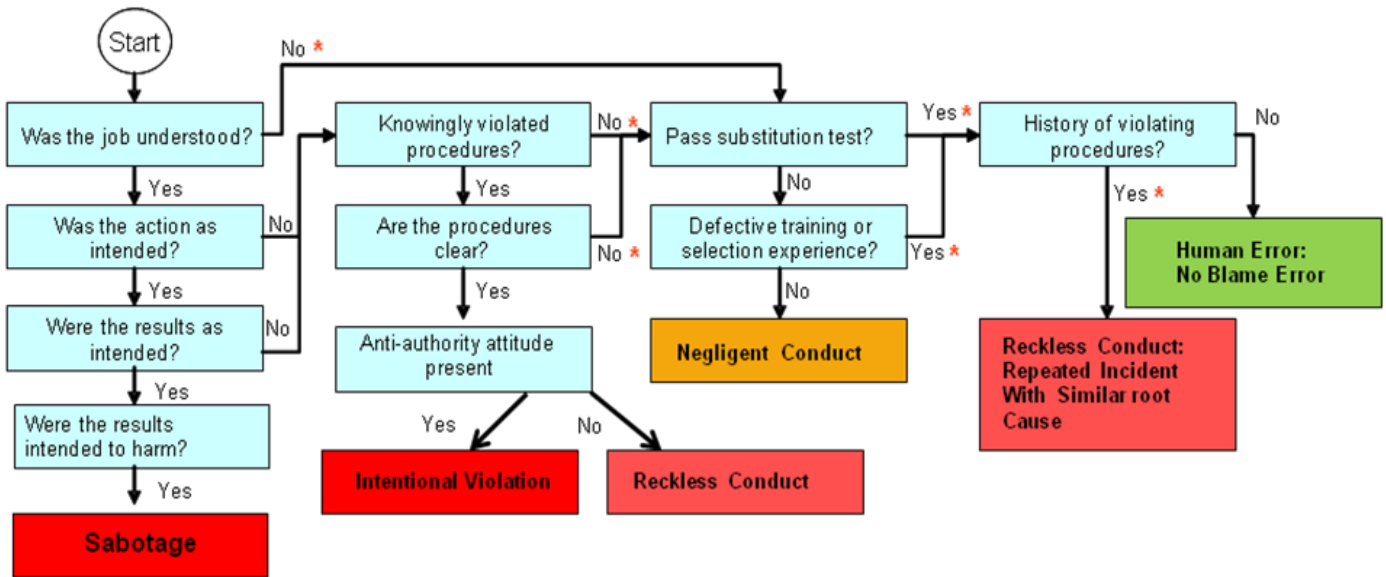


This violation is not based on the reasonably prudent person standard.

Four conditions must exist for the intentional rules violation to occur:

1. The person knew the rule or policy
2. The person applied no risk assessment.
3. The person consciously elected not follow the rule or policy.
4. The person is generally motivated not to follow the rule or policy because of anti-authority feelings.

“Just Safety Culture” Process shown below is used when deciding which definition or error has taken place.



**Substitution Test: Ask “Would a reasonable sample of the organization have done the same thing or made the same error?”**

**\* Indicates a System’s Induced Error. Managers and supervisors must evaluate what part of the system failed in order to determine what corrective and preventative action is required. Corrective and preventative action shall be documented for management review.**

# Appendix A

**Form:** Risk Assessment

**Location:** Aircraft White Binder and Mailbox inside Ready Room

**Purpose:** The pilot will complete a Risk Assessment Form prior to executing any mission outside of routine patrol. The Risk Assessment Form will be located in both aircraft and the ready room for easy access. An **unplanned** Special Operations Mission (Real Event) or a Search and Rescue Mission, the Pilot/TFO must complete a Risk Assessment Form prior to executing the mission in order to determine the Tier Level of the mission (Tier 1-4). The pilot in command must decide whether the benefit of the mission is worth the risk associated with the mission. The purpose of the Risk Assessment Form is for both crewmembers to discuss risk management prior to mission execution.

**Intent:** The Risk Assessment Form shows that Aircrews in the OCSD Aviation Support Bureau properly utilize the risk management process in aviation operations. For example, if an aircrew is determined to be at a Tier 3 Risk Level to due lack of crew endurance, the aircrew might call in a better rested crew to complete the mission. Another example is a mission might be a Tier 3 or 4 Risk Level for a specific aircrew, but for a more experienced aircrew the risk level might be a Tier 2. The Pilot in Command has the authority to decide if the mission should be accomplished.

**Example of Form:** Located on the next page.



# OCSD Air Support Risk Assessment Form



### 1. Planning for the flight

Guidance=	Vague	Implied	Specific
	3	2	1

### 9. Moon Angle (NVG)

90-70	69-50	49-30	<30
1	2	3	4

### 2. Crew Selection (Pilot)

Flight Time=	>2000	>1500	>1000	>500
	1	2	3	4

### 10. Mission Complexity

	Day	Night
Long Line Operations	8	N/A
Cal Fire Mission	8	8
Fire (1st Responder)	10	N/A
Overwater (Beyond GD)	3	5
Search and Rescue	3	5
SWAT Tyler Bench	5	7
K-9 Mission	2	4

### 3. Crew Selection (TFO)

Experience=	>3 yrs	>2 yrs	>1 yrs	<1 yrs
	1	2	3	4

### 4. Crew Endurance (Pilot)

Quality of Rest=	>8 hrs	6-8 hrs	<6 hrs
	2	6	10

### 11. Additional Factors

	Day	Night
Medevac	3	6
Surface winds greater +20 kts	2	4
Surface winds greater +35 kts	5	8
Surface winds greater +45 kts	8	10
7 consecutive work days	5	7
14 consecutive work days	10	12
DA +5000 feet	5	7
SWAT Active Shooter	10	14
Multiship	3	5
Outside OC Mission	3	5
Maintenance Test Flight	4	6
Pilot is a CFI	-1	N/A
TFO is also Sheriff Pilot	-1	N/A

### 5. Crew Endurance (TFO)

Quality of Rest=	>8 hrs	6-8 hrs	<6 hrs
	2	6	10

### 6. Weather

	>1000/3	<1000/3	<700/2	<500/1
Day	1	3	4	6
Night	2	4	6	10
NVG	2	6	8	10

### 7. Mission Timeframe

Duty Day=	First 1/3	2nd 1/3	Third 1/3
	1	2	4

### 8. Percent Illumination (NVG)

100-80	79-60	59-40	30-23	<23
1	2	3	4	5

1. Planning

2. Crew Sel: Pilot

3. Crew Sel: TFO

4. Crew Endur: Pilot

5. Crew Endur: TFO

6. Weather

7. Timeframe

8. NVG Illum

9. NVG Moon

10. Mission Comp

11. Add Factors

Total

### Day/Night

Tier 1	12 to 22
Tier 2	23 to 37
Tier 3	38 to 46
Tier 4	47 +

### NVG

Tier 1	14 to 24
Tier 2	25 to 45
Tier 3	46 to 52
Tier 4	53+

**Note:** Approval Authority is the Pilot in Command.  
Tier 4 Missions require a phone call/text to ASU Sgt.

Pilot \_\_\_\_\_

TFO \_\_\_\_\_

Date: \_\_\_\_\_

### Brief Mission Description:

## Appendix B

**Form:** Operation Hazard Report (OHR)

**Location:** Mailbox Inside Ready Room

**Purpose:** When a hazardous condition is discovered or perceived, the involved person must try to immediately correct the situation. If the person is unable to correct the condition, an Operation Hazard Report (OHR) Form should be filled out and given to the Safety Officer in order for that hazard to be added to the ASB Hazards Log. The Hazard will then be given the necessary resources and tracked until completion. A hazard is defined as a real or potential condition that can cause injury, illness, death of personnel, damage to or loss of equipment or property, or mission degradation.

**Intent:** The Operational Hazard Report (OHR) is a way for a member of the OCSD Aviation Support Bureau to report any condition they feel might be unsafe.

**Example of Form:** Located on the next 2 pages.



**OPERATIONAL HAZARD REPORT**  
ORANGE COUNTY SHERIFF'S DEPARTMENT

**AVIATION SUPPORT BUREAU**

An operational hazard is any condition or act that affects or may affect the safety of Sheriff aircraft or associated personnel or equipment.

1. Date and Time of Occurrence (Enter date in boxes a,b,c and d below)

a. YEAR 201	b. MONTH 00	c. DAY 0	d. TIME (LCL) 0000	e. CHECK ONE
				<input type="checkbox"/> (1) Day
				<input type="checkbox"/> (2) Night
				<input type="checkbox"/> (3) Dusk
				<input type="checkbox"/> (4) N/A

2. Location where Hazard Occurred (Check all applicable items)

a. In Flight	h. Airfield/Heliport	k. This hazard occurred on or near
b. Airways	(1) Movement Area/Parking	(1) NAME OF AIRPORT OR INSTALLATION
c. Uncontrolled Airspace	(2) Hanger	(2) DISTANCE FROM AIRPORT
(1) NOE	(3) Support Area	(3) DIRECTION FROM DEGREES MAG
(2) Low Level	l. Field Site	
d. Terminal Control Area	j. Obstacle	
e. Traffic Pattern	(1) Trees	
f. Control Zone	(2) Wires	
g. On the Ground	(3) Building	

3. This Hazard Pertains to (Check all applicable items)

a. Procedures/Instructions	g. Services	(5) Ground Control	
b. Policies/Regulations	(1) Weather	(6) GCA	
(1) Sheriff	(2) Refueling	(7) ILS	i. Controller
(2) FAA	h. Pilot Procedures/Tech.	(8) Tower	(1) Procedures
c. Facilities	i. Near Midair Collision	(9) Radar Service	(2) Technique
(1) Airport/Heliport	j. Air Traffic Control	(10) Publication/FLIP	m. Other
(2) NAV Aids	(1) Enroute	k. Health Issues	n. Aviation Life Support Equipment
d. Maintenance	(2) Terminal Area		o. Night Vision Device
e. Material	(3) APP Control		
f. Communications	(4) DEP Control		

4. If this Hazard Occurred in Flight, complete the remainder of this page. Otherwise, go to page 2.

Aircraft 1		Aircraft 2 (Aircraft 2 is other aircraft, if applicable)	
a. Mission		g. Mission	
b. Acft Type		h. Acft Type	
c. Tail Number		i. Tail Number	
d. Point of Departure		j. Point of Departure	
e. Destination		k. Destination	
f. Flight Plan	CHECK ONE <input type="checkbox"/> (1) IFR <input type="checkbox"/> (3) DVFR <input type="checkbox"/> (5) None <input type="checkbox"/> (2) VFR <input type="checkbox"/> (3) SVFR	l. Flight Plan	CHECK ONE <input type="checkbox"/> (1) IFR <input type="checkbox"/> (3) DVFR <input type="checkbox"/> (5) None <input type="checkbox"/> (2) VFR <input type="checkbox"/> (3) SVFR

5. Meteorological Conditions

6. Cloud Proximity (Check applicable blocks)

		ITEM	AIRCRAFT 1	AIRCRAFT 2
a. Clear	g. Fog	a. Above		
b. Scattered	h. Haze	b. In/Out of Clouds		
c. Broken	i. Smoke	c. Between Layers		
d. Overcast	j. Icing	d. Below		
e. Rain	k. Visibility (miles)	e. In Clouds		
f. Snow				

---

7. NARRATIVE *(Describe circumstances concerning this hazard, indicate the causes and provide corrective recommendations. Attach additional sheet if required.)*

---

8. INVESTIGATION AND RECOMMENDATIONS *(To be completed by ASU Safety Officer. Attach additional sheet if required.)*

---

9. ACTION TAKEN TO CORRECT THIS HAZARD *(To be completed by ASU Sergeant. Attach additional sheet if required.)*

---



## Appendix C

**Form:** After Action Review (AAR) Form

**Location:** Aircraft White Binder and Mailbox inside Ready Room

**Purpose:** When a training event is completed, it is very important to capture areas during training that went well in order to sustain those areas for future training events. It is equally as important to capture areas in training that need to be improved for the future training events. Anytime there is an area during training that needs to be improved, a recommendation should be given on how to improve that area.

**Intent:** The After Action Review (AAR) Form has blanks to be filled in after a training event (SWAT Live Fire, Search and Rescue Training, K-9, Bucket Training, Dive Team, etc.) to capture areas that went well and areas to be improved. After this form is filled out, it will be given to the ASB Safety Officer to be typed prior to being placed into the Training and Safety Binders. This AAR Form will help the Aviation Support Bureau utilize the risk management process by identifying hazards during training and by using control measures to reduce the risk of those hazards.

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## Appendix D

**Form:** Risk Management Worksheet

**Location:** Aircraft White Binder and Mailbox inside Ready Room

**Purpose:** Prior to any **planned mission or training event** outside of routine patrol, a Risk Management Worksheet will be completed and approved at the appropriate level of authority. The ASB Safety Officer or designated representative will identify hazards associated with the training. The Risk Management Worksheet is a tool to assist ASB Members with the 5 Step Risk Management Process (1. Identify Hazards 2. Assess Hazards 3. Develop Controls and Make Decision 4. Implement Controls 5. Supervise and Evaluate). The purpose of using the Risk Management Worksheet is to identify hazards for a planned mission or training event and implement controls to reduce the risk of the training event. The Risk Management Process will help ASB Members conduct a mission or realistic training at an acceptable risk level by using controls to mitigate the risk.

**Intent:** The Risk Management Worksheet is a way for ASB to document the 5 Step Risk Management Process prior to a planned mission or training event.

**Example of Form:** Located on the next page.

## OC SHERIFF'S AVIATION SUPPORT BUREAU | RISK MANAGEMENT WORKSHEET

1. MSN/TSK: MULTISHIP/SAN DIEGO AIRSPACE

2. BEGIN DATE: 1-11-2011  
END DATE: 1-11-2011

3. DATE PREPARED: 1-10-2011

Header	<u>HAZARDS</u>	<u>INITIAL RISK</u>	<u>CONTROLS</u>	<u>RESIDUAL RISK</u>	<u>HOW IMPLEMENTED</u>	<u>WHO/HOW SUPERVISED</u>
	<b>FORMATION FLIGHT</b>	HIGH	TRAIL WILL FLY A LOOSE FORMATION (10-15 ROTOR DISKS) AND WILL STAY IN A STAGGERED RIGHT OR LEFT FORMATION. STRAIT TRAIL ONLY ON LANDINGS AND DEPARTURES.	<b>MEDIUM</b>	FLIGHT BRIEFING	PILOTS/ TFO'S
	<b>INADVERTENT IMC</b>	MEDIUM	OBTAIN A DETAILED WEATHER BRIEF PRIOR TO TAKE OFF AND REVIEW INADVERTENT IMC PROCEDUES.	<b>LOW</b>	WEATHER FROM COMPUTER AND FLIGHT BREIFING	PILOTS/ TFO'S
	<b>OBSTACLES IN FLIGHT (TOWERS/ WIRES/ OTHER AIRCRAFT)</b>	MEDIUM	MAP RECON OF ROUTE AND ALL CREWMEMBERS ANNOUNCE ANY OBSTACLE NOT ANNOUNCED BY THE PILOT ON THE CONTROLS.	<b>LOW</b>	PILOT IN COMMAND WILL BRIEF CREW PRIOR TO FLIGHT	PILOTS/ TFO'S
	<b>PILOTS IN TRAINING ON THE FLIGHT CONTROLS DURING MULTISHIP</b>	MEDIUM	PILOTS IN TRAINING WILL BE MONITORED BY CFI'S.	<b>LOW</b>	CFI'S DURING CREW BRIEF	CFI'S

## Appendix E

**Form:** Outside Normal Operation (ONO) Form

**Location:** Mailbox Inside Ready Room

**Purpose:** The Outside Normal Operation Form should be filled out anytime a flight/mission cannot be completed due to a maintenance or safety issue. For the purpose of the form, a flight begins as soon as the starter is engaged. This form should also be filled out anytime there is damage to the aircraft, whether the damage occurs on the ground or in flight. This form should also be filled out anytime there is an injury to any personnel involving the helicopter on the ground or in flight. Returning to JWA due to weather or inoperative mission equipment is not considered to be outside of normal operation. This form will also be used to capture damage to ASB equipment or property.

**Intent:** The purpose of the Outside Normal Operation Form is to assist the Aviation Support Bureau look for trends and to assist ASB with root cause analysis. By ASB finding a trend with root cause analysis, it will reduce the risk of a future incident or accident. The form is designed to capture pre-incident indicators to assist ASB to reduce risk in all aviation operations. Capturing data which indicate trends will allow for adjustment of policy, procedures or training in order to break a possible chain of events leading to an accident.

**Example of Form:** Located on the next page.



ORANGE COUNTY SHERIFF'S DEPARTMENT  
AVIATION SUPPORT BUREAU



**OUTSIDE NORMAL OPERATION FORM**

This form should be filled out anytime a flight/mission cannot be complete due to a maintenance or safety issue. For the purpose of this form, a flight begins as soon as the starter is engaged. This form should also be filled out anytime there is damage to the aircraft, whether the damage occurs on the ground or in flight. This form should also be filled out anytime there is an injury to any personnel involving the helicopter on the ground or in flight. Returning to JWA due to weather or inoperative mission equipment is not considered to be outside of normal operations. This form will also be used to capture damage to ASB equipment or property.

**FLIGHT**

**GROUND**

(Check box that applies)

Date/Time/ACFT Tail #: \_\_\_\_\_

Aircrew (Pilot/TFO): \_\_\_\_\_

Injuries: \_\_\_\_\_

Damage: \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Appendix F

**Form:** Hazards Log

**Location:** Safety Bulletin Board and Safety Binder

**Purpose:** The Hazards Log is a method used to track all hazards to ensure they are given the necessary resources in order to be eliminated. A hazard is defined as any real or potential condition that can cause injury, illness, death of personnel, damage to or loss of equipment or property, or mission degradation. The Hazards Log provides a method for the Aviation Support Bureau to keep a record of hazards for a period of 5 years to ensure an identified hazard is eliminated.

**Intent:** This form is a tool to assist with tracking hazards. It allows for any person involved with the Aviation Support Bureau to follow up on an identified hazard. The normal process is an Operational Hazard Report (OHR) is submitted to the Safety Officer, and the hazard is assessed and placed on the Hazards Log. An expedited method is to email the Safety Officer information about the hazard. The Safety Officer will then place the hazard onto the log. Dependent upon the priority given to the hazard, the Safety Officer will ensure the hazard is given the necessary resources in order to be eliminated. At each of the monthly safety meetings, the hazard log will be reviewed and updated to keep all ASB members informed.

**Example of Form:** Located on the next 2 pages. The hazard log will be kept for a period of 5 years. Page 39 is an example of a completed page from the ASB Hazards Log. Page 40 is an example of the ASB Open Issues Hazards Log. The Open Issues Hazards Log is automatically generated showing all items of the Hazards Log that have not been completed.





## Appendix G

**Form:** Management of Change Form

**Location:** Safety Mailbox inside Ready Room

**Purpose:** The Management of Change Form allows the Aviation Support Bureau to use a systematic approach to managing and monitoring Bureau change as part of the risk management process. Safety issues associated with change are identified and standards associated with change are maintained during the change process. Due to the nature of the ASB, the level of management that must approve the change is the ASB Lieutenant. All changes made will be discussed in detail at the following month's safety /training meeting to ensure all ASB members understand the change.

**Intent:** The purpose of the Management of Change Form is to document changes made to the Bureau in order to have a record of the changes. Some additional reasons for using the Management of Change Form are listed below:

1. Analyzing changes in operational procedures or processes to identify required changes in training, documentation or equipment.
2. Analyzing changes in location of equipment or operating conditions for potential hazards.
3. Ensuring all maintenance, safety and operations manuals are kept up-to-date with the most current changes.
4. Having a process to ensure all personnel are aware and understand changes in requirements, procedures and applicable maintenance and operations manuals.

**Example of Form:** Located on the next page.



# Management of Change Form

Change Title:



## 1. Reason for Change

## 2. Proposed Change:

## 3. Type of Change:

Process     
  Documentation     
 Equipment      
 Staffing   
 Training     
  Other \_\_\_\_\_

## 4. Bureau Sign Off - All involved parties:

Name:	Signature:	Date: