

NOAA AVIATION SAFETY BOARD

Terms of Reference

Purpose: The NOAA Aviation Safety Board works in partnership with the NOAA Aviation Safety Program Manager (ASPM) to support the effective implementation of the NOAA Aviation Safety Program and NOAA Aviation Safety Policy (NAO 209-124). Line Office involvement in helping to shape and implement the NOAA Aviation Safety Program is critical to the success of the Program. The specific roles and responsibilities are outlined below.

Membership:

Chairperson: NOAA Aviation Safety Program Manager

Members:

- Aircraft Operations Center (AOC)
- NOAA Safety Office
- NMFS
- NOS
- NWS
- OAR
- NESDIS

Observers:

- NOAA General Counsel
- NOAA Acquisitions and Grants Office
- NOAA Workforce Management Office
- NOAA Program Planning and Integration

Executive Secretariat: Aviation Safety Program Staff

Each NOAA office providing representatives to the Aviation Safety Board will have one Executive Level Representative (Primary) responsible for broad Line Office collection and dissemination of information and one or more Technical Representatives (Alternate) to the Board responsible for providing technical information regarding Line Office needs to the Executive Level Representative.

Roles and Responsibilities: The NASB shall perform the following functions:

- approve aviation safety training and ALSE requirements;
- approve minimum aviation safety standards to be included in NOAA's contracts for aviation services and data services;
- approve aviation safety and risk assessment tools developed by the NOAA ASP;

- solicit and address the aviation safety issues and needs of NOAA;
- review reports from NOAA aviation accidents and potentially dangerous incidents and recommend preventative measures to the ASPM;
- review results of NOAA aviation safety audits to monitor compliance with NOAA aviation safety policy;
- seek pertinent expertise on aviation safety matters before the NASB; and
- report to the NOAA Safety Council circumstances adversely impacting safety and/or efficiency of the NOAA ASP.

Board Members are responsible for communicating aviation safety requirements down to the lowest levels of their Line/Staff Offices and for facilitating collection of information/concerns within the Line Offices to bring to the Board for discussion.

The NASB shall meet quarterly, unless additional *ad hoc* special meetings and/or virtual meetings are required to address time sensitive issues.

Decision Making Process: Decisions will be accomplished by consensus. If consensus cannot be reached by the Board, the chair will elevate the decision up the chain to the Director, Marine and Aviation Operations, and then to the NOAA Safety Council for a decision.

Charter: The NOAA Aviation Safety Board was created by action of the NOAA Executive Council (decision reached at the NEC meeting on 6/15/2005) in response to the safety stand-down regarding use of non-NOAA aircraft issued on November 19, 2004 and subsequent creation of Aviation Safety Policy and an Aviation Safety Program. The scope of the Board is delineated in the NOAA Aviation Safety Policy (NAO 209-124). The policy complies with the Safety Standards Guidelines for Federal Flight Programs codified in sections 102-33.140 and 102-33.155-185 of title 41 of the Code of Federal Regulations (41 CFR 102-33.140 and 41 CFR 102-33.155-185).

The Board exists to support the commitment made in the Aviation Safety Policy that, “The National Oceanic and Atmospheric Administration (NOAA) has a responsibility to provide a safe working environment for its workforce, and for partners who are exposed to the risks associated with flying on aircraft owned or operated by NOAA.” The Board promotes both the NOAA safety culture (making safety a priority) and effective NOAA management of the aviation safety program by formulating and recommending aviation safety policy through the ASPM to the Director, Marine and Aviation Operations and the NOAA Safety Council, and by providing guidance to NOAA Line and Staff offices on aviation safety issues.