# 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 |
|  | |
| [TIME] | Action items |
|  | |
| [TIME] | Set next meeting |
|  | |
| [TIME] | Adjournment |