



DEPARTMENT OF THE NAVY

TRAINING SQUADRON THIRTY-ONE (VT-31)
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TRAINING SQUADRON THIRTY-ONE INSTRUCTION 3750.2H

Subj: VT-31 COMMAND SAFETY PROGRAM

Ref: (a) OPNAVINST 3750.6R
(b) CNATRAININST 3750.22H
(c) OPNAVINST 5100.23F
(d) VT31INST 5452.1J
(e) OPNAVINST 3120.32C
(f) VT31NOTE 3750
(g) CNATRAININST 5420.13E

Encl: (1) VT-31 Command Safety Program
(2) Aviation Safety Report

1. Purpose. To delineate a program dedicated to squadron mission accomplishment through safety. This instruction provides guidance in the implementation and administration of the VT-31 Safety Program.

2. Cancellation. VT31INST 3750.2G

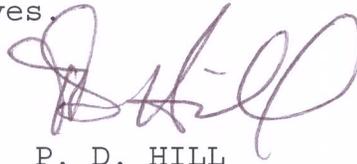
3. Background. Reference (a) establishes the requirement for each aviation command to initiate an Aviation Safety Program. Reference (b) establishes the CNATRA Aviation Training Safety Program. Reference (c) establishes the requirement for each naval command to initiate an Occupational Safety and Health Program. Reference (d) is the VT-31 SORM. Reference (e) establishes the standard organization and regulations of the Navy. Reference (f) designates the squadron's Aircraft Mishap Board Members. Reference (g) provides information concerning the establishment of the Human Factors Council. The purpose of the Command Safety Program is to preserve human and material resources by detecting and eliminating hazards. Dissemination of safety information and lessons learned are essential.

4. Safety Mission. The objective of the Command Safety Program is to ensure safety in training of Student Military Aviators (SMAs).

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5. Policy. Reference (b) states the Chief of Naval Air Training's policy: "readiness and safety are the inherent responsibilities of the command and every supervisor and an aggressive accident prevention program shall be conducted to improve readiness through safety." The general safety program, reference (c), encompasses industrial and occupational safety as well as recreational and motor vehicle safety. To this end, safety shall be a primary consideration governing operations, training and non-aviation related activities within Training Squadron THIRTY-ONE.

6. Action. All personnel assigned to VT-31 shall comply with the procedures hereby established and shall actively take part in attaining the stated objectives.



P. D. HILL

Distribution: (VT31INST 5216.1U)
List I, II, III

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Chapter I Safety Department

This chapter provides a general description of the duties and responsibilities of the VT-31 Safety Department.

101. Program Concepts

The VT-31 Safety Department is responsible for administration of the Command Safety Program and the coordination of efforts to attain the objectives of this program. Historically, all military and industrial organizations have suffered losses of personnel and equipment through unintentional mishaps. These mishaps can deny an organization the assets required to accomplish the mission. An effective safety program shall enhance mission accomplishment by detecting and eliminating hazards, and by creating an atmosphere of "safety first" during the conduct of all squadron activities.

102. Command Attention

Mishap prevention is greatly enhanced by the development of positive attitudes. It is the responsibility of the Commanding Officer to establish and promote an atmosphere which will foster in each individual a strong desire to operate safely. As the prime motivator of squadron attitude, the CO must dynamically and consistently support, through command action, the adherence to safe operations in all endeavors. This successful motivation of each individual is essential in order to ensure total participation in the Command's Safety Program.

103. Operational Risk Management

Operational Risk Management (ORM) is a decision making tool that increases our ability to make informed decisions and minimize risks to acceptable levels. Aviation has inherent risks and controllable risks. The VT-31 ORM program empowers users, giving discretion to instructors and students to cancel a flight event whenever identified risks exceed an individual's level of comfort. The success of our safety program relies on old principles that still hold true: leadership, accountability, and creativity. New concepts and programs such as ORM enhance our safety performance.

The ORM process provides a standardized tool that allows us to operate safely in the high risk "aviation training" environment. As military aviators, we have a responsibility at every level to identify hazards, take measures to reduce any associated risk, and accept risk only when the benefits of the operation exceed the accepted risk.

Prior to every flight, aircrews shall utilize the ORM briefing guides issued to each instructor or the guides located in each briefing space. When the identified risks exceed an acceptable level and further action cannot be taken to reduce those risks, the flight shall be cancelled.

This simple, logical process will help save lives, protect people and preserve assets, while we accomplish our mission efficiently and effectively.

104. Safety Department Organization

The Safety Officer is a department head and reports directly to the CO for safety matters and to the XO for administrative duties and correction of deficiencies. The Safety Department consists of the Safety Officer, the Assistant Safety Officer, the NATOPS officer, the Aviation Safety Officer (ASO), the Ground Safety Officer (GSO) and Safety Office Clerk.

105. Responsibility and Authority of the Safety Officer

The responsibilities and authority are set forth in reference (d).

Chapter II
Command Aviation Safety Program

This chapter describes the VT-31 Aviation Safety Program and contains the written plans, procedures, and policies necessary to preserve the command's human and material resources.

201. General

The purpose of this program is to preserve human and material resources in order to enhance the readiness of the command to perform its mission. The objective of the aviation safety program is to detect and eliminate hazards and disseminate safety information throughout the command.

202. Aviation Safety Officer

In accordance with reference (a), the Aviation Safety Officer will be assigned in writing and report directly to the Safety Officer and communicate with the CO as appropriate concerning safety matters. This officer shall be a graduate of the U. S. Navy and Marine Corps School of Aviation Safety, Aviation Safety Officer's Course. He/she should be an experienced aviator who possesses above average communicative and administrative skills. The Aviation Safety Officer should occupy that billet for a minimum of one year and shall not be assigned any additional duties.

203. Responsibility and Authority

The responsibilities and authority of the Aviation Safety Officer are set forth in reference (d).

Chapter III
Ground Safety Program

301. General

The ground safety program is established to comply with requirements of reference (c). The purpose of the program is to develop and maintain a high level of safety awareness for each individual assigned to the command. The program objective is to reduce losses in manpower and equipment due to hazards not directly reportable under reference (a). The ground safety program encompasses industrial and occupational safety as well as recreational and motor vehicle safety.

302. Ground Safety Officer

The Ground Safety Officer reports directly to the Safety Officer concerning industrial and occupational safety as well as recreational and motor vehicle safety.

303. Responsibility and Authority

The responsibilities and authority of the Ground Safety Officer are set forth in reference (d).

304. Supervisory Responsibility

All supervisors have the primary responsibility of maintaining safe operating conditions for their subordinates. These responsibilities include:

- a. Establish safe and efficient work methods.
- b. Ensure personnel are qualified and trained to accomplish an assigned task.
- c. Ensure work spaces and equipment are properly maintained.
- d. Provide adequate personnel supervision.
- e. Recognize unsafe practices/material hazards and take action to correct and report them.

Chapter IV
Safety Office Clerk

401. General - Safety Office Clerk

The Safety Office Clerk reports directly to the Safety Officer and performs those duties assigned by the officers of the Safety Department.

402. Responsibility and Authority

The responsibilities of the Safety Office Clerk include, but are not limited to:

- a. Maintain publications, directives, notices for an up-to-date Safety Library.
- b. Route incoming and outgoing Safety Department correspondence.
- c. Maintain a file for safety reports, meetings, and action correspondence.
- d. Attend safety committee and council meetings as directed by the Safety Officer .
- e. Help coordinate squadron Safety Standdowns.
- f. Type correspondence, messages, reports and newsletters.

Chapter V
Safety Surveys

501. General

The Aviation Safety Survey is an excellent tool available to determine the safety posture, attitude, and motivation of a command. A successful survey will identify problem areas and make recommendations which will increase operational readiness and mission effectiveness.

502. Frequency

A formal Safety Survey shall be conducted bi-annually in accordance with reference (a). Specific occasions warranting a formal Safety Survey may include a Change of Command, a new Safety Officer, a change of mission or equipment, or immediately following the replacement of a large number of experienced personnel.

503. The Safety Survey Team

The Safety Survey Team should be task organized for the specific survey required. An unbiased Safety Survey may be obtained by requesting a team composed of the Naval Safety Center Officers. A Command Safety Survey Team should normally include Safety Department personnel, the Executive Officer and the Flight Surgeon. Use of the Naval Safety Center's Aviation Safety Review Checklist is required.

504. Conduct of Formal Safety Surveys

All hands should be informed of a pending Safety Survey and made aware that the survey is intended as a management tool for mishap prevention. The survey should be objective based and the privileged nature of any information given during the survey should be stressed to ensure honest, objective opinions are obtained. The survey is NOT an inspection.

Problem areas identified during the survey should be defined as either major or minor hazards. A major hazard being a procedure or practice which, if not corrected, will eventually result in loss of life, serious injury or major damage to equipment.

A minor hazard is a condition, procedure or practice which, if not corrected, may cause personal injury or equipment damage not of a serious nature. Each hazard identified should be reported along with the recommendation for corrective action and brought to the immediate attention of the appropriate officer or supervisor.

A post-survey meeting with the Commanding Officer, Department Heads, and other key personnel should be held in order to discuss the results of the survey. Only one report should be compiled and submitted to the Commanding Officer with no copies to any higher authority. The Safety Officer shall maintain records of any discrepancies identified during the survey along with a record of the action(s) taken to correct the discrepancies.

505. On-Line Survey

Contact the Naval Safety center to coordinate an on-line survey. Commands are assigned a list of discrete log-in numbers to be used on a dedicated survey website. The numbers are randomly assigned by the command so comments and/or results cannot be attributed to any individual. Results of the survey are provided to the Commanding Officer only.

Chapter VI
Safety Standdowns

601. General

Reference (b) requires Safety Standdown's be held four times per year with host responsibilities shared on a rotational basis, between all TRAWING FOUR squadrons. To comply with this directive, a minimum of one day per quarter will be designated so that a Safety Standdown can be held. During this standdown, a moratorium will be placed on operational commitments and concerted effort will be made to enhance the level of safety awareness throughout the command.

602. Frequency

Safety Standdowns shall be conducted quarterly, one of which will be scheduled immediately following the Christmas leave period (Back-In-The-Saddle Program). Squadrons may conduct a Safety Standdown at any time the Commanding Officer so directs.

603. Recommended Procedures

To be effective, a Safety Standdown should be an interesting, factual and timely event. The standdown Coordinator should gather ideas, suggestions, and material to prepare an agenda for review and approval by the Commodore. The agenda shall then be published prior to the standdown. To work within the attention span of most individuals, the maximum use of training aids (i.e., charts, movies or actual equipment) is strongly encouraged. Guest Speakers, technical experts and visits to other facilities should be considered for additional interest and information. Whenever possible, all presentations should be reviewed by the unit coordinator to ensure applicability and effectiveness. Suggested areas that may be considered for a Safety Standdown are:

- a. Recently reported hazard/mishaps, lessons learned and corrective action taken.
- b. NATOPS Training.

- c. Survival Training.
- d. Hazard Reporting Procedures.
- e. Aircraft Mishap Board Training.
- f. Safety Rules, Instrument Procedures.
- g. Air Traffic Control liaison
- h. Course Rules, Instrument Procedures.
- i. Operating techniques and limitations for seasonal weather phenomena.

604. Notification

Coordination between all departments is an absolute necessity if a Safety Standdown is to be effective. A Safety Standdown Schedule of events will be forwarded to CTW4 at least two weeks prior to the standdown. The final notice will be published and distributed by CTW4.

Chapter VII
Safety Feedback

701. General

A good safety program is difficult to track and evaluate since the success of the program is measured by a lack of mishaps and losses. Almost any unit can survive a period of time without a mishap of a serious nature by coincidence and chance. Performance alone does not adequately reveal how well a safety program is managed. Feedback through various squadron inspections and individual reports can assist in evaluating effectiveness of a command's safety program.

702. Aviation Safety Report

Any aviation related problem that could result in an aircraft mishap should be reported utilizing a VT-31 3750/5, "Aviation Safety Report" (Encl 2). This informal report is in addition to any other required reports. The purpose of this report is to correct potential problems and to share experiences that may help avoid future mishaps. Knowledge of potential pitfalls enables intelligent planning in order to avoid or eliminate reoccurrences.

703. Hazard Reports

Each individual has an obligation to other members of naval aviation to identify and eliminate hazards. VT-31 3750/5 "Aviation Safety Report" (Encl 2) is available to report hazards which may have an effect beyond this command. Reference (a) contains detailed procedures for formal hazard reporting.

704. Safety Critiques

Every SMA shall complete a Squadron Critique prior to checking out of the squadron. These critiques cover every aspect of Advanced Maritime Training. Safety information is provided to the Safety Department for analysis.

Chapter VIII
The Safety Council

801. General

The Safety Council assists in identifying and correcting unsafe procedures and conditions. The objective of the Command Safety Program is to enhance mission readiness through the preservation of human material resources. The Safety Council ensures that each department is aware of the command's goals and safety posture which provide an avenue for communications to discuss potential hazards that may affect mission readiness.

802. Purpose

The Safety Council is to act as the squadron's safety planning group by setting goals and managing assets to meet those goals. The Safety Council shall establish and review the Command Safety Program.

803. Membership

The Safety Council committee consists of the Squadron Department Heads and the Flight Surgeon.

804. Frequency

The Safety Council members shall ensure safety is the foundation of all squadron activities. The Safety Council shall meet as necessary to review the Command Safety Program, but no less than quarterly in conjunction with the Human Factors Council meeting.

Chapter IX
Aircraft Mishap Board

901. General

In accordance with reference (a), an Aircraft Mishap Board shall be established. Reference (f) designates the board members in writing. The designated officers shall be prepared to conduct a thorough investigation of an aircraft mishap when required.

902. Training

In order to ensure that board members are properly prepared to conduct an investigation, the Aviation Safety Officer shall conduct Aircraft Mishap Board Training at a minimum of once per quarter.

903. Convening the Board

The Aircraft Mishap Board shall be convened in accordance with reference (a). The board may also be convened to deliberate on corrective action for elimination of a hazard.

904. Additional Duties

In accordance with reference (a), Aircraft Mishap Board members shall not be assigned to assist in a JAG Investigation or FNAEB evaluation while conducting a mishap investigation.

Chapter X
Human Factors Committee

1001. General

The Human Factors Council is designated to provide the Commanding Officer with an assessment of the safety climate and recommendations concerning flight crewmembers' performance in the training environment. Council duties shall be to review, evaluate and project adverse operating conditions within the training environment and make recommendations to control or minimize adverse situations. Reference (g) provides additional background information concerning the establishment of the Human Factors Council.

1002. Membership

Minimum membership shall consist of the Executive Officer, Flight Surgeon or AMSO, and at least three officers, two of which will be selected from the following list:

- a. Operations Officer.
- b. Training/Standardization Officer.
- c. NATOPS/Safety Officer
- d. Other Department Heads as required.

1003. Responsibilities

The Human Factors Council shall investigate and submit recommendations regarding matters affecting flight and ground safety. These matters include, but are not limited to, the following areas:

- a. Incidents of poor air discipline.
- b. Lack of professionalism in pilot or crewmember performance.
- c. Failure of naval aviators to maintain normal flying proficiency.

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- d. Failure of prospective instructor pilots to achieve normal progress through the IUT syllabus.
- e. Problems with tempo of operations.
- f. Human engineering deficiencies in equipment.
- g. Lack or loss of aeronautical adaptability in pilots or crewmembers.
- h. Incipient accident/unsatisfactory operating procedures.
- i. Accident conducive conditions or situations.
- j. Personal or professional problems of IP's or IUT's affecting their performance.

1004. Frequency

The council shall meet as required but at least quarterly.

1005. Conduct

Members of the council shall maintain no documentation or notes from the meeting. The Safety Department shall document the meeting date in the HFB Meeting Log.

The Human Factors Council is not bound by normal rules of evidence and may consider and include any matter which is relevant to the situation. The council shall pay particular attention to psychological factors which could adversely affect the command and aircrew. The Human Factors Council is convened in the interest of aviation safety. The council shall make no recommendations which are disciplinary in nature.