



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
HELTRARON TWENTY EIGHT
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MILTON, FL 32570-6101

CANC FRP: Sep 15
IN REPLY REFER TO:
HT-28INST 3750.3C
12 Sep 14

HELTRARON TWENTY-EIGHT INSTRUCTION 3750.3C

Subj: COMMAND AVIATION SAFETY PROGRAM

Ref: (a) CNATRAININST 3750.22J
(b) OPNAVINST 3750.6S
(c) CNATRAININST 3750.23M
(d) OPNAVINST 5100.8G
(e) COMTRAWINGFIVEINST 3750.4H (CH-1)

1. Purpose. To promulgate the HELTRARON TWENTY-EIGHT Aviation Safety Program.

2. Cancellation. HT-28INST 3750.3B.

3. Scope. The Aviation Safety program shall be a composite of all actions intended to prevent injuries, fatalities and the damage to assets vital to mission accomplishment. Support areas of safety (motor vehicle, occupational, etc.) shall be integrated via a Ground Safety Program into the overall Command Aviation Safety program and administered by the Safety Officer.

4. Policy. Operational readiness and safety are inherent responsibilities of the command and require the direct attention of each squadron member. To this end, safety shall be the primary consideration governing operations and training in this command.

5. Objective. To administer and maintain an effective and aggressive accident prevention program in order to enhance mission readiness by minimizing injuries to personnel, and preserving material assets. In pursuing this objective, active participation by every member of the command is essential.

6. Departmental Relationships

a. Commanding Officer

(1) Assume overall responsibility of ensuring operational readiness and safety within the command.

b. Operations Officer

Direct Command Duty Officers/Operations Duty Officers to report to the Safety Department all in-flight physiological episodes, fitness for duty incidents, near mid-air occurrences, bird strikes and precautionary emergency landings.

c. Safety Officer

(1) Monitor operational scheduling, utilization of aircraft, site loading and operational tempo changes to provide advice to the Commanding Officer concerning safety priorities.

(2) Manage the squadron Operational Risk Management (ORM) program.

d. Aviation Safety Officer

(1) Manage the Aviation Safety portion of the overall Command Aviation Safety Program.

(2) Report to the Chain of Command, and if the situation warrants, directly to the Commanding Officer any Aviation Safety issues requiring attention.

e. Maintenance Officer

Monitor and report to the Safety Department contractor maintenance performance, equipment condition and status reports. Changes in quality assurance and/or maintenance procedures and material and supply problems impacting the safety and availability of Training Air Wing FIVE helicopters shall also be monitored.

f. Standardization Officer

(1) Communicate with the Safety Department concerning changes in flight training instructions, pilot procedures, course rules or standard operating procedures which impact the squadron safety program.

(2) Communicate to the Safety Department all concerns arising from check flights or instructor training experience which reflect the need to change or review unit safety standards.

(3) Discuss NATOPS changes with the Safety Department prior to submission.

7. Action. All squadron members will implement the Command Aviation Safety program immediately by participation in applicable sections:

a. Hazard Detection

- (1) Individual hazard identification.
- (2) Instructor Stage meetings and training discussions.
- (3) ORM assessment during Stage meetings.
- (4) Safety discussions during All Officers Meetings.
- (5) Enlisted Safety Council meetings.
- (6) TRAWING FIVE Safety Council meetings.
- (7) Continued ORM briefings and assessments.
- (8) Standardization Board meetings.
- (9) "Anymouse" program.
- (10) Safety surveys.
- (11) Safety stand-downs.
- (12) Mishap investigations.
- (13) Hazard awareness training.
- (14) Standardization and Safety liaison with HT-8 and HT-18.
- (15) Department Head meetings.
- (16) Liaison with Naval Safety Center as necessary.
- (17) Annual TH-57 Program Review conferences.
- (18) Liaison with Bell Helicopter and USASC, Ft Rucker.

b. Hazard Elimination

- (1) Reporting hazards.
- (2) Investigating and reporting near mid-air collisions.
- (3) Monitoring corrective actions of identified hazards.

(4) Compliance with all established command and control directives.

(5) Institute corrective actions to eliminate hazards inherent to the squadron.

(6) Continue review of training objectives and procedures.

(7) Continue ORM briefings and assessments.

(8) Conduct monthly training.

(9) Conduct AMB training.

(10) Review hazard and mishap endorsements.

(11) Conduct quarterly safety stand-downs.

c. Safety Information Management

(1) Safety message traffic, publications, journals and relevant safety articles will be widely disseminated at the first opportunity depending upon the urgency of the issues.

(2) Presentations will be obtained or developed to fulfill safety objectives.

(3) Safety information obtained from individual sources internal or external to the command will be widely disseminated at the first opportunity depending upon the urgency of the issues.

(4) Safety documents, statements or reports of a confidential, private or privileged status will be properly secured for two years and then destroyed. Sanitized versions of these documents will be prepared to pass on as lessons learned to all squadron personnel.

8. Reports. All reporting shall be generated and released per references (b) and (c).



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