**Runway Safety Team**

[insert AIRPORT NAME]

**Terms of Reference**

Prepared by:

Date:

**Partner Organizations**

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# Runway Safety Team [insert Airport Name]

# Terms of Reference

# Stakeholder Organizations

|  |  |  |
| --- | --- | --- |
| NAME OF ORGANIZATION | SIGNATURE AND POSITION | DATE |
| [Insert name of org] | [signature ]  [position] | 2018-07-22 |
| [Insert name of org] | [signature ]  [position] | 2018-07-22 |
| [Insert name of org] | [signature ]  [position] | 2018-07-22 |
| [Insert name of org] | [signature ]  [position] | 2018-07-22 |
| [Insert name of org] | [signature ]  [position] | 2018-07-22 |

Version Record

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| Version | Date | Description | Author |
| 1.0 | 2018-07-22 | Initial version |  |

New or updated text is indicated in yellow shading.

Approval

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| Name | Approval | Date |
| *Approved by,* |  |  |
| *Approved by,* |  |  |

Table of Contents

[Terms of Reference 2](#_Toc519838539)

[Objective 6](#_Toc519838540)

[Scope 7](#_Toc519838541)

[Team Composition 8](#_Toc519838542)

[Roles and Responsibilities 9](#_Toc519838543)

[Role of RST Members 9](#_Toc519838544)

[Frequency of Meetings 11](#_Toc519838545)

[Sharing of Safety Information 12](#_Toc519838546)

[Documentation and Reporting 13](#_Toc519838547)

[Additional Resources 14](#_Toc519838548)

## Objective

The role of the local Runway Safety Team (RST) is to advise the appropriate management on potential runway safety issues and to recommend mitigating measures by:

[adjust as needed]

* Monitoring the number, type and, the severity of runway incursions, excursions or other reportable occurrences
* Identifying any local problem areas and suggest improvements e.g. by sharing the outcome of investigation reports to establish local hot spots or problem areas at the aerodrome and developing workable mitigations with and for operational staff
* Working as a cohesive team to better understand the operating difficulties of personnel who work in other areas and recommend areas for improvement
* Initiating a comprehensive safety-awareness campaign to ensure that all stakeholder staff are aware of safety issues

## Scope

The scope of the RST is on prevailing local conditions on the runway, taxiways and adjacent areas, other issues of concern. The RST will cover a wide range of issues related to runway safety, including but not limited to:

[adjust as needed]

* 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
* Use of the wrong runway (runway confusion)
* High Speed Rejected Take-Off
* Wildlife Event
* Damage from Foreign Object Debris (FOD)

## Team Composition

The team consists of the following members:

[adjust as needed; include organization’s name]

* the aerodrome operator (which would include a vehicle driver)
* ground handling associations when appropriate
* representatives from NAV CANADA and local air traffic controller/Flight Service Specialist associations
* pilots from aircraft operators / and local pilot associations that operate at the aerodrome
* other organisations that operate on the manoeuvring area e.g. firefighting

## Roles and Responsibilities

[adjust as needed]

The RST Chairperson

The Chairperson serves as the coordinator and spokesperson for the team. The nomination and role of the Chairperson can, for example, be organized on a rotational basis amongst all RST members. The roles and responsibilities of the nominated Chairperson may also include a variety of administrative and/or organizational aspects, such as:

1. Meeting planning

The Chairperson schedules the meetings and arranges the venue. He or she gathers input from the members in the weeks prior to the meeting and distributes an agenda one week prior to the meeting date. Guidance on meeting planning is included in Appendix A.

1. Meeting facilitation

The Chairperson ensures the meetings are conducted in a collaborative manner and in accordance with the ToR processes. He or she constantly strives to enhance the programme by regularly engaging in continuous improvement activities.

1. Maintaining RST documents and files

The Chairperson ensures the actions of the RST are properly documented and maintained.

1. Coordinating with external agencies

The Chairperson serves as the point of contact with external agencies and ensures all RST activities are properly communicated to applicable agencies/organizations.

### Role of RST Members

1. Meeting planning

RST members will submit items for discussion at the next scheduled meeting as soon as possible, but not later than the date requested by the Chairperson. Each member presenting during the meeting should prepare briefing material and invite subject matter experts as necessary to provide the other members with a clear understanding of the issue they wish to discuss.

The members should tour the airport just prior to the meeting to familiarize themselves with the current situation and identify potential safety hazards.

Note: A tour of the airport during different times of the day and varying environmental conditions should be considered to allow identification of hazards specific to certain light and adverse weather conditions. The tour is for the identification of safety issues only and should not be used by any person external to the RST nor cause disruption to current operations.

1. Meeting participation

RST members will openly share information and strive to achieve consensus during decision making activities. They will constantly strive to enhance the programme by engaging in continuous improvement activities.

1. Contributing to the RST documents and files

RST members should contribute safety data & analysis, reports, and information from the safety management systems or other safety relevant sources of their participating organizations to the RST.

1. Coordinating with participating organizations

RST members will communicate the findings and decisions of the RST within their respective organizations and ensure the recommendations are properly addressed.

## Frequency of Meetings

[adjust as needed]

Meetings will normally be ½ day in length and will be held at regular intervals and as minimum 3 times per year.

[adjust as needed]

The meetings will normally be held at the aerodrome. Meetings may be held at other locations depending on subjects to be discussed.

## Sharing of Safety Information

Meeting participants will abide by the following process for information shared through the RST:

[describe any process, protocol or formal agreements governing sharing of safety data, safety reports, and safety information as well as the protection from inappropriate use and protection against disclosure of the sources of information shared within the RST]

## Documentation and Reporting

The RST will maintain a record for each meeting. The record will include:

* an informative account of noteworthy discussions held during the meeting
* a record of all new action items resulting from the meeting with an identified OPI
* a status report on all action items existing prior to the meeting including changes to OPI assignments
* a list of meeting participants and the organization they represent
* a copy of the meeting agenda
* copies of all meeting presentations for which release is approved by the presenter
* any handouts or background information provided during the meeting for which release is approved
* a tentative date for the next meeting

## Additional Resources

[adjust as needed]

* NAV CANADA Runway Safety Team toolkit
* ICAO Runway Safety Team Handbook