

TO: All OU Department of Aviation Instructors, Staff and Students

November 1, 2008

SUBJECT: Dept of Aviation Safety Policy

The OU Department of Aviation has a rich tradition of excellence and operational safety. Such a legacy did not “just happen” but is a result of the dedication of hundreds of individuals of the past and present who have committed themselves to carrying out tasks and flying missions “the right way” – following regulations within our SOPs. As operators and maintainers we will incorporate Operational Risk Management (ORM) principals in our daily operations so that “risk” is continually assessed and most importantly – “undue risk” is mitigated.

You are the “Eyes and Ears” for Flight and Ground Safety

Each of us continually oversees “**very real risks which demand our constant vigilance and situational awareness.**” These obvious and sometimes not so obvious or subliminal risks, if not identified and mitigated in a timely manner, can result in damage to property, down time for aircraft, increased workload for our maintenance team let alone incur cost and in worst case situations – injury to students or personnel. As individuals and collectively as a flight school, we are responsible for continuous safety.

Hands On – Pro-Active -- 24/7 Approach – Prevents Incidents & Accidents

If you *see or hear anything “not right” and timeliness is of the essence it is your responsibility to immediately try to rectify the situation with any appropriate means available to ATC Control Tower or airfield management or the Dept of Aviation Supervisor of Planes or Flight Operations using the most expeditious means you have available*

You may encounter a situation where you may overhear or see a “situation” (such a seeing something on the flight line) which you may question.”. In such situations, you shouldn’t assume that the student is “aware” of the concern you may be thinking about. You, should consider getting involved and assess the situation to verify that safe ADM is taking place based upon sound ORM criteria. (An example may be you see a student solo heading out to an airplane when you obviously know there is potential for marginal weather; another example is if you notice unsafe taxi speeds or procedures.... Do not “just let it go” -- follow up and get involved – correct and instruct.

For situations not requiring an immediate intervention, you should work any safety issues through the Chief Pilot and or Director during normal duty hours or the “OU Avia Phone” after duty hours by simple cell phone contact. It is through **prudent, timely, “pro-active action & communication”** do we mitigate risks to personnel and property.

Note: If you contact ATC Tower, airfield management, law enforcement etc. directly about a situation involving an OU student /aircraft / property you should also inform the Chief Pilot or Director of the situation at your soonest opportunity.

Procedures Identify Risks or Hazards

For processes or hazards which may not necessarily be a timely hazard (burned out light bulbs, broken hanger doors, etc.) you should never “assume that the Chief Pilot or Director is aware of the situation already.” I would rather be told of something three or four times by numerous individuals than no one telling me because everyone assumed I already knew.

You may identify non-time critical issues or concerns in one of two ways:

- 1) E-mail the Director of Aviation directly 24/7 or
- 2) Put a simple note in the “**Flight / Ground Hazard Identification Box**” Any suggestions or hazard identification will be thoroughly assessed. **The box is available for “anonymous contributions” and is located by across from the student cabinet**

Ensuring our SOPs Remain Relevant and Current

A first class flying program of excellence does not rest on its laurels – we must individually and collectively constantly strive to improve our safety standards and ensure our standard operating procedures (SOPs) are in compliance with external regulations and ensure appropriate mitigation of operational risk. If due to operational conditions or situations, you note that our SOPs or guidance needs to be updated or corrected -- we must expeditiously staff correct procedures for all Department personnel to follow. You are encouraged to “bring to the Chief Pilot’s or Director’s attention” **any SOPs which need updating.**

The safety of our flying mission and our sharing of the skies safely with our fellow aviators is job #1. Our attitude toward and embracement of ORM principals are critical to ensure safety. We will not tolerate a lackadaisical approach or a lack of knowledge of our SOPs in the interest of flying safety.

**An Attitude of ORM = Safety
Fly & Control Like A Champion Today !**

**Ken Carson
Director**