

**Subpart 101-37.12—Federal Agency Aviation Safety Program**

SOURCE: 59 FR 27486, May 27, 1994, unless otherwise noted.

**§ 101-37.1200 General.**

(a) This subpart sets forth guidance to agencies for establishing aviation safety programs in accordance with the direction given to GSA in OMB Circular A-126, but the subpart is not binding on other agencies.

(b) The aviation safety program objective is the safe accomplishment of the agency mission, and is a direct result of effective management which should include attention to detail sufficient to preclude the occurrence of an accident. Each agency should establish appropriate key management positions and define their responsibilities and qualifications. Agencies should ensure these positions are staffed with properly qualified personnel.

**§ 101-37.1201 Applicability.**

As prescribed in this subpart 101-37.12, the requirement to develop and operate an aviation safety program which addresses all program facets including, but not limited to, flight, ground, and weapons environments, is applicable to all Federal aviation programs.

**§ 101-37.1202 Agency aviation safety responsibilities.**

Agencies operating aviation programs are responsibilities for establishing and conducting a comprehensive aviation safety program. Agencies should appoint qualified aviation safety managers at both the national and operational program level.

**§ 101-37.1203 Aviation safety manager qualifications.**

(a) Aviation safety manager positions may be full time or additional duty, based on program mission requirements. In general, an aviation safety manager should, regardless of management level:

(1) Be knowledgeable in agency aviation program activities within his/her purview;

(2) Have experience as a pilot, crew member, or in aviation operations management; and

(3) Be a graduate of a recognized aviation safety officer or accident prevention course, or qualified within 1 year through attendance at formal courses(s) of instruction.

(b) These standards should be used as a guide to ensure that qualified personnel are selected as safety managers. However, they do not supersede those job classifications prescribed by the Office of Personnel Management or other appropriate authority.

**§ 101-37.1204 Program responsibilities.**

Agencies will ensure that policies, objectives, and standards are established and clearly defined to support an effective aviation accident prevention effort. The aviation safety manager should develop and implement an agency aviation safety program which integrates agency safety policy into aviation related activities.

**§ 101-37.1205 Program elements.**

As a recommendation, aviation safety program elements should include, but not be limited to, the following:

- (a) Aviation safety council;
- (b) Inspections and evaluations;
- (c) Hazard reporting;
- (d) Aircraft accident and incident investigation;
- (e) Education and training;
- (f) Aviation protective equipment;
- (g) Aviation qualification and certification; and
- (h) Awards program.

**§ 101-37.1206 Aviation safety council.**

(a) Each agency should establish aviation safety councils at the appropriate aircraft operations level. The purpose of the council is to promote safety by exchanging ideas, reviewing, and discussing hazard reports and accident and incident reports, and assessing the threat to safe operation inherent in mission operations plans. The council should function to recommend changes to agency policies, rules, regulations, procedures, and operations based upon such discussions, reviews, and assessments. The council should meet regularly and should consist, at a minimum, of those individuals within

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the organization responsible for the following areas:

- (1) Operations/mission planning;
- (2) Safety;
- (3) Aircrew training;
- (4) Maintenance; and
- (5) Aircrew scheduling.

(b) Safety meetings for operations and maintenance personnel are used to increase the education and awareness of agency personnel regarding the hazards associated with aviation and to discuss mishap prevention. Meetings should be scheduled and conducted on a regular basis.

### § 101-37.1207 Inspections and evaluations.

The purpose of any inspection or evaluation is to prevent aviation accidents and to foster aviation safety.

(a) Each agency should establish and maintain an inspection and evaluation program for all aviation activities. All operational elements of the aviation activity should be regularly inspected and evaluated based on standardized criteria established by the agency. The purpose of this program is to ensure that the agency mission is being carried out in accordance with Federal and agency safety regulations and directives.

(b) Records should be kept and will identify the function or work area involved, date(s), hazard(s) identified, and recommended corrective action(s). All agencies will ensure appropriate resolution and close-out.

### § 101-37.1208 Hazard reporting.

Each agency safety program should include an aviation hazard reporting and resolution tracking system. Hazards are identified as conditions, practices, or procedures that constitute an immediate or potential threat to the safe conduct of aviation operations and may be reported by any person. Reports may be submitted on any event, procedure, practice, or condition that adversely affects safety of aviation operations. Prompt resolution of hazards, by safety threat priority, should be the goal of the agency.

### § 101-37.1209 Aircraft accident and incident investigation and reporting.

Each agency aviation safety program should have an aircraft accident and incident investigation and reporting capability (see subpart 101-37.11).

### § 101-37.1210 Education and training.

Each aviation operations program should develop and conduct aviation safety training within applicable OPM guidelines. Identification, development, and presentation of training needs that are unique to respective programs should be accomplished as required. Training frequency, duration, and currency requirements should be developed for each safety discipline, and should consist of initial and recurring training.

### § 101-37.1211 Aviation protective equipment.

Each agency should establish an aviation protective equipment program. Such a program should ensure that all personnel flying aboard agency aircraft are equipped with, or have at their disposal, appropriate aviation life support equipment.

### § 101-37.1212 Aircrew qualification and certification.

Minimum standards for aircraft operations are established by OPM Position Classification Series GS-2181. Agencies should periodically review operational requirements to establish or revise aircrew standards. Such standards should ensure that aircrew members meet the minimum qualification and certification necessary for the continued safe operation of aircraft.

### § 101-37.1213 Aircraft accident and incident database.

Each agency should establish an aircraft accident and incident data collection system to support an effective aviation safety and accident prevention program. The database should include:

- (a) Owner and operator of the aircraft;
- (b) Federal Aviation Administration registration number or assigned tail number;
- (c) Aircraft make, model, and serial number;