



## DEPARTMENT OF THE NAVY

TRAINING SQUADRON SEVEN  
NAVAL AIR STATION  
101 FULLER ROAD SUITE 270  
MERIDIAN, MS 39309-5405

TRARONSEVNINST 3750.1H  
N7  
9 Oct 15

### TRAINING SQUADRON SEVEN INSTRUCTION 3750.1H

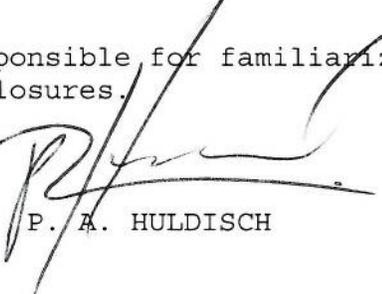
From: Commanding Officer, Training Squadron SEVEN

Subj: TRAINING SQUADRON SEVEN SAFETY PROGRAM

Ref: (a) OPNAVINST 1542.7 series  
(b) OPNAVINST 3710.7 series  
(c) OPNAVINST 3750.6 series  
(d) OPNAVINST 4790.2 series  
(e) OPNAVINST 5100.23 series  
(f) OPNAVINST 5100.12 series  
(g) CNATRAININST 3750.22 series  
(h) CNATRARINST 3750.23 series

Encl: (1) Safety Program  
(2) VT-7 Safety Eagle Report Form  
(3) ORM Training Record

1. Purpose. To establish a Command Safety Program that promotes safety in the air and on the ground, both on and off duty.
2. Cancellation. TRARONSEVENINST 3750.1G
3. Background. The mission of Training Squadron SEVEN is to safely and effectively train the world's finest Naval Aviators. The preservation of personnel and assets is paramount both on and off duty. We cannot eliminate risk but we can mitigate and attempt to manage the risks inherent in our business. Perceived or real pressure to get the "X" is not a valid justification to incur exposure to additional hazards or deviate from accepted practices.
4. Policy. Compliance with the letter and/or spirit of references (a) through (g) is mandatory.
5. Action. All officers are responsible for familiarizing themselves with this instruction and its enclosures.

  
P. A. HULDISCH

Distribution:  
TRARONSEVNINST 5216.1Y List IV, Special "F"  
VT-7 Website

VT-7 SAFETY PROGRAM1. Organization

a. The Safety Department is headed by the Safety Officer (SO) and includes the Assistant Safety Officer (Asst SO), Aviation Safety Officer (ASO), Ground Safety Officer (GSO), Naval Air Training and Operating Procedures Standardization (NATOPS) Officer, Aviation Safety Awareness Program (ASAP) Officer, Maintenance Liaison Officer (MLO), and the Safety/NATOPS Clerk.

b. The Human Factors Council (HFC) shall convene quarterly. The HFC will normally be chaired by the Executive Officer (XO), and normally be composed at a minimum of a Flight Surgeon, the Operations Officer, ASO, and a junior officer. Recommended members include SO, Senior Marine, Reserve Department Head or reserve instructor pilot, Student Control Officer or Assistant, and an international instructor pilot. The council shall review the personal and professional characteristics of all aircrew who regularly fly in Squadron aircraft. Prior to the HFC, the Student Control Officer or Assistant should collect input from each Class Advisor. Meeting minutes will be reviewed by the Commanding Officer (CO) and filed by the ASO.

c. The GSO is the Command's representative to the Base Safety Policy Council.

2. Duties and Responsibilities

a. Safety Officer. The SO is responsible to the CO for the development and implementation of the Command Safety Program. The Program shall involve all members (civilian and military) of the command and include all aspects of aviation, ground, and industrial safety. The SO shall be responsible for Naval Air Training and Operating Procedures Standardization (NATOPS), NAVOSH, flight proficiency standards, and safety stand-down training. The SO shall coordinate safety issues with Naval Air Station Meridian (NASMER), Training Air Wing ONE (CTW-1), and CNATRA Safety Staff, and counsel students upon receipt of any training deficiency reports. The SO shall advise the CO on safety related matters and is afforded the authority to suspend flight operations should the need arise. The SO shall maintain a pass-down binder and ensure all members of the Safety Department maintain pass-down binders. Binders should include billet descriptions, applicable directives, required reports, and other information necessary to perform required duties.

b. Assistant Safety Officer. The Asst SO assists the SO in management of the Safety Department and in execution of the Safety Department mission. The Asst SO is directly responsible to the SO and shall serve in that capacity in the SO's absence.

c. Aviation Safety Officer. The ASO shall be a graduate of the Naval School of Aviation Safety and is responsible to the SO for all safety programs pertaining to flight. The ASO is charged with developing and maintaining a Pre-Mishap Plan and two standing Aircraft Mishap Boards. Responsibilities also include maintaining a safety bulletin board and managing and distributing incoming and outgoing aviation safety related message traffic.

d. Ground Safety Officer. The GSO is responsible to the SO for all safety programs involving training for on and off-duty activities. The GSO shall work closely with the Base Safety Office in the reporting of all non-flight related mishaps.

e. NATOPS Officer. The NATOPS Officer is responsible to the SO for ensuring all pilots conform to standards prescribed by NATOPS Flight Manuals, and OPNAV instructions. The NATOPS Officer shall conduct regular training and testing to ensure all aircrew meet these standards and shall ensure all pilots and students are current in NATOPS, instrument, physiology, and aviation water survival qualifications. The NATOPS Officer shall ensure all NATOPS training jackets are properly maintained, and applicable NATOPS publications changes are distributed and incorporated.

f. ASAP Officer. The ASAP Officer is generally a collateral duty of the ASO. The ASAP Officer ensures compliance of the ASAP program per reference (b). The ASAP Officer reviews all ASAP reports regularly and forwards results to the SO and CTW-1 SO, as required.

g. Maintenance Liaison Officer. The MLO shall serve as a conduit for maintenance concerns or aircraft discrepancies, especially out of control flight issues and abnormal flight characteristics, to be vetted to the contractor and CNATRA Detachment. The MLO shall keep abreast of current issues, discuss concerns with the maintenance contractor and CNATRA Detachment, and keep leadership informed.

h. Safety/NATOPS Clerk. The Safety/NATOPS Clerk is responsible to the SO for assisting the Safety Department in all clerical and filing tasks.

### 3. General Safety Programs

a. Aviation Safety Awareness Program (ASAP). Results shall be reviewed monthly by the ASO. A report will be generated and distributed via e-mail to the Squadron and CTW-1 Safety Officer highlighting the pertinent reports.

b. Safety Eagle. The Safety Eagle, enclosure (2), is a hazard report form that can be filled out by any squadron member. The hazard is assigned an investigating officer and the results are forwarded via the chain of command to the CO. These forms can be found in the Safety Office passageway and the squadron briefing spaces.

c. Safety Stand-downs. Safety Stand-downs are conducted quarterly or as directed by the Commander, CTW-1. Topics should cover both aviation and ground safety with an emphasis on seasonal problems.

d. Safety Training. Every AOM may be used for Safety or other required training. The Safety Officer shall coordinate with the Operations Officer regarding discussion topics.

e. Welcome Aboard Brief. The SO shall provide each incoming class and each new instructor with a detailed brief on the VT-7 Safety and ORM Programs.

f. Safety Questionnaires. Safety questionnaires are distributed in order to solicit concerns from Squadron personnel. Distribution is typically via end of course critique. Results are reviewed by the chain of command and acted upon accordingly.

g. Safety Surveys. A Safety Survey of VT-7 should be conducted biennially by the Naval Safety Center or suitable source (i.e. CTW-2, VT-9). Results will be discussed by the chain of command and acted upon accordingly.

h. Aviation & Ground Safety Recognition. When VT-7 personnel are involved in extraordinary events related to aviation or ground safety, inputs will be included in CNATRA Safety AWARDS including Safety Pro and/or annual awards. Articles from such events should be submitted to safety periodicals.

#### 4. Aviation Safety Programs

a. Read and Initial. The Read and Initial (R&I) board shall be used to promulgate policy changes and other safety related information of a critical nature. Every pilot shall read its contents and initial his/her card before flying when a new R&I notice is posted.

b. Pre-Mishap Plan Drills. Pre-Mishap Plan Drills are conducted by the ASO. Results are logged in the Pre-Mishap Plan Folder and the ASO pass-down notebook and will be briefed to the XO and CO.

c. Trend Analysis. Class Advisors shall conduct regular trend analyses of all student aviation training jackets to determine any safety issues or trends.

d. Emergency Procedures. Instructors shall complete semi-annual EP Simulators. Students will complete EP Simulators as part of normal curriculum flow.

e. NATOPS Qualification. Pilots must complete closed and open book NATOPS tests including BOLD FACE and Limits, per reference (b). NATOPS flights are dedicated flights and shall be completed within 30 days of completing tests.

f. Instrument Qualifications. Pilots must complete refresher Instrument Ground School and fly an Instrument Evaluation NATOPS simulator or flight per reference (b).

g. Flight Time Waivers. When pilot flight time exceeds maximum allowable by OPNAV 3710, the CO must approve a waiver. Waivers are routed to the Commanding Officer through the Department Heads and Flight Surgeon.

h. Aeromedical Clearance Notices. Grounding/up chits are routed through schedules before filing with the Safety Department. The CTW-1 Flight Surgeon shall forward a weekly email to the Commanding Officer delineating the status of those under medical treatment. This meets the alternate notification requirements of reference (e).

i. Crew Resource Management (CRM). Per reference (b), pilots must complete an annual CRM lecture and a CRM flight. The CRM flight should be flown in conjunction with one's Instrument Rating flight. The CRM flight will be flown with a CRM facilitator or CRM instructor.

## 5. Ground Safety Program

a. Motor Vehicle Safety. Representatives from local law enforcement agencies will be scheduled annually to make safe driving/drinking and traffic safety presentations. Motorcycle training will be completed by all motorcycle riders, in accordance with reference (f). Training will be documented by the GSO.

b. Fire Bills/Drills. Fire Bills depicting evacuation routes shall be posted in VT-7 spaces.

c. Occupational Safety and Health. VT-7 is committed to providing a safe and healthy working environment. The Ground Safety Officer shall coordinate with the Base Safety Office to ensure all the provisions of reference (e) are met.

d. Telephonic Threat/Bomb Threat. A telephone threat form is posted in the SDO binder and the Ground Mishap Binder. Forms are maintained by the GSO.

e. High Risk Activity. All students shall conduct deliberate ORM via activity sheets for extracurricular activities that pose risk. Anything that could be considered motor sport, water sport, or extreme sport should be brought to the student's Class Advisor and GSO's attention to see if it merits an ORM review.

## 6. Annual Awards Submissions

a. ADM John H. Tower Flight Safety Award. Annual award due 15 Jan. Reference CNATRINST 1650.11A.

b. CNO Aviation Safety Award. Annual award due 15 Jan.  
Reference CNATRAINST 1650.11A.

c. Grampaw Pettibone Award. Annual Award due 15 Feb. Reference  
CNATRAINST 1650.11A.



