



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
TRARON EIGHT SIX
390 SAN CARLOS RD SUITE G
PENSACOLA FLORIDA 32508-5503

TRARONEIGHTSIXINST 3750.1P

IN REPLY REFER TO:

N2

8 SEP 2014

TRARON EIGHT SIX INSTRUCTION 3750.1P

Subj: SAFETY AND MISHAP PREVENTION PROGRAM

Ref: (a) OPNAVINST 3750.6S
(b) OPNAVINST 5100.23G
(c) CNATRAININST 3710.13G
(d) CNATRAININST 3750.22J
(e) CNATRAININST 3750.26H
(f) CNATRAININST 5420.13H
(g) TRARONEIGHTSIXINST 5452.1K
(h) TRARONEIGHTSIXINST 11320.1P

1. Purpose. Per references (a) thru (h), this instruction is to define a Safety and Mishap Prevention Program. It is dedicated to preserving the human and material resources of the command. As directed, it will better enhance the readiness of the command and its ability to perform the assigned mission. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. TRARONEIGHTSIXINST 3750.1N

3. Background

a. Reference (a) establishes the requirement for each aviation command to initiate an Aviation Safety Program. The purpose of the Command Safety Program is to preserve human and material resources by detecting and eliminating hazards. The major cause of these hazards is human error at the design, maintenance or operational level resulting, in most cases, from a breach of discipline or lack of attention to detail. In order to minimize human error mishaps, each individual must follow established procedures to the letter.

b. This safety program is designed to motivate and personally involve every member of the squadron from the top echelons of the command through the most junior levels. The objectives are to establish and maintain an aggressive aviation safety and mishap prevention program to reduce both the aviation and ground accident rate, and to ensure compliance with the spirit and intent of reference (a).

4. Safety Mission. The command mission is to conduct advanced flight training and to perform all functions and tasks assigned

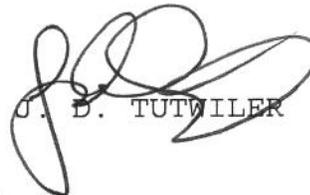
by the Chief of Naval Air Training, and Commander, Training Air Wing SIX. In order to successfully accomplish the command's mission, the squadron's human and material resources must be preserved. The Command Safety Program is designed to enhance mission readiness through the preservation of those resources.

5. Policy. Per reference (d), the policy of the Chief of Naval Air Training (CNATRA) is that readiness and safety are the inherent responsibilities of the command and every supervisor within the unit. An aggressive mishap prevention program shall be conducted to improve readiness through safety by preventing accidental injuries, fatalities, and the damage of assets vital to mission accomplishment. To this end, safety shall be a primary consideration governing operations and training within Training Squadron EIGHT SIX.

6. Objectives. The VT-86 Command Safety Program is established to achieve maximum mission readiness through the elimination of hazards within both the command and Naval Aviation, and to enhance safety awareness in all personnel. This objective will be best accomplished through the following goals of the Command Safety Program:

- a. Zero preventable aircraft mishaps and incidents.
- b. Zero man-hours lost to personal injury at work, in motor vehicles, or during recreation.
- c. Identification and elimination of all hazards to squadron personnel and material assets.
- d. Comprehensive investigation and reporting of all hazards to Naval Aviation and mishaps occurring within VT-86.
- e. Training each individual in VT-86 to the highest level of his or her potential.

7. Action. All personnel assigned to VT-86 shall comply with the procedures hereby established and will lend all possible support and assistance to the Squadron Safety Department personnel in their efforts to accomplish the stated objectives.


J. D. TUTWILER

Distribution:

Electronic only, via VT-86 Website:

<https://www.cnatra.navy.mil/tw6/vt86/Instructions.asp>

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Chapter 1SAFETY DEPARTMENT ORGANIZATION AND OPERATION

101. Program Concepts. The Safety Department is established to maximize this squadron's ability to be successful in training the highest quality Flight Officers for today's military through the conservation of personnel and material assets. Historically, military and industrial organizations of all kinds have suffered losses of personnel and equipment through injuries, deaths, and damage due to unintentional mishaps. These mishaps deprive organizations of the assets that are allotted to them in order to accomplish their purpose or mission. Personnel and material losses can render an organization totally ineffective. A comprehensive safety program will be planned and implemented by the Safety Department in coordination with all other departments to ensure the losses suffered in this unit through mishaps are minimized. Specific duties and manning are in accordance with reference (g).

Chapter II

Safety Committees

201. General

1. Safety Committees are used through the military structure to identify and eliminate unsafe practices and conditions. The aim is to improve the readiness of the squadron through mitigation of loss due to injury and property damage. These committees provide each level of the chain of command with an opportunity to communicate with the others. Effective communication links must be established to ensure a successful Mishap Prevention Program.

202. Aviation Safety Council

1. Basic Function. The Aviation Safety Council is to act as the squadron's safety planning group by setting goals and managing assets to meet those goals. This Safety Council shall establish and review the Command Safety program.

2. Composition. The Aviation Safety Council shall be comprised of the members listed in reference (h).

3. Duties and Responsibilities. The Aviation Safety Council shall meet at least quarterly to assist in the discovery and correction of unsafe procedures and conditions. The objective of the Command Safety Program is to enhance mission readiness through the preservation of human and material resources. The Aviation Safety Council ensures that each department is aware of the command's goals and safety posture and provides an avenue of communication to discuss potential hazards that may affect mission readiness. Complete and accurate notes shall be kept of each meeting by the Aviation Safety Officer which will then be published and posted on squadron bulletin boards. If any member of the squadron is assigned corrective action or investigation into any perceived problem area, he/she will report upon such action or progress at the next committee meeting or when directed by the Commanding Officer.

203. Human Factors Council

1. Basic Function. The Human Factors Council shall investigate and submit recommendations regarding matters affecting flight or ground safety per reference (f).

2. Composition. The Human Factors Council will be comprised of the members listed in reference (h).

3. Duties and Responsibilities. The Human Factors Council will meet as directed by the Commanding Officer, but a minimum of once a quarter. Minutes of each meeting will not be kept due to the personal nature of these discussions. These meetings will be used to investigate the following areas:

- a. Incidents of poor air discipline.
- b. Lack of professionalism in pilot or crewmember performance.
- c. Failure of aviators to maintain normal flying proficiency.
- d. Failure of prospective instructors to achieve normal progress through the IUT syllabus.
- e. Tempo of operations.
- f. Human engineering deficiencies in equipment.
- g. Lack or loss of aeronautical adaptability in pilots or crewman.
- h. Incipient mishap/unsatisfactory operating procedures.
- i. Mishap conducive conditions or situations.
- j. Personal or professional problems of IPs, IUTs, or OUIs affecting their performance.

Chapter III

Safety Standdowns

301. General. During Safety Standdowns a moratorium is placed on operational commitments to make a concerted effort to promote a renewal of safety awareness throughout the squadron. This is accomplished by reviewing and reevaluating the squadron's mission and procedures, reinforcing proven safety principles and precepts, requalification of physiology and survival training and conducting training lectures.

302. Frequency. Safety Standdowns shall be conducted quarterly, one of which will be scheduled immediately following the Christmas leave periods (Back-In-The-Saddle-Program).

303. Recommended Procedures. To be effective, a Safety Standdown must be well planned, interesting, informative, factual, and timely. The Safety Officer should coordinate ideas, suggestions and material to prepare an agenda for publication prior to the standdown. Lectures and periods of instruction on a specific topic or area of interest should be assigned to cognizant personnel, allowing sufficient time for preparation. Maximum use of training aids (i.e. charts, movies, slides, or actual equipment) is also strongly encouraged. Guest speakers, technical experts (external to the command) and visits to other facilities should be considered for added variety, interest and information. Suggested areas that may be considered for a Safety Standdown are:

- a. Recently reported hazards/mishaps, lessons learned and corrective action taken.
- b. NATOPS training.
- c. Survival training.
- d. Hazard detection and reporting procedures.
- e. Aircraft Mishap Board Training.
- f. Safety rules, instrument procedures.
- g. Course rules.

h. Operating techniques and limitations for seasonal weather phenomena.

i. First Aid.

j. ANYMOUSE review.

k. Stress and fatigue.

l. Land and sea survival.

m. Emergency procedures.

n. Personal survival equipment.

o. Aeromedical briefs.

p. Seminar discussions.

304. Coordination. Coordination between all departments is an absolute necessity if a Safety Standdown is to be effective. A Safety Standdown schedule of events will be published at least one week prior to the standdown. A copy of the schedule will be distributed to all departments. In addition, a copy of the schedule will be forwarded to CTW-6 Safety.

Chapter IVSafety Feedback

401. 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 or chance. Performance alone does not adequately reveal how well a safety program is managed. Feedback through various squadron inspections and individual reports can therefore assist in evaluating effectiveness of a command's safety program.

402. VT-86 Safety ANYMOUSE Report. These anonymous reports are used to identify and eliminate potential aviation and ground safety hazards before they result in a mishap. Available to all hands, these reports are usually submitted by squadron personnel who have had a hazardous or unsafe experience. These reports need not to be signed. All reports are considered for appropriate action. If the report is signed, the person submitting it shall receive a personal response from the Safety Officer per Appendix A.

403. VT-86 Operational Hazard Report. These reports, addressed to the Commanding Officer, are used to identify and eliminate hazards before they result in a mishap. Available to all hands, these reports are usually submitted by squadron personnel who have had a hazardous or unsafe experience. All reports are considered for appropriate action. The person submitting it shall receive a personal response from the Safety Officer per Appendix B.

404. Incident/Abort Report. Any aviation related problem which resulted in an inflight abort or may result in an aircraft mishap should be reported utilizing the CTW-6 Real-Time Incident Report. This report is used to address potential problems and highlight experiences which may prevent a future mishap.

405. Naval Aviation Hazard Report. Each individual has an obligation to other members of naval aviation to identify and eliminate hazards. The VT-86 AIRCREW INCIDENT/ABORT REPORT found in Appendix F is available to report hazards which may have an effect beyond this command. A Hazard Report shall be submitted by the command whenever any hazardous or potentially hazardous condition is encountered which can cause death or

injury to personnel and/or loss or damage to property or aircraft (providing the condition is not reportable as an aircraft mishap). Hazardous or potentially hazardous conditions involving contractor owned aircraft will be reported to COMTRAWING-SIX Government Flight Representative for WING disposition.

406. Aviation Safety Awareness Program (ASAP) Report. ASAP is a self-evaluation and improvement program used to prevent aviation mishaps and improve squadron safety procedures. Participation in ASAP is required by ref (a).

CTW-6 Real-Time Incident Report

When to use this document: Anytime something abnormal occurs, leading to the following: in-flight emergencies, bird strikes, any situation that leads to an other than normal landing configuration or aircraft bingo/divert. This is not a complete list, but is to be used as a general reference. Consider it better to fill out this document and send it up the chain than to not report something. This is not an end-of-day reporting tool – it is to be completed as an incident occurs and delivered immediately following aircraft recovery. Bingo/divert information included in the narrative should be: the reason (wx/aircraft malfunction/etc), was the primary divert used, was ATC helpful or not, any issues at the field (service / support / etc).

Subject/Incident:

Squadron: VT-86

A/C Type/Side number(s)/Callsign:

Date and time of incident (Local and Time Zone):

Emergency Declared? Yes/No (underline yes or no)
Quality of ATC Assistance:

Narrative of Incident:

**Additional Info: Departure Field: NPA Arrival Field: FPC: 1G7 Wx: CAVU
 Lights (Strobes, Landing Lights): ON
 Forcasted BASH Level: LOW**

VT-86 CDO:

Start this form and have the mission commander of the flight fill in the **Narrative of Incident:** Copy and Paste the following addresses and forward:

CTW-6_Incident_Report_Contact_List

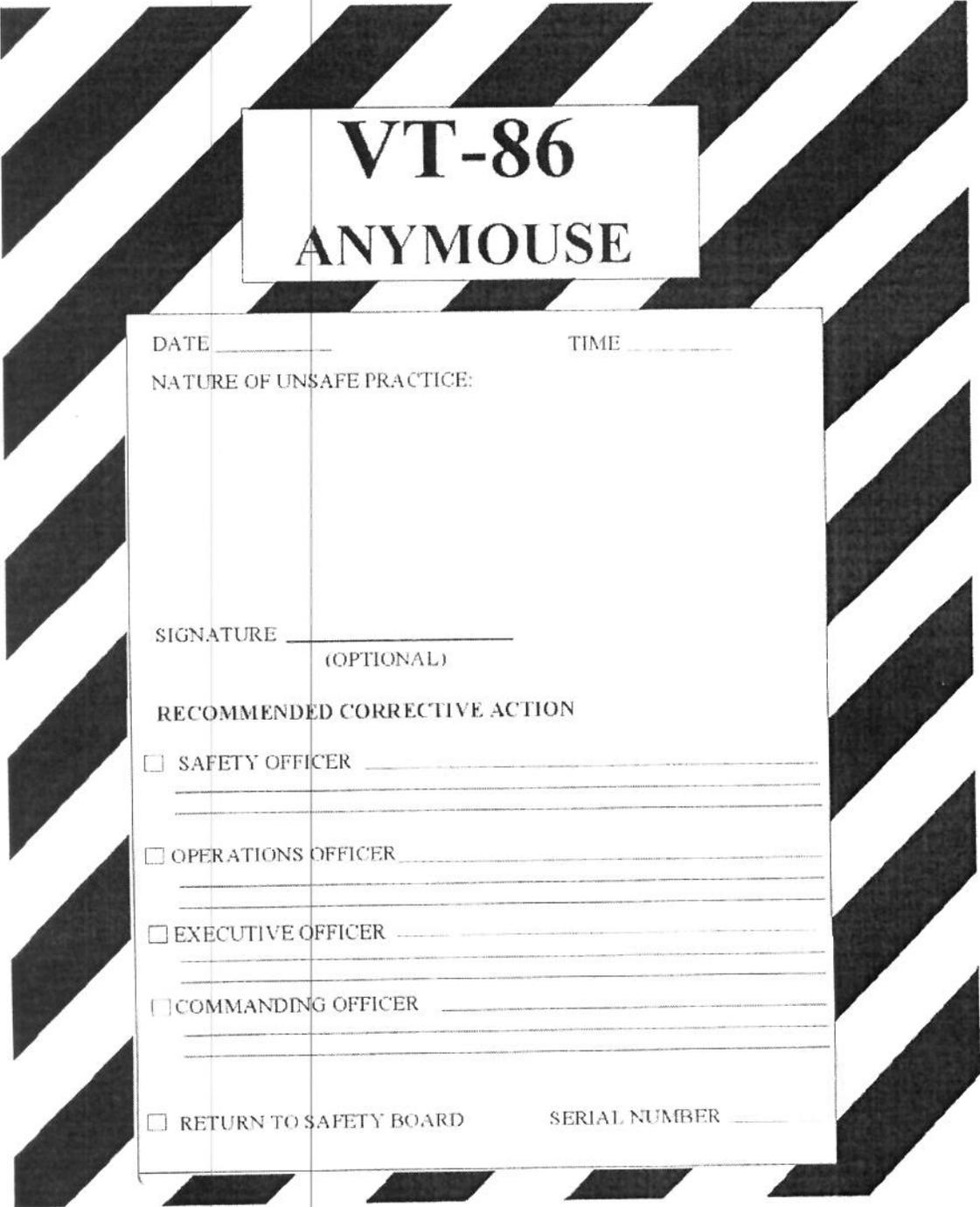
Be sure to include the proper **Additional Info:** at the bottom of the report. Inform Safety. Safety will take care of the rest.

VT-86 Safety O:

- E-mail to consolidated email list (M_CTW-6_Incident_Report_Contact_List) and your Squadron Safety Officer designated list and 12FTW.SE-P@tyndall.af.mil
- (Put "INCIDENT FORM" in the subject header and attach this completed form as a MS Word document).
- Route through your command as per guidelines issued by squadron safety officer (as required).
- To align with the concept of privilege, DO NOT add aircrew names to the report.

Appendix A

VT-86 Safety ANYMOUSE Report



VT-86
ANYMOUSE

DATE _____

TIME _____

NATURE OF UNSAFE PRACTICE:

SIGNATURE _____
(OPTIONAL)

RECOMMENDED CORRECTIVE ACTION

SAFETY OFFICER _____

OPERATIONS OFFICER _____

EXECUTIVE OFFICER _____

COMMANDING OFFICER _____

RETURN TO SAFETY BOARD SERIAL NUMBER _____

Appendix B

VT-86 Operational Hazard Report

VT-86

OPERATIONAL HAZARD REPORT

FROM: _____ DATE SUBMITTED:

TO: COMMANDING OFFICER, VT-86

VIA: SAFETY OFFICER, VT-86

SUBJ: HAZARDOUS CONDITION/SITUATION

1. DESCRIPTION OF HAZARDOUS CONDITION/SITUATION:
2. RECOMMENDED CORRECTIVE ACTION:
3. COCKPIT DEPARTMENT HEAD'S COMMENTS:
4. VT-86 SAFETY OFFICER'S COMMENTS:
5. INDIVIDUAL SUBMITTING REPORT INFORMED DATE _____ BY _____
6. FOLLOW-UP ACTION REQUIRED:

REPORT AN INCIDENT - PREVENT AN ACCIDENT