# Runway Safety Team Meeting

Agenda

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| [TIME] | Welcome to the team - Introduction of team members  |
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| [TIME] | Runway Safety briefing |
|  | * Runway Incursion & Excursion Statistics (or other relevant statistics)
 |
|  | * Local incident history
 |
|  | * Action item review (n/a for first meeting)
 |
|  | * Open discussion
 |
|  | * Stakeholder / user perspective
 |
|  | * Identify risk factors or current initiatives
 |
|  | * + Abnormal runway contact;
 |
|  | * + Bird strike;
 |
|  | * + Ground collision;
 |
|  | * + Ground handling;
 |
|  | * + Runway excursion;
 |
|  | * + Runway incursion;
 |
|  | * + Loss of control on ground;
 |
|  | * + Collision with obstacle(s);
 |
|  | * + Undershoot / overshoot, aerodrome
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|  |
| [TIME] | Action items  |
|  |
| [TIME] | Set next meeting |
|  |
| [TIME] | Adjournment |