

AIR CHARTER

  
**SAFETY**  
FOUNDATION



**ACSF Briefing**  
**National Transportation Safety**  
**Board**  
**March 16, 2010**

# Vision



The Air Charter Safety Foundation vision is to continuously enhance the safety and security of air charter and shared aircraft ownership providers in the United States and worldwide.

# Mission



1. Advance industry standards and best practices
2. Develop safety, security, and service benchmarks
3. Promote universal acceptance of Safety Management Systems
4. Provide accurate and objective information
5. Research, collaboration and education

# Initiatives



## **Current**

- Air Charter Safety Symposium
- AVSiS: Safety Event Reporting & Management Tool
- Industry Audit Standard (IAS)
- SMS Resources

## **Future**

- Industry Aviation Safety Action Program (ASAP)

# Aviation Safety Information System (AVSiS)



- Safety event reporting and management system.
- Developed specifically for safety managers.
- Logs safety events as incidents (events with a direct safety implication) or occurrences (events which could have resulted in an incident).
- Enables the user to categorize the event and apply a severity rating (SMS / System Safety).

# AVSiS



- Tracks event investigations and flags overdue items.
- The Safety Manager can make recommendations and monitor implementation.
- Provides statistical reports and graphical trend analyses by incident type, aircraft model location, or other specified field.

# AVSiS: Features



- Log air, cabin and ground safety related incidents
- Categorize and grade for severity and risk
- Built-in standard lists (e.g., event type, airport code, aircraft type/model)
- Collects additional detail for special events, such as Bird Strike, TCAS and Hazardous Materials
- Follow-up investigation



Record View

Save  
 Cancel  
 Next  
 Previous

- General Details
- Flight Details
- Aircraft Details
- Description
- Environment Details
- Personnel Details
- User Defined Fields
- Consequences
- Areas Involved
- Technical Details
- Third Parties Involved
- Requested Reports
- Notes

## General Details

Reference :

Event Logged By :

Event Category :

Event Reported Date :

Event Date :   
 Event Time :   
 Zulu/Local :

Event Type :

Event Status :

- Accident
- MOR
- ASRS
- FAR/JAR Violation
- OSHA Violation
- EPA Violation
- ASAP
- FDM/FOQA Event

### Location Details :

Location Set-Up Details(Add/Edit/Delete Location) ...

IATA Location Code :      
 ICAO Location Code :

Location :      
 Country :

Fix :

Runway :

Ground Location :



Record View

Save 
 Cancel 
 Next 
 Previous 
 E-Mail Log 
 ASR Details

- General Details
- Flight Details
- Aircraft Details
- Description
- Environment Details
- Personnel Details
- User Defined Fields
- Consequences
- ATA Code
- Technical Details
- Third Parties Involved
- Requested Reports
- Notes
- Cause Factors
- Risk Details
- Recommendations
- Cost Details

Risk Details View Risk History

**Severity** (worst possible realistic outcome) :

Catastrophic A 
  Hazardous B 
  Major C 
  Minor D 
  Negligible E

**Likelihood** :

Frequent 5 
  Occasional 4 
  Remote 3 
  Improbable 2 
  Extremely Improbable 1

SEVERITY LIKELIHOOD	Catastrophic A	Hazardous B	Major C	Minor D	Negligible E
<b>Frequent 5</b>	5A	5B	5C	5D	5E
<b>Occasional 4</b>	4A	4B	4C	4D	4E
<b>Remote 3</b>	3A	3B	3C	3D	3E
<b>Improbable 2</b>	2A	2B	2C	2D	2E
<b>Extremely Improbable 1</b>	1A	2A	3A	4A	5A

Severity Assigned By :

Event Owner :

Record View

Save
 Cancel
 Next
 Previous



- General Details
- Flight Details
- Aircraft Details
- Description
- Environment Details
- Personnel Details
- User Defined Fields
- Consequences
- Areas Involved
- Technical Details
- Third Parties Involved
- Requested Reports
- Notes
- Probable Causes
- Risk Details
- Recommendations
- Cost Details

### Cost Information - Customer Service

Customer Service | 
 Maintenance | 
 Flight Operations and In-Flight | 
 General Details

	Number	Value	Total (Read only)
Hotel Rooms (# nights):	40	100	4000.00
Ground Transportation :	40	25	1000.00
Vouchers :			
Coupons :			
Upgrades :			
Refunds :			
Customers ticketed on other airlines :			
Cost of de-servicing Aircraft :			
Cost of re-servicing Aircraft :			
Cargo late delivery fees :			
Perishable Cargo fees :			
Employee Overtime Costs (# hours) :			
Employee Extra Staff Costs (# hours) :			
Other Costs :			
<b>Customer Services - Total Cost :</b>			5000.00

Customer Services Other Costs Description

**F** **A** **B** **I** **U**
**T**

Views : Details Attach Delete Open

Name	Type	Size

Number of Attachments : 0

# AVSiS: Benefits



- Promotes good practice
- Enables safety improvement
- Standardizes event logging
- Builds staff confidence (secure)
- Encourages reporting
- Designed for a non-blame safety culture
- Boosts safety office productivity (Task Manager e-mailing system)

# Industry Audit Standard (IAS)



## Objective:

- To achieve a standardized and consistent audit product acceptable to both consumers and suppliers
- Develop a program similar in concept to that currently utilized by scheduled air carriers worldwide
- Follows an ISO-compliant format

# Operator Standards



- Operator Standards Manual in three parts:
  1. Operator Standards
  2. Appendix A: Guidance
  3. Appendix B: Regulatory Reference Index
- Available from ACSF website:  
[www.acsf.aero/audit](http://www.acsf.aero/audit)
- Pre-Audit Checklist
- Auditor Manual (guidance and materials)

# Operator Standard



1. Corporate Organization & Management
2. Flight Operations
3. Operational Control
4. Aircraft Maintenance
5. Cabin Operations
6. Aircraft Ground Handling & Servicing
7. Cargo Operations
8. Operational Security
9. Passenger Handling & Safety
10. Dangerous Goods/Hazmat (Will Carry Operator)

# Subsystem/Process



1. Organization, Management & Control
2. Resource Provision
3. Training & Qualifications
4. Documentation & Recordkeeping

# Audit Structure



- Auditors and audit company must be trained and accredited by ACSF (currently 8 companies listed at [www.acsf.aero/audit](http://www.acsf.aero/audit))
- Audit team comprised of at least two auditors: one operations and one maintenance
- Number of audit days determined by operator fleet size:
  - Three days for 1 – 15 aircraft
  - Four days for 16 – 30 aircraft
  - Five days for 30+ aircraft

# Audit Checklist



1.2 Management Commitment		
1.2.1	<p>The Operator shall document a corporate policy, signed by the Accountable Executive, that commits the organization to ensuring safety and quality are core values and a priority in all phases of the operation.</p> <p><i>Remarks / Evidence:</i></p>	<p><b>Documented:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Implemented:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Meets Std:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>N/A:</b> <input type="checkbox"/></p>
1.2.2	<p>The Operator shall include safety and quality in the basic duties and responsibilities at all levels of management.</p> <p><i>Remarks / Evidence:</i></p>	<p><b>Documented:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Implemented:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Meets Std:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>N/A:</b> <input type="checkbox"/></p>

# SMS Summary



## SMS EVALUATION

**Operator:**

**Audit Date(s):**

**Auditor Names: Operations  
Maintenance**

## SMS Maturity Level

**Level One:**

**Planning & Organization**

**Level Two:**

**Reactive Processes**

**Level Three:**

**Proactive & Predictive Processes**

**Level Four:**

**Safety Assurance & Continuous Improvement**

# Operator Registration Process



- Operator must submit corrective action plan within 20 business days of audit out-brief
- Operator must correct all mandatory Findings within 120 calendar days.
- ACSF Review Board reviews Audit Report and Findings.
- If acceptable, Operator is listed on Audit Registry as meeting ACSF Standard.
- Audit valid for 24 months.



**ACSF  
Industry Audit  
Standard**

[Operator Registry](#)

*2009  
Safety Symposium*

[Presentations Available](#)

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## SMS Resources

### Welcome to the ACSF resource page for Safety Management Systems (SMS).

This page includes links to important information to help support the implementation and on-going operation of your SMS.

Be aware that some files on this page are quite large and may take some time to download, especially if you are not using a broadband internet connection.

#### FAA/ICAO Guidance and Documentation

[FAA SMS Advanced Notice of Proposed Rulemaking](#) (PDF document)

[FAA Introduction to SMS](#) (PowerPoint Presentation, 42MB)

[FAA SMS Framework Guide Rev. 2](#) (Word document)

[ICAO Safety Management Manual \*draft\*](#) (PDF document)

[FAA SMS Assurance Guide Rev. 2](#) (Word document)

[FAA Preliminary Air Carrier Gap Analysis Tool](#)

[FAA Preliminary MRO Gap Analysis Tool](#)

[FAA Advisory Circular 120-92, "Introduction to SMS For Air Operators"](#)

[FAA InFO Explaining SMS Developments](#)

[FAA Order VS8000.367 Describing SMS Requirements](#)

#### SMS Focus Group

ACSF is an active participant in the FAA/Industry SMS Focus Group. The following files were presented to the SMS Focus Group and cover "lessons learned" by air charter operators and shared aircraft ownership management companies that have implemented a SMS.



AIR CHARTER

A horizontal line with a gradient from light blue to light green, featuring a small white star on the left side.  
**SAFETY**  
FOUNDATION