

1 **European Helicopter Safety Implementation Team**
2 **Specialist Team – Operations and SMS**
3 **(EHSIT ST- Ops & SMS)**
4 **Terms of Reference**

5 **Object**

6 The **EHSIT Specialist Team – Operations and SMS** (hereafter referred as
7 EHSIT ST-Ops & SMS) is a sub-team of the European Helicopter Safety
8 Implementation Team (EHSIT).

9 **Background**

10 The EHSIT is the implementation team of the European Helicopter Safety Team
11 (EHEST).

12 The EHEST is both the helicopter component of the European Strategic Safety
13 Initiative (ESSI) and the European component of the International Helicopter
14 Safety Team (IHST).

15 IHST and EHEST are ten year programmes spanning from 2006 to 2016.
16 EHEST is committed to the IHST goal of reducing the helicopter accident rate by
17 80 percent by 2016 worldwide; with emphasis on improving European helicopter
18 safety.

19 The EHSIT is organised in:

- 20 – EHSIT Core Team (EHSIT CT);
- 21 – EHSIT Regional Teams (EHSIT RTs);
- 22 – EHSIT Specialist Teams:
 - 23 o Specialist Teams on SMS/operation (EHSIT ST-Ops & SMS);
 - 24 o Specialist Teams on Training (EHSIT ST-T);
 - 25 o Other.

26 **Organisation**

27 The **EHSIT ST-Ops & SMS** was formed by, and reports to, the EHSIT.

28 **Method and Tasks**

29 The EHSIT ST-Ops & SMS is tasked to **process the Implementation**
30 **Recommendations (IRs) related to Operations, SMS, and Safety Culture**
31 aggregated by the EHSIT CT on the basis of the European Helicopter Safety
32 Analysis Team (EHSAT) work.

33
34 The EHSIT ST-Ops & SMS will:

- 35 - Examine and finalise the Implementation Recommendations (IRs)
36 aggregated by EHSIT CT;
- 37 - Identify, develop and submit to EHSIT a suitable action strategy regarding
38 Operations, SMS, and Safety Culture;
- 39 - Develop detailed action plans targeting the industry, the authorities and
40 the action operators, including private individuals in the GA community, to
41 implement strategies approved by the EHSIT;

- 42 - Make the best possible use of materials and actions plans produced by
43 other groups such as the Joint Helicopter Safety Implementation Team
44 JHSIT and ESSI Teams;
45 - Coordinate with other European and international partners, in particular
46 the EHSIT and its Joint Helicopter Safety Implementation Team (JHSIT),
47 and other ESSI Teams.

48 **Scope**

49 EHSIT ST-Ops & SMS will consider all helicopter operations, including those
50 aircraft addressed by Annex II of the Basic Regulation (EC 216/2008), within
51 EASA Member States.

52 "Operations" covers the management of flight, maintenance, and ground
53 operations with focus on flight operations.

54 **Deliverables and Timeline**

55 The main deliverable of EHSIT ST-Ops & SMS will be an **action strategy** and a
56 **set of detailed actions plans** addressing operations, SMS, and Safety Culture.

57 The action strategy is due by 1 dec 2009 and the first set of draft detailed plan by
58 april 2010.

59 The EHSIT ST-Ops & SMS may produce additional deliverables as necessary.

60 Deliverables will be submitted to the EHSIT CT for review and consolidation and
61 to the EHEST for approval.

62 **Working languages**

63 The working language of the EHSIT ST-Ops & SMS is English.

64 **Governance and Secretariat**

65 The **EHSIT ST-Ops & SMS Chair** will be suggested by the EHSIT CT and
66 approved by the EHEST.

67 The chair will provide leadership and direction to the Team and:

- 68 – Review and approve the meeting agendas;
- 69 – Chair the meetings;
- 70 – Promote consensus among the team members;
- 71 – Keep the team focused on high-priority items;
- 72 – Identify and manage the required administrative support;
- 73 – Liaise with the EHSIT and EHEST co-chairs and other IHST and ESSI Teams as
74 appropriate,
- 75 – Facilitate progress and make operational decisions.

76 The **EHSIT ST-Ops & SMS Secretary** will be nominated by the Team and
77 perform classical secretariat-related tasks.

78 **Meetings**

79 The EHSIT ST-Ops & SMS will meet as necessary to perform the work program, in
80 locations agreed during or in-between meetings by the Team.

81 Teleconferences may be organised with the support of EASA.

82 Minutes are drafted by a nominated person for circulation. Corrections and
83 suggestions for improvements are made directly on the text, and sent back to the

84 author(s) and the final draft will be placed on CIRCA. Minutes are reviewed at
85 next meeting for approval and placed on CIRCA.
86 EASA will provide coordination support, expertise, and meeting rooms when
87 meetings are held in Cologne.

88 **Funding, Resources and Support**

89 As component of the IHST, the EHSIT ST-Ops & SMS is a voluntary partnership
90 where participants cover their own expenses. Optionally, funding may be sought
91 from external finding sources or sponsors.
92 Members commit to participate on an equal basis in the initiative, and to dedicate
93 enough human and material resources to ensure success.
94 Travel and accommodation costs will be minimised.

95 **Communication**

96 The **CIRCA website** will be used for internal communication and document
97 storage.
98 The analysis data will be stored in a separate, password protected, web location
99 (see Data Protection and Confidentiality).
100 The **ESSI/EHEST/IHST websites**, press releases, publications, presentations in
101 safety conferences or seminars, communication events and dedicated workshops
102 are means to promote the EHSIT. The EHEST/EHSIT websites are regularly
103 updated and progressively enriched.
104 Terms of References will be public.
105 Members will promote the initiative in particular within their sector.

106 **Data Protection and Confidentiality**

107 The EHSIT ST-Ops & SMS will use different protection measures:
108 – **EHSAT Disclaimer:** Shall mention that the analyses and recommendations
109 produced by EHSAT are based on expert judgement, and are solely aimed at
110 improving helicopter safety, are not binding, and under no circumstances
111 should be considered to take precedence over the official AIB reports.
112 – **EHSAT Database General Terms and Conditions:** Will govern the use of
113 the EHSAT Database. Shall combine different types of legal protections:
114 Intellectual property rights, User Licence to use the EHSAT Database,
115 Limitations of Liability, Restricted Access and Confidentiality. The EHSAT
116 General Terms and Conditions provide protection at a global level; national
117 teams could develop similar protection at national level if felt appropriate.
118 – **Personal Confidentiality Statement:** To be signed by all EHSIT and all
119 those who intend to access the EHSAT database.
120 EASA has set up a process of **password-based authorisation** for accessing the
121 EHSAT database.

122 **Dismantlement**

123 The EHSIT ST-Ops & SMS will be dismantled when its work program is completed,
124 or if so decided by the EHSIT.

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