

The Role of the Industry-wide Safety Advisory Committee (SAC)

The role of the SAC will be to address matters relating to aviation safety across all divisions and to facilitate the exchange of safety-related information. It is expected that the SAC will meet no more than twice a year, with one meeting to be conducted along with the annual AIA conference. It is envisaged that the structure of SAC will have two components:

1. The Incident Review Meeting (IRM), conducted once a year in conjunction with the AIA conference, which will be a *confidential forum* for members to present details of accidents and incidents purely from the perspective of information sharing. This session will normally be a closed session, which only members can attend, and the main objective will be to share safety knowledge in a totally open and non-jeopardy environment. (Refer to [Appendix I](#) for *Draft IRM guidelines*)
2. The SAC meeting, conducted once or twice a year, which will discuss safety issues of concern to the industry. All matters will need to be presented in advance for inclusion in the agenda. The meeting will be conducted by the Steering Group of SAC strictly in accordance with the Terms of Reference. The SAC agenda items will all need to have a measurable outcome, which may result in the development of initiatives, policies, standards or recommendations, which will then be presented to the Council for approval and implementation. Representatives from CAA, ASL, Airways or other aviation organisations may be invited to attend all or part of these meetings. (Refer [Appendix II](#) for *Draft SAC Terms of Reference*)

The safety committee will have a cross-divisional membership, with a steering group that will comprise elected individuals from each of the divisions, and will report to the Council.

Members would be expected to nominate specific individuals, with alternates in case of absence of the nominated individual, to attend SAC meetings. The SAC will have a work programme with defined outputs that will have specified time lines. *There is an expectation of commitment to progress the issues between meetings through electronic communication*, so that a report of completed work can be made at the SAC meetings.

The Council has agreed that Ashok Poduval would assist in launching this Committee with his past experience in organising and conducting the safety committee at IATA for several years.

APPENDIX I

INCIDENT REVIEW MEETING GUIDELINES

Introduction

The Incident Review Meeting, or IRM, is a part of the Safety Committee of AIA It is a forum for the confidential exchange of information among safety professionals from the various member airlines of AIA Given below are the guidelines for members and observers attending the IRM, *in order to ensure provision of adequate facilities and optimum use of the available time.*

Procedure

1. At the request of the Chairman, all participants will introduce themselves individually stating their name, official designation and organisation that they represent.
2. The first round of presentations / briefings will be for accidents where there has been serious injury or damage.

The second round of presentations / briefings will be for operational incidents / events of significant value to aviation safety professionals.

3. Any person who wishes to make a presentation at the IRM should ensure that a request is made in advance, *on the form in Attachment 1 to this document*:-

This information should reach the AIA secretariat at least 15 days before the date of the meeting, failing which the opportunity to make the presentation / briefing cannot be guaranteed. However, all efforts will be made to include any events that are submitted late due to unavoidable circumstances.

4. No recording, electronic or otherwise, is permitted during the presentations / briefings.
5. Be advised that your presentation / briefing may be reproduced either entirely, or in part, in any aviation safety magazine or bulletin, unless you specifically request that it should not be reproduced.
6. All members / observers will be present unless you have advised the AIA secretariat of the requirement for a closed session in the IRM presentation form (Attachment 1)

Attachment 1

AIA Safety Committee

Application for IRM Presentation

Date of IRM:

Duration of presentation:

Confidential: ***YES / NO / FOR CLOSED SESSION ONLY***

Event level: ***Accident / Incident / Occurrence***

Operator (optional):

Aircraft type:

Engine type:

Location:

WX conditions:

Daylight: ***Yes / No***

Crew composition:

Event type:

Probable cause:

Details:

APPENDIX II

TERMS OF REFERENCE

AIA SAFETY COMMITTEE

1. MANDATE

The Safety Committee (SAC) will report to the AIA COUNCIL to assist in all matters that relate to the optimisation of aviation safety in New Zealand. The SAC will also indicate how to implement those measures in a rational, co-ordinated and cost-effective way. COUNCIL will guide SAC and oversee its activities, through the approval and review of its Work Programme. SAC will bring forward to COUNCIL subjects, not contained in its Work Programme, that require immediate attention.

2. ROLE

SAC will develop cost-effective policies, standards and recommendations for consideration by COUNCIL in:

- a) matters of strategic importance to aviation safety;
 - b) specific aviation safety problems being experienced and identified by members;
 - c) activities or developments anticipated to improve aviation safety;
- Develop and promote AIA policies and procedures, and provide advice and support to the AIA nominated representatives involved in NZCAA, regulatory, industry and all other relevant activities.
 - Develop work programmes and supervise associated activities for working groups and task forces.
 - Analyse world-wide developments in the field of aviation safety.
 - Prepare Safety Reports for approval by the COUNCIL, and distribution.
 - Monitor progress and results of current AIA safety activities and programmes.
 - Participate in the operation of the AIA Safety Information Exchange.
 - Develop and conduct safety seminars at selected venues taking into account identified safety trends, and issues obtained from accident/incident analysis.
 - Promote AIA Safety activities in the appropriate forums.

3. REPORTING RELATIONSHIPS

SAC will report to COUNCIL. The SAC Chairman will execute this function by submitting reports to COUNCIL meetings, as well as periodic reports when necessary, using electronic communication systems where available.

Close liaison will be maintained with the AIA Divisions and other relevant AIA Committees.

4. MEMBERSHIP AND WORKING ARRANGEMENTS

- i) SAC will consist of not more than members. Membership is open only to AIA members. The membership of SAC should reflect, as far as practicable, a good cross-divisional representation.
- ii) Each Member shall act as a representative of the Association and not as a representative of the organisation he / she represents.
- iii) Application for membership shall be made to the Chief Executive Officer, AIA, by the Chief Executive of the member organisation, and be approved by the SAC. All applications shall include a brief resumé and an outline of the qualifications, current duties and responsibilities of the nominee as they relate to the specific objectives and functions of SAC.
- iv) SAC shall approve application for membership only after the applicant has attended at least one meeting as an observer within the previous year from the date of application.
- v) If any Member of SAC:
 - a) ceases to be employed by the sponsor Member, the membership shall be terminated
 - b) fails, without adequate excuse, to attend two consecutive regular meetings of SAC, the membership shall be terminated subject to the approval of the Steering Committee of SAC.

5. WORKING GROUPS AND TASK FORCES

SAC may establish working groups and task forces. Working groups are defined as those groups, which are dealing with continuous, ongoing, long-term issues. Task forces are defined as those dealing with issues requiring immediate/short-term resolution and consequently have a defined date of termination established at the formation.

Working groups shall have terms of reference and work programmes in accordance with the standard AIA formats ([Appendix A](#)). Such working groups will require formal approval by the SAC.

Task forces shall have their terms of reference and work programmes in accordance with the specific objectives determined by SAC.

6. QUORUM

The quorum required for SAC meetings shall be 50% of the Committee membership plus one.

7. CHAIRMAN AND VICE-CHAIRMEN

SAC shall elect its own Chairman, First and Second Vice-Chairmen. The Chairman shall hold office for a maximum period of three years and shall not be eligible for re-election until one year after retirement from that office, except with approval of the CEO of AIA, in consultation with the President of COUNCIL.

In the absence of the Chairman, the First Vice-Chairman shall act as Chairman of the Committee to conduct all business. In the absence of both the Chairman and the First Vice-Chairman, the Second Vice-Chairman shall act as the Chairman of the Committee to conduct business. In the absence of all three Chairmen, Members present shall elect an Acting Chairman for the meeting.

8. SECRETARY

A Member of the AIA Secretariat, appointed by the CEO of AIA, shall act as Secretary to all meetings of SAC.

9. STEERING COMMITTEE

SAC shall establish a Steering Committee, empowered to take action on its behalf on urgent matters arising between regular meetings. This Steering Committee shall consist of not less than four, or more than six Members. The Steering Committee shall include the Chairman, First and Second Vice-Chairman and the immediate Past Chairman (if available to serve). The remaining Member(s) shall be elected by SAC, on recommendation of the Chairman and shall serve for a period of three years. The Secretary shall be an ex-officio Member of the Steering Committee.

10. ATTENDANCE AND PARTICIPATION AT SAC MEETINGS

Observers

Members may request attendance, as Observers, at SAC Meetings. Such requests should be addressed to the Secretary of SAC. In addition, the Chairman or Secretary may invite Members, to send an Observer to a SAC meeting.

Where their knowledge or advice would be helpful in attaining the objectives of the meeting, representatives of non-AIA Members, NZCAA and other relevant organisations, may attend as Observers at the SAC Meeting. Such attendance will be by invitation only. The Secretary will extend the invitation in consultation with the Chairman.

Observers may participate in the meetings only with the permission of the Chairman.

Closed Sessions

Notwithstanding the participation of outside parties at any SAC meeting, the Chairman may, at any time, call the SAC meeting into closed session, for whole or part of any meeting. Only Members of SAC may attend and participate in closed sessions. Others may attend a closed session only when invited by the Chairman and the Secretary.

Confidentiality

In view of the material being discussed, the Chairman may, at any time, request that no notes are taken and that no reports, in whatever form, are made.

Voting

- i) It is a tradition in AIA's technical work that problems are resolved by discussion, compromise and unanimous agreement, and this should be achieved whenever possible.
- ii) If it is necessary to resort to a vote, a simple majority shall carry a motion. Each Member present at the meeting shall be entitled to one vote. In the unlikely event of a tied vote, the matter shall be referred to the COUNCIL for resolution.
- iii) Where a decision has been taken by a majority vote, any Member requesting a minority opinion shall have the right, on request, to have the opinion recorded in the report.

11.WORK PROGRAMME

SAC shall submit its proposed work programme, annually, to the COUNCIL for approval. It shall be submitted in accordance with the guidelines provided in [Attachment I](#) to [Appendix A](#).

12.MEETINGS

Frequency

SAC shall meet at least once a year. A meeting frequency of more than twice per year will require the approval of the CEO of AIA, in consultation with the President of the COUNCIL.

Location and Duration

Meeting locations shall be in accordance with any directives from the COUNCIL and meeting duration shall, normally, not exceed two days.

13.SUPPORTING ROLE OF THE AIA MANAGEMENT

The role of the AIA Management to support the work of SAC will be to:

- i) Provide full administrative support with respect to arranging meetings, producing documentation, and preparing reports.
- ii) Promote AIA positions with NZCAA and other regulatory bodies, aviation organisation, manufacturers, vendors and service providers.
- iii) Record and publicise achievements of SAC, and disseminate the same and other information on general SAC matters amongst AIA Members.
- iv) In consultation with the Steering Committee, identify priorities, tasks and objectives of the annual Work Programme, for consideration by SAC.
- v) Monitor relevant safety issues world-wide and bring these to the attention of the SAC.

APPENDIX A

TERMS OF REFERENCE

AIA WORKING GROUPS

1. MANDATE

(Mandate to be prescribed for each working group)

The Working Group will also indicate, in a rational, co-ordinated and cost efficient manner, how those measures will be implemented. SAC will guide The Working Group and oversee/monitor its activities, through the review and approval of the Work Programme. The Working Group may always bring forward to SAC, subjects, not on the Work Programme, that require immediate attention.

2. ROLE

(Role to be prescribed for each working group)

3. REPORTING RELATIONSHIPS

The Working Group will report to SAC. The Working Group Chairman will formally submit reports at SAC Meetings, as well as periodic reports when necessary, using electronic communication systems where available. All reports will be forwarded through the AIA Management.

4. MEMBERSHIP AND WORKING ARRANGEMENTS

- i. The Working Group will normally consist of not more than 5 members. Membership is open only to Members, and any other specialist who is approved by the Chairman and the Secretary of the Working Group. The membership of The Working Group should reflect, as far as practicable, a good geographic representation.
- ii. Each member shall act as a representative of the Association and not as a representative of the Member of the Association.
- iii. Application for membership shall be made to the CEO of AIA, by the relevant executive officer of the Member, and approved by the Chairman and Secretary of the working group. This application shall include a brief résumé and an outline of the qualifications, current duties and responsibilities of the nominee as they relate to the specific objectives and functions of the Working Group.

- iv. If any Member of the Working Group
 - a) ceases to be employed by the sponsor Member, the membership shall be terminated
 - b) fails, without adequate excuse, to attend two consecutive regular meetings of SAC, the membership shall be terminated subject to the approval of the Steering Committee
- v. The Working Group shall co-ordinate its activities through the AIA Management. All normal business shall be conducted using electronic communication, as available.

5. CHAIRMAN

The Working Group shall elect its own Chairman. In the absence of the Chairman, Members present shall elect an Acting Chairman for the meeting.

6. SECRETARY

A member of the AIA Management, appointed by the CEO of AIA, shall act as Secretary to all meetings of the Working Group.

7. ATTENDANCE AND PARTICIPATION AT THE WORKING GROUP MEETINGS

Observers

Members may request attendance, as observers, at Meetings. Such requests should be addressed to the Secretary of the working group. In addition, the Chairman or Secretary may invite Members, to send an observer to a Meeting.

Where their knowledge or advice would be helpful in attaining the objectives of the meeting, representatives of non-AIA Members, NZCAA and other relevant organisations, may attend Meetings as observers. Such attendance and / or participation will be by invitation only. The Secretary will extend the invitation in consultation with the Chairman.

Observers may participate in Meetings only with the permission of the Chairman.

Closed sessions

Notwithstanding the participation of outside parties at Meetings, the Chairman may, at any time, call a Meeting into closed session, for whole or part only members of the Working Group, may attend and participate in closed sessions. Others may attend a closed session only when invited by the Chairman *and* the Secretary.

Confidentiality

In view of the material being discussed, the Chairman may, at any time, request that no notes are taken and that no reports, in whatever form, are made

Voting

The Working Group will strive to achieve agreement by consensus on all issues. Where this is not possible, the differences will be appropriately recorded and reflected in the reports for resolution by SAC

8. WORK PROGRAMME

The Working Group shall submit its proposed work programme, annually, to the SAC for approval. It shall be submitted in accordance with the guidelines provided in *Attachment I*.

9. MEETINGS

Frequency

The Working Group shall meet at least once a year. A meeting frequency of more than twice per year will only be with the approval of the CEO of AIA.

Location and Duration

Meeting locations shall be in accordance with any directives from the Council of AIA, and meeting duration shall, normally, not exceed two days.

10.SUPPORTING ROLE OF THE AIA MANAGEMENT

The role of the AIA Management to support the work of the Working Group will be to:

- i. Provide full administrative support with respect to arranging meetings, producing documentation, and preparing reports.
- ii. Promote AIA positions with NZCAA and other regulatory and standardisation bodies, manufacturers, vendors and service providers.
- iii. Record and publicise achievements of the Working Group, and disseminate same and other information on general matters amongst AIA Members.
- iv. Ensure close co-ordination is maintained with NZCAA and any other appropriate organisations in the field of the Working Group
- v. In consultation with the Chairman, identify the priorities, tasks and goals contained/set out in the annual Work Programme, for consideration by the Working Group
- vi. Monitor relevant issues world-wide, ensuring the Working Group is kept informed

ATTACHMENT I

GUIDELINES FOR REPORTS & WORK PROGRAMMES OF COMMITTEES AND WORKING GROUPS

In order to improve their efficiency, SAC decided that all working groups for their reports and work programmes should use the following guidelines.

- All action items contained in the reports must have a set deadline. Feedback should be provided to SAC where relevant.
- Each work programme should be submitted for approval to the SAC during the second half of the year, and will be effective for the following year.

- The work programme should not contain any “monitoring” items that are being monitored for future action by the working groups should be indicated in the report.
- Any urgent item that needs to be included in a work programme may be circulated to SAC by email through the AIA Management.
- The following categories for work programmes will be used:

TASK	METHOD	RESOURCES	OUTPUT & DUE DATE	STATUS	COST / BENEFIT	COMMENTS
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The **task** column must indicate specific tasks, with a definable output, and not generic descriptions.

The **method** column must clearly define the method being employed to achieve the task.

The **resources** column must indicate the names of the airlines involved, *with the lead airline's name being highlighted in bold type.*

The **output & due date** column must clearly define the output(s) from the task, and the date(s) on which the output(s) will be delivered. **Please note that the delivery of a particular output need not necessarily complete the task.** There may be more outputs that are generated by the same task, and these new outputs could be indicated in the next submitted work programme.

The **status** column must indicate the actual status of **each task output** at the time of submission of the work programme. **It does not indicate the status of the task itself.**

The **cost/benefit** column is to indicate the estimated cost to the industry for accomplishing the task, and the perceived benefit to the industry.

The **comments** column is to indicate any relevant remarks that may further explain further aspects of the task.