



CHARTER

United States Helicopter Safety Team

Charter for the United States Helicopter Safety Team

Rev 2.0 August 2015

Purpose

The purpose of this United States Helicopter Safety Team (USHST) charter is to:

- Outline the management structure;
- Identify the USHST's role in the International Helicopter Safety Team (IHST) effort;
- Lay out USHST taskings;
- Identify safety teams and work groups; and
- Identify roles and responsibilities of the USHST members.

Who we are

A team of U.S. government and U.S. industry leaders formed to address the safety factors ultimately impacting the U.S. civil helicopter accident rate.

Vision

A civil helicopter community with zero accidents

Mission

Through accident analysis, understand the helicopter community's safety issues and use that understanding to promote the development and implementation of risk mitigations, policies, and best practices for all members of the helicopter community.

Goals

Reduce the civil helicopter accident rate by 80% by 2016.

Strategic Approach

Utilizing a data-driven approach to safety risk management, the USHST will charter joint government, industry, and operator teams to analyze civil and publicly operated helicopter accident, incident, and safety report data to identify and prioritize the top safety risks and develop risk mitigations to ensure an acceptable level of safety.

The USHST will charter joint government, industry, and operator teams to develop detailed implementation plans for the identification of industry latent failures (including organizational influences, unsafe supervision, and preconditions of unsafe acts) and active failures. This information will be used to develop risk mitigations to preclude accidents. The teams will also develop metrics for tracking the success of such strategies and refine these processes for continual improvement. The USHST will report to the International Helicopter Safety Team (IHST) as a regional partner and provide status reports to the IHST Executive Committee (Ex-

Com) at their regularly scheduled meetings. The status reports will include safety strategies, safety initiatives, and projects the USHST is working on.

As an IHST regional partner the USHST will promote and support the IHST. USHST members will represent USHST work at meetings and conferences that involve helicopter safety efforts and support the USHST/IHST vision, goals, and mission.

The USHST will maintain processes that support IHST work activities.

BACKGROUND

The White House Commission on Safety and Security in 1997 set a goal of an 80 percent reduction in the fatal accident rate within 10 years and identified the need for strong government-industry partnerships to support the aviation system of the future. The initial focus of this effort resulted in the organization that became the Commercial Aviation Safety Team (CAST) for Part 121 Commercial Air Carriers. Attendees at International Helicopter Safety Symposium (IHSS) 2005 agreed upon the need to also reduce the helicopter accident rate by 80 percent within 10 years. To achieve that goal, they also agreed to create an independent committee and process modeled after the CAST known as the International Helicopter Safety Team (IHST). With continued expansion of IHST regional partner teams, in 2013 a decision was reached to separate the United States into its own regional partner team. The United States Helicopter Safety Team (USHST) was established to focus on civil U.S. helicopter operational safety issues and will report them as a regional partner to the IHST Ex-Com.

RESOURCES

Member organizations will provide the resources within reasonable budgetary constraints. Each USHST member shall be responsible for providing personnel as well as organizational time, travel, and effort. The USHST will adopt processes that maximize utilization of pre-existing helicopter safety initiatives.

GENERAL TASKING

The USHST will operate through well-defined leadership using a Safety Management System approach to identifying safety risk, developing mitigations, implementing mitigations, assessing the results, and making continual improvements. This will ensure the generation of risk mitigations and products, communication and advocacy of plans and mitigations, and follow-through with adopted safety strategies. The USHST will perform the following tasks:

- Use analysis of U.S. helicopter accidents to identify top safety risks, most beneficial risk mitigations and effectiveness measures/metrics;
- Collect and analyze accident precursors and develop safety enhancements to mitigate these precursors;

- Establish a safety assurance process to validate the effectiveness and the effect of the safety enhancements;
- Establish safety metrics and annual status reporting;
- Execute publicity and outreach programs to disseminate safety information to the civil helicopter community; and
- Monitor and, where appropriate, participate in the activity of various related helicopter safety improvement efforts in order to ensure a cohesive safety enhancement strategy across the helicopter industry.

Each USHST member will designate an alternate representative. If designated representation changes, replacements must be submitted to the chair(s) of the team or the workgroup for review and approval. Other individuals and observers may attend meetings in the capacity of reporting or discussing on USHST actions, or as part of providing direct administrative support to USHST members. USHST members will:

- Come to meetings prepared, having reviewed pre-meeting materials and ready to engage and make decisions;
- Complete assigned tasks;
- Maintain communications and coordination with parent organization or constituencies;
- Deliberate and raise issues;
- Actively support USHST decisions and enlist parent organization support;
- Be prepared to commit personal time and energy to USHST priorities;
- Be prepared to commit time and resources of parent organization;
- Share respective parent organization inputs with other members;
- Work to minimized or eliminated duplication of effort;
- Use approved USHST presentations to represent USHST objectives or products to external organizations;
- Stay focused on USHST goals and objectives;
- Recognize and monitor the actions of each team or workgroup; and
- Review, approve, and endorse working group products.

METHODOLOGY

The USHST follows a disciplined, proactive, data driven approach to develop risk mitigations. Initially concentrating on the leading categories of accidents, identifying causal factors and addressing them with an optimal resource effective risk mitigation strategies. This becomes important as historical accident causes are effectively reduced or eliminated.

The evolving aviation environment will likely introduce new threats that must be identified and addressed before they lead to accidents. Accordingly, USHST processes are continually evolving to include a focus on identifying emerging helicopter safety issues and threats, prioritizing them, and adopting risk mitigation strategies to prevent accidents. Consequently, the USHST will

encourage voluntary reporting of safety issues and errors identified by the helicopter industry. This reporting system will be similar to the Aviation Safety Action Plan utilized by Part 121 air carriers or Part 145 repair stations. Special emphasis should be made to accidents in which a fatality occurred and potential mitigations.

USHST STRUCTURE

The strength of USHST lies in its extensive membership, proactive commitment to safety, and ability to initiate change. USHST has proven effective because it is a voluntary association of key stakeholders in the operation of helicopters in the aviation system. The participants are safety leaders from those organizations able to commit to and effect change. These organizations have come together voluntarily to improve aviation safety.

USHST will maintain an infrastructure to ensure a high level of commitment, collaboration, and responsibility with Government and industry and a consistent approach to issues.

USHST will manage and maintain an effective and responsive infrastructure. This infrastructure will ensure USHST has the processes in place to provide consistent, effective leadership to the important task of improving helicopter safety.

The USHST consists of an Executive Committee (Ex-Com), a Joint Helicopter Safety Analysis Team (JHSAT), a Joint Helicopter Safety Implementation Team (JHSIT), a Joint Helicopter Implementation Measurement Data Analysis Team (JHIMDAT), a Team Coordinator, and a Team Communication Specialist. Within the JHSIT are six workgroups. All committees and workgroups will consist of both government and industry representatives. Adding or removing teams or workgroups will be at the discretion of the Ex-Com. The Chief Executive/Responsible person of the respective organization must approve the participation of these representatives and that organization shall be responsible for any expenses incurred as a result of their participation. It is understood that, unless otherwise noted by the organization or their representatives, that the representative speaks on behalf of the organization.

USHST Executive Committee

The USHST Ex-Com is led by two co-chairs, one from the industry/operator community and one from government. In addition to the two co-chairs the Ex-Com is comprised of six additional voting members from both government and industry. Voting membership of the Ex-Com can be expanded to a total of ten on a majority vote of the existing Ex-Com. During the first term after the enactment of this charter the Government co-chair will serve a 3-year term and the industry co-chair serve a 2-year term. After that, each co-chair serves a 2-year term. In addition to the voting members of the Ex-Com there can be up to eight non-voting members. These shall include the Team Coordinator, Team Communication Specialist, one representative from the JHIST, one representative from the JHSAT, one representative from the JHIMDAT, and four

additional representatives from the USHST membership. The four additional non-voting representatives from the USHST will be approved by the voting members of the Ex-Com.

NOTE: It is understood that at the time of enactment of this charter the membership of the Ex-Com has been established.

The USHST Ex-Com shall:

- Be responsible for the success of the USHST program.
- Initiate, approve, and ensure delivery of a yearly Action Plan for each Analysis Team no later than April each year for the following year's implementation.
- Be responsible for communication and information with the IHST.
- Provide timely reports to the IHST in compliance with their recommendations.
- Approve co-chairs of the JHSIT, JHSAT and JHIMDAT.
- Evaluate and Respond to the JHSIT, JHSAT and JHIMDAT action plans.
- Provide project direction to the JHSIT, JHSAT and JHIMDAT.
- Monitor and focus activity based on effectiveness of interventions.
- Review, prioritize, and approve the recommendations of the JHSIT, JHSAT and JHIMDAT.
- Review, approve, and monitor the implementation plans of the JHSIT, JHSAT and JHIMDAT.
- Evaluate and respond to recommendations by the JHSIT and determine the prioritization of those recommendations.
- Evaluate and respond to the JHIMDAT recommendations on improvements to the safety risk management process.
- Monitor and, where appropriate, participate, in the activity of various related helicopter safety improvement efforts in order to ensure a cohesive safety enhancement strategy across the helicopter industry.

Joint Helicopter Safety Analysis Team (JHSAT)

The JHSAT shall be led by two co-chairs, one from the industry/operator community and one from government. During the first term after the enactment of this charter the Government co-chair will serve a 3-year term and the industry co-chair will serve a 2-year term. After that, each co-chair serves a 2-year term. Team membership will be determined by recommendations made by USHST Ex-Com and JHSAT team co-chairs. The JHSAT responsibilities includes in-depth analysis of civil and publicly operated helicopter accidents, identify and prioritize the top safety risks, and develop risk mitigation strategies to ensure an acceptable level of safety. The JHSAT shall:

- Conduct / review / approve detailed accident report analysis and identify causal factors.
- Identify roadblocks and impediments to achieving USHST goals.

- Investigate and recommend improvements and mitigation strategies to allow goal achievement and periodic status measurements.
- Carry out rigorous cost analysis of implementation.
- Draft action plans to determine risk mitigation strategies and milestones for USHST approval.
- Provide status reports to the USHST Ex-Com by the first day of every calendar quarter. Develop an analysis process consistent with helicopter accident report data quality and limitations.
- Monitor and report civil helicopter fleet safety changes / progress annually until the termination of the USHST.
- Follow tasks, priorities and time frames as assigned by USHST Ex-Com.
- Monitor and, where appropriate, participate in the activity of various related helicopter safety improvement efforts in order to ensure a cohesive safety enhancement strategy across the helicopter industry.

Joint Helicopter Safety Implementation Team (JHSIT)

The JHSIT shall be led by two co-chairs, one from the industry/operator community and one from government. During the first term after the enactment of this charter the Government co-chair will serve a 3-year term and the industry co-chair will serve a 2-year term. After that, each co-chair serves a 2-year term. The USHST Ex-Com will approve team membership by recommendations from the JHSIT team co-chairs. The JHSIT implements strategies and action plans, following approval by the USHST. The JHSIT will be responsible to oversee and report on the workgroup projects and products. The workgroups include Training, SMS, Infrastructure, Maintenance, Systems & Equipment, and Human Factors “Staying Alive” workgroups. The JHSIT will:

- Develop and prioritize implementation strategies and bring them to USHST Ex-Com for approval.
- Carry out a rigorous cost-benefit analysis based on cost-of-mitigation strategies developed by JHSAT.
- Develop Action Plans based on a rigorous cost-benefit analysis for risk mitigation strategies to achieve USHST goals.
- Execute publicity and outreach programs to disseminate safety information and implement safety mitigations to the civil helicopter community.
- Comply with assignment and objectives outlined in charter.
- Coordinate implementation of USHST-adopted risk mitigation strategies with responsible organizations.
- Identify each mitigation strategy and lead organization for individual mitigation and overall project coordination for each intervention project.

- Provide a written status report to the USHST Ex-Com by the first day of every calendar quarter. This report should include the progress of all JHSIT activities.
- Develop and track performance measures using Level of Plan Compliance, Predicted Effectiveness, and Risk Management indicators for each project.
- Determine progress in meeting major milestones and effectiveness of interventions.
- Monitor and, where appropriate, participate in the activity of various related helicopter safety improvement efforts in order to ensure a cohesive safety enhancement strategy across the helicopter industry.

JHSIT Working Groups

Currently there are six workgroups (WG) under the direction of the JHSIT: Training, SMS, Infrastructure, Maintenance, Systems & Equipment, and Human Factors. Each WG has a single Chair responsible for leadership, coordination, and reporting responsibilities up to the JHSIT. Each WG will develop, design and provide for the implementation of safety enhancements/mitigations per the USHST Ex-Con direction within their respected field of expertise. The WG Chairs will:

- Provide the JHSIT with written project status updates on at least a quarterly basis. The report is due to the JHSIT two weeks before the end of the quarter. The JHSIT will provide a format for these updates and include their content in the reports to the USHST.
- Provide to the JHSIT a prioritized assessment of the most safety critical hazards leading to worldwide helicopter fatalities as derived from selected helicopter data sources. This report will include mitigation recommendations that maximize the likelihood of reducing worldwide fatal helicopter accidents.
- Seek input/approval for safety enhancement projects from the JHSIT.
- Facilitate monthly teleconferences with WG members by providing agendas and minutes from each meeting.
- Maintain a list of current members participating on their WG, along with contact information and the company or organization they represent outside the USHST.
- Maintain an optimal number of WG members for completing tasks and projects efficiently and timely.
- Coordinate the addition of new members into the WG, as needed.
- Promote consensus among group members.
- When requested by the JHSIT, participate in USHST Ex-Com monthly teleconferences and other USHST Ex-Com activities as assigned.

Joint Helicopter Implementation Measurement Data Analysis Team (JHIMDAT)

The JHIMDAT shall be led by two co-chairs, one from the industry/operator community and one from government. During the first term after the enactment of this charter the Government co-chair will serve a 3-year term and the industry co-chair will serve a 2-year term. After that, each

co-chair serves a 2-year term. Team membership will be determined by recommendations made by USHST Ex-Com and JHIMDAT team co-chairs. The JHIMDAT is responsible for safety assurance that measures the effectiveness of the safety mitigations developed by the JHSAT and implemented by the JHSIT. This safety assurance process is to determine if the mitigation had its intended effect and the USHST safety goals are being achieved. The JHIMDAT shall:

- Develop an analysis process consistent with helicopter accident data quality and limitations.
- Draft action plans to determine effectiveness of mitigation strategies and milestones for approval.
- Review and analyze accident, and identify areas where USHST safety mitigations may not have been effective.
Review and analyze accident, reports and identify areas where USHST safety mitigations may have contributed to the occurrence (unintended consequence).
- Identify roadblocks and impediments to the implementation of mitigations.
- Evaluate implementation of JHSIT recommendations and develop mitigation strategies to allow goal achievement.
- Analyze the USHST safety risk management process and recommend improvements to the USHST Ex-Com.
- Provide Semi-annual status reports (due June 15 and December 15 of each year) to the USHST Ex-Com. The report shall include:
 - Analysis on the effectiveness of the risk mitigations
 - Roadblocks to implementation of risk mitigations
 - Any identified unintended consequences from the mitigations
 - Recommendations for improvements of the USHST risk mitigation process
- Monitor and report civil helicopter fleet safety changes.
- Make provisions for an independent peer technical review.
- Follow tasks, priorities and time frames as assigned by the USHST Ex-Com.
- Monitor and, where appropriate, participate in the activity of various related helicopter safety improvement efforts in order to ensure a cohesive safety enhancement strategy across the helicopter industry.

Team Coordinator

The Team Coordinator is a USHST representative Helicopter Subject Matter Expert appointed by the USHST Ex-Com. She/he is responsible for logistics of meetings, functions, and other activities. The Team Coordinator shall:

- Schedule USHST meetings.
- Prepare meeting agendas and other support function activities.
- Prepare minutes for the meetings.
- Provide strategic support to the USHST Executive Committee.

Communications Specialist

The Communication Specialist is a USHST representative appointed by the USHST Ex-Com. He/She is responsible for distribution of USHST information, news updates, media outlet articles, tracks and gathers user metric data on website use. The Communication Specialist will:

- Publicize and promote USHST campaigns and events.
- Coordinate production of promotional materials.
- Conduct analysis and produce metrics for the utilization of the USHST website.

NUMBER AND FREQUENCY OF MEETINGS

USHST Ex-Com will hold meetings once a month or as activity warrants. Two meetings per year will be in person, the remainder will be teleconferences. Ideally, in person meetings will be held in conjunction with major events such as the HAI Heli-Expo, the AHS Annual Forum, the EHA annual meeting, and periodic IHSS meetings.

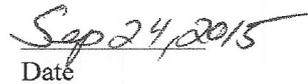
MODIFICATIONS TO THIS CHARTER

The USHST Ex-Com has the authority and responsibility to modify this charter in order to meet the goals of the USHST. The modification will be in the form of an appendix to this charter and signed by both USHST Ex-Com Co-Chairs.


USHST Ex-Com Industry Co-Chair


Date


USHST Ex-Com Government Co-Chair


Date