

# Safety Committee Meeting Agenda

## Meeting Details

Date:	Time:
Location:	
Attendees:	

## MEETING AGENDA

Review minutes of previous meeting
Review occurrences since last meeting. Should these occurrence types be added to our risk register? Are the controls we have in place to prevent these occurrences from happening again effective?
Review recent RAAus occurrence data. What are the top occurrence types relevant to our operations? Are these on our risk register and are the controls we have in place effective?
Are there any additional hazards that anyone is aware of? Should these be added to the risk register? What controls can be implemented to ensure they are appropriately managed?
Are there any hazards /concerns that should be raised with other stakeholders RAAus / Aerodrome Operator / Other Aerodrome Users / Maintenance personnel?
What internal or external changes have been implemented since the last meeting? Are there any unintended consequences of these changes? (e.g. New regulations / Changes to operations / New aircraft type / New Staff, etc.)
How is our internal reporting and safety culture? Does anyone have any concerns to raise? How can our culture be improved?
How are we communicating / promoting safety information to our staff & students? Can this be improved? What additional resources are available to share with stakeholders?
Are there any additional training requirements or opportunities for personal development for staff, instructors and students?

# CFI / Safety Coordinator Safety, Risk & Compliance Checklist (Internal Audit)

## **Safety Management System**

- ☐ Is our SMS up to date?
- ☐ Does everyone understand their safety roles and responsibilities?
- ☐ Is our emergency response plan (ERP) up to date?
- ☐ Do all staff, instructors and students understand ERP actions and the use of safety equipment?
- ☐ Have we reviewed internal and external occurrences (use RAAus safety data)?
- ☐ Is our risk register up to date and contain all relevant risks and effective controls?
- ☐ How can we improve our safety and reporting culture?
- ☐ Are our training and education packages up to date and effective in managing risks?
- ☐ How can we better communicate safety information to staff, maintainers, students, the airfield operator and other airfield users?
- ☐ Have we attended our local airport safety meeting (or can we establish one?)
- ☐ Have we held a safety committee meeting in the past 6 months (or more regularly as required)?

## **Safety Equipment**

- ☐ Check battery expiry of PLB/EPIRBs (if applicable)
- ☐ Check expiry of Lifejackets (if applicable)
- ☐ Check first aid supplies (if applicable)
- ☐ Conduct a test of EPIRB/PLBs to ensure these are functioning appropriately
- ☐ Check registration details of EPIRB/PLBs have not expired
- ☐ Check expiry and location of fire extinguishers

## **Emergency Drills (Using Emergency Response Plan)**

- ☐ Drill: What actions are to be taken in the event of a missing aircraft?
- ☐ Drill: What actions to be taken in the event of an accident on the airfield?
- ☐ Drill: What actions are to be taken following an incident/accident of a school aircraft?

## **Compliance checks**

- ☐ Have all instructor proficiency checks been conducted in the past 90 days (instructors), 12 months (senior instructors) or 24 months (CFI)?
- ☐ Do all instructors hold current RAAus membership?
- ☐ Do all instructors hold a current medical?
- ☐ Are all FTS aircraft currently registered?
- ☐ Do any FTS aircraft have overdue maintenance?
- ☐ Have all required service bulletins been completed on all FTS aircraft?
- ☐ Have all aircraft pitot-static instruments, transponder and fuel calibration requirements been conducted within the past 24 months?
- ☐ Do we comply with all requirements of section 3.01 of the RAAus Flight Operations Manual?
- ☐ Do we comply with all requirements of the RAAus Syllabus of Flight Training?
- ☐ Are student training records up to date including competency codes and thorough notes in accordance with the RAAus Syllabus?

**NOTE:** These compliance requirements are common audit findings – Failure to comply with regulatory requirements may result in risk of legal action in the event of a serious accident or incident. Non-compliance of safety critical items identified during audit may result in temporary restrictions on flight training operations or grounding of aircraft.