

# **HISTORIC FLIGHT FOUNDATION**

## **SAFETY MANAGEMENT SYSTEM MANUAL**

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## Revision Table

## **Introduction and Purpose**

The Historic Flight Foundation, HFF, Safety Management System Manual, SMSM, has been prepared in accordance with Federal Aviation Regulations. The policies and procedures contained in the SMSM supplement regulations and are considered essential to good operational practices and safety. If there is a question regarding applicability, the Federal Aviation Regulations shall prevail.

The purpose of this SMSM is to insure that HFF flight operations, including LHFE operations, are conducted with the highest degree of safety. This SMSM is used by all HFF personnel in applying the various safety system and risk management tools in support of flight operations, including LHFE operations.

In addition to the SMSM the General Operations Manual, General Maintenance Manual, and, Pilot Qualification and Training Manual Parts I and II, are used by HFF personnel in support of flight operations, including LHFE operations. HFF personnel are required to receive training in the SMSM and these other manuals and be familiar with the policies and procedures contained therein.

Questions regarding the SMSM should be directed to the Director of Operations or the Director of Safety and Compliance.

This manual provides a safety management system that satisfies the requirements of the Living History Flight Experience, (LHFE), exemption for aircraft that are operated under the FAA LHFE policy.

## **Section 1: General**

### **Section 1.1 Overview of Safety Management System**

The Historic Flight Foundation Safety Management System is built on four fundamental areas:

**Policy:** Historic Flight Foundation's policy is that everyone in our organization "owns" individual and collective responsibility for safety. Our organization understands there is inherent risk in the conduct of flight operations, including LHFE operations, and thus it is everyone's responsibility to mitigate those risks.

**Risk Management:** Historic Flight Foundation has established methods of hazard identification and risk mitigation.

**Assurance:** Every member of Historic Flight Foundation is encouraged to report hazards or risks that they encounter or believe may exist. HFF periodically audits our operations to assess performance and identify areas of improvement.

**Promotion:** Historic Flight Foundation personnel "walk the safety talk" through the conduct of our flight operations---from initial and recurrent safety with an emphasis on SMS training to standardized procedures and CRM within the aircraft cockpit.

### **1.2 Manual Distribution and Revision**

The Director of Safety and Compliance is responsible for the HFF Company Master Safety Management System Manual.

A copy of the current Safety Management System Manual, SMSM shall be provided to each HFF management member as well as any individual supporting flight operations. The Director of Safety and Compliance shall keep a record of each person receiving a SMSM, the date of distribution, and the revision level.

The Director of Safety and Compliance is responsible for submitting proposed revisions to Director of Operations for approval, and once approved the Seattle FSDO for FAA approval, incorporating the FAA approved revision into the Master SMSM, and distributing the revisions to HFF personnel. HFF personnel shall promptly update their SMSM with the latest revision.

### **1.3 Training**

General safety training as well as specific training on safety policies, procedures, and the SMSM shall be included in initial and recurrent standardization training required of any HFF personnel supporting flight operations, including LHFE operations. The Director of Safety and Compliance shall either conduct the safety and SMSM training or coordinate the required training and contents with the individual conducting the specific initial or recurrent training (e.g. ground marshal training, pilot training, maintenance training, etc.).

## **Section 2: Safety Policy**

Historic Flight Foundation recognizes that an effective Safety Management System, SMS, is a vital component for safe flight operations, including LHFE operations. Historic Flight Foundation is committed to implementing and maintaining a robust and functional SMS.

Historic Flight Foundation annually will establish specific safety-related objectives and will publish and distribute to all employees and volunteers those objectives and plans.

- These safety objectives will be monitored, measured, and tracked to ensure overall safety objectives are met. All employees and volunteers have the responsibility to perform their duties and activities in the safest practical manner.
- Historic Flight Foundation is committed to providing the necessary financial, personnel, and other resources to establish and maintain a fully functional SMS.
- Historic Flight Foundation is dedicated to establishing a reporting system to report all hazards, accidents, incidents, and safety issues without fear of reprisal.
- Activities involving intentional disregard for FAA regulations, company policies and procedures, illegal activities, and/or drugs or alcohol will be subject to disciplinary action.
- Historic Flight Foundation will convey the Historic Flight Foundation SMS and objectives to all employees and volunteers through initial and recurrent training, personnel meetings, electronic communications, and any other means to ensure all employees and volunteers are operating within the SMS when performing their duties.
- This safety policy will be periodically reviewed by Historic Flight Foundation management to ensure it remains relevant and appropriate to our operations.

## **Section 3: Risk Management**

### **3.1 General**

HFF flight operations, including LHFE operations, have inherent risks that scale from minor (negligible impact to safety of operations) to severe (potential for loss of life during flight operations). The objective of the Risk Management element of the SMS is to proactively identify risks, identify the severity of a risk, and then mitigate or control that risk to an acceptable level.

### **3.2 Annual Review**

Prior to the initiation of the season's flight activities each area of HFF, the Chairman of HFF, Director of Operations, Visitor Services, Ramp Operations, Director of Maintenance, Chief Pilot, and Director of Safety and Compliance, shall meet as a group to discuss and review the SMS. These individuals also serve as SMS leaders within their functional area. A formal element of the discussion will be to review and if appropriate, revise the safety objectives. The group will also review and discuss any revisions to the SMSM. The group will identify any risks for the upcoming season, grade their severity, and develop a mitigation plan to manage safety of flight operation risks, including risks in LHFE operations.

Following the preseason functional SMS meetings the SMS leaders from each function shall meet with personnel within their function to review the safety objectives, SMS, and identified risks with mitigation in each of their areas for further review and discussion.

Any changes in safety objectives, SMS and risk identification/mitigation will be incorporated in initial and recurrent training.

### **3.3 Risk Identification Reporting**

Despite efforts to proactively identify and mitigate risk there is always the potential for a significant risk to develop or safety event to occur. Employees, volunteers, or passengers may experience or identify a risk. The culture and operation of HFF is to encourage rapid reporting of these events or risks such that the risk or event may be mitigated.

Should an HFF employee or volunteer identify a potential risk or event that employee or volunteer is encouraged to immediately bring it to the attention of an SMS leader or to promptly report it to the Director of Operations or Director of Safety and Compliance via the Historic Flight Foundation Safety Risk Management Reporting Form (Section 6.1). The culture and policy of HFF is that there is no reprisal for an employee or volunteer reporting a safety risk. In the situation where a passenger identifies a risk or event to an HFF employee or volunteer that employee or volunteer shall immediately report the risk or event to the Director of Operations or Director of Safety and Compliance.

HFF has developed a Suggested Improvement Form (Section 6.2) through which HFF personnel may contribute non-flight safety related ideas that improve our operation.

### **3.4 Mitigation of Identified Risks**

Once reported the Director of Operations and the Director of Safety and Compliance will promptly evaluate the report to assess the risk and rate the severity of the risk. The Director of Safety and Compliance shall record the identified risk on the Safety Risk Identification Log (Section 6.3).

Risks identified as “Red/Warning” must be mitigated prior to continuing flight operations. If the risk applies to all flight operations then all flight operations shall be suspended until the risk is mitigated. If the risk applies to a specific aircraft then flight operations in that aircraft shall be suspended until the risk is mitigated. The procedures for grounding an aircraft contained in the General Maintenance Manual, *Section 1.6 Aircraft Removal from Service*, shall be followed.

Risks that are rated as “Yellow/Caution” do not require discontinuing flight operations but the identified risk should be mitigated as soon as possible. On a quarterly basis the Director of Safety and Compliance shall review the Safety Risk Identification Log to insure that previously reported risks have been cleared.

The appropriate HFF personnel will be notified on strategies and changes in procedures to mitigate the identified risk. Changes in procedure will be documented and distributed to appropriate personnel. If necessary, training in the change of procedure will be provided to the appropriate personnel. Initial and recurrent training material will be revised as necessary. Manual revisions will be made and distributed as necessary.

Once the identified risk is satisfactorily mitigated the Director of Operations or Director of Safety and Compliance will complete the Corrective Action block of the Safety Risk Reporting Form and complete the “cleared” section on the Safety Risk Identification Log.

### **3.5 Standardized Risk Mitigation Practices**

HFF personnel are standardized to utilize a number of risk mitigation tools and practices such as:

- The I'M SAFE checklist
  - I      Illness
  - M      Medication
  - S      Stress
  - A      Alcohol
  - F      Food
  - E      Environment

This checklist allows the individual to self evaluate fitness to act as a pilot, ground crew member, maintenance technician, or any other key HFF individual supporting flight operations, including LHFE operations.

- Each HFF aircraft has an Aircraft Checklist, approved by the Director of Operations and Chief Pilot, that is used by ground and flight personnel for the preflight, normal and emergency operations, and shutdown/securing of the aircraft.
- HFF maintains standard operating procedures, SOPs, for the flight profiles of aircraft, including LHFE aircraft, as well as Crew Resource Management for crewed aircraft, and SRM, single pilot resource management for single pilot operation.
- HFF flight and maintenance personnel routinely mitigate risk through inspection and monitoring aircraft, including LHFE aircraft, for discrepancies. These inspections range from pre-flight inspections to aircraft system monitoring, to inspections under the aircraft's Approved Aircraft Inspection Program. Discrepancies that are noted are reported through the HFF Aircraft Discrepancy Form and tracked through the Aircraft Deferred Maintenance Log.

## **Section 4: Assurance**

HFF strives to maintain and promote a safety culture where the safety of passengers, crew, employees, volunteers, and overall LHFE flight operations are first and foremost.

Every new employee and volunteer receives safety training including the SMS and SMSM. Annual recurrent training reinforces safety practices and SMS policies and procedures. Additionally, every employee and volunteer is encouraged to report significant safety risks and events that they identify and/or witness such that these risks or events may be mitigated or “learned from”. Every HFF employee and volunteer is required to “own” responsibility for ongoing quality assurance of the LHFE operation.

Periodically, the Director of Safety and Compliance shall audit flight operations, including LHFE operations, maintenance, and training and shall report any deviations in procedures or documentation to the Director of Operations as well as to the Chief Pilot, Manager of Visitor Services, and Director of Maintenance, as applicable.

## **Section 5: Promotion**

The training of every new employee or volunteer includes the HFF SMS as well as that individual's role within the SMS. Thereafter annual recurrent training shall include ongoing training on the HFF SMS including any changes or revisions to the SMS or SMSM.

During each monthly HFF Volunteer Meeting an element of SMS will be highlighted.

Recurrent pilot, ramp safety, Visitor Services, and maintenance training shall include an open discussion of the HFF SMS.

HFF may also use electronic means such as email or website postings to disseminate SMS material to employees and volunteers.

## Section 6: Forms

### Section 6.1

#### HISTORIC FLIGHT FOUNDATION SAFETY RISK REPORTING FORM

NAME (OPTIONAL):	DATE:	
DESCRIPTION OF SAFETY RISK:	PERCEIVED RISK LEVEL (PLACE "X" IN BOX)	WARNING INJURY/AIRCRAFT DAMAGE LIKELY
	CAUTION POSSIBLE INJURY/AIRCRAFT DAMAGE	
CORRECTIVE ACTION TAKEN:	DATE:	NAME:

### Section 6.2

#### HISTORIC FLIGHT FOUNDATION IMPROVEMENT SUGGESTION FORM

NAME (OPTIONAL):	DATE:			
DESCRIPTION OF SUGGESTED IMPROVEMENT:				
ACTION TAKEN:	YES	NO	DATE:	NAME:
DESCRIPTION:				

## Section 6.3

# HISTORIC FLIGHT FOUNDATION

## SAFETY RISK LOG

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