

Pre-Visit Briefing on Safety Culture and Program

Introduction: The **Pre-Visit Briefing on Safety Culture and Program** is required for Aviation units that have flight, maintenance, avionics, and other aviation laboratories utilized to support the programs for which the institution is seeking AABI accreditation/reaffirmation. The AABI Visiting Team chair will arrange the **Pre-Visit Briefing on Safety Culture and Program** at a date and time mutually agreed upon by the institutional POC, the AABI Visiting Team chair, the AABI president, and the AABI vice president of accreditation. The **Pre-Visit Briefing on Safety Culture and Program** is part of the official AABI visit. It is the Visiting Team chair's responsibility to conduct the meeting, to invite other members of the Visiting Team if desired, and to report the information collected in Section IX (Aviation Safety Culture and Program) of the Visiting Team Report (AABI Form 209).

Timeframe: The AABI Visiting Team chair will schedule a three-hour block for the **Pre-Visit Briefing on Safety Culture and Program**. Three hours is the maximum time; however, AABI does not expect a three-hour briefing. We expect the **Pre-Visit Briefing on Safety Culture and Program** to be complete and expeditious, taking only as much time as necessary to demonstrate the assessment process.

Attendees from AABI: The Visiting Team chair, members of the Visiting Team assigned by the chair, the AABI president (or representative), and the AABI vice president of accreditation (and/or the associate chair of the Accreditation Committee) will attend.

Attendees from the Institution: The institution's safety administrator (or person having similar title and function), the college/school safety administrator (if applicable), the Aviation unit's safety officer, selected members of the Aviation unit's Safety Committee, the accountable executive, and other persons responsible for the Aviation safety program will attend.

Schedule for the Pre-Visit Briefing on Safety Culture and Program: The institution's Point of Contact (POC) will arrange the schedule and timing for the briefing as follows:

1. Institution Safety Administrator

- Briefly describe the institution's safety PLAN and how it is implemented. The presentation by the institution's safety administrator should clearly demonstrate how the program(s) for which the institution is seeking AABI accreditation/reaffirmation are integrated into the institution's safety plan and processes.

2. The College/School Safety Administrator (if applicable)

- Briefly describe the college/school's safety PLAN and how it is implemented. The presentation by the college/school safety administrator should clearly demonstrate how the program(s) for which the institution is seeking AABI accreditation/reaffirmation are integrated into the college/school's safety plan and processes.

3. The Aviation Unit's Safety Officer, Selected Members of the Aviation Unit's Safety Committee, the Accountable Executive, and other persons responsible for the Aviation Safety Program.

- Discuss the Aviation unit's **Safety Culture** and efforts to continuously improve the safety culture.
- Show how the Aviation safety program is published and provide evidence that students, faculty, and staff are actively involved in the safety program.
- Show how responsible individuals in the Aviation unit work with the college/school safety program (if applicable) and with the institution's overall safety program.

- Regarding the SMS component, Safety Policy:
 - 1) For the accountable executive, show evidence that management is committed to safety; show how the accountable executive is involved in the aviation safety program; and **show examples of communication** to students, faculty and staff concerning the institution's safety policy.
 - 2) Show and discuss a **diagram of key safety personnel** and their responsibilities in the aviation safety program.
 - 3) Explain the emergency response plans and show EVIDENCE of any practice or utilization of these plans.
- Regarding the SMS component, Safety Risk Management:
 - 1) Show the **hazard identification and safety reporting process**. Show evidence that hazard identification and safety reporting are being promoted and utilized.
 - 2) Show methods used by the Aviation unit for risk assessment & mitigation.
- Regarding the SMS component, Safety Assurance:
 - 1) Show how the **safety officer/committee monitors** the hazard identification and safety reporting process. Show EVIDENCE that reports are analyzed, and feedback is given to the reporter and (if applicable) to other personnel.
 - 2) Show how the safety officer/committee can influence **change**. Show evidence that the safety program promotes CONTINUOUS IMPROVEMENT of the safety culture.
- Regarding the SMS component, Safety Promotion:
 - 1) Show EVIDENCE of safety training & education.
 - 2) Show EVIDENCE that safety communication is an integral part of the Aviation unit's standard operating procedures.

4. The Person Responsible for Assessment of the Safety Culture and Program. (NOTE: This section may repeat the assessment of the Safety Culture and Program reviewed and discussed during the Pre-Visit Briefing on Assessment.)

- For the safety culture and program, show the measurable GOAL(S) (with timelines, metrics, and responsibilities). **Select one goal**. For that goal, show the EVIDENCE collected; show how that evidence was ANALYZED; and show the resulting PLANS FOR CONTINUOUS IMPROVEMENT.