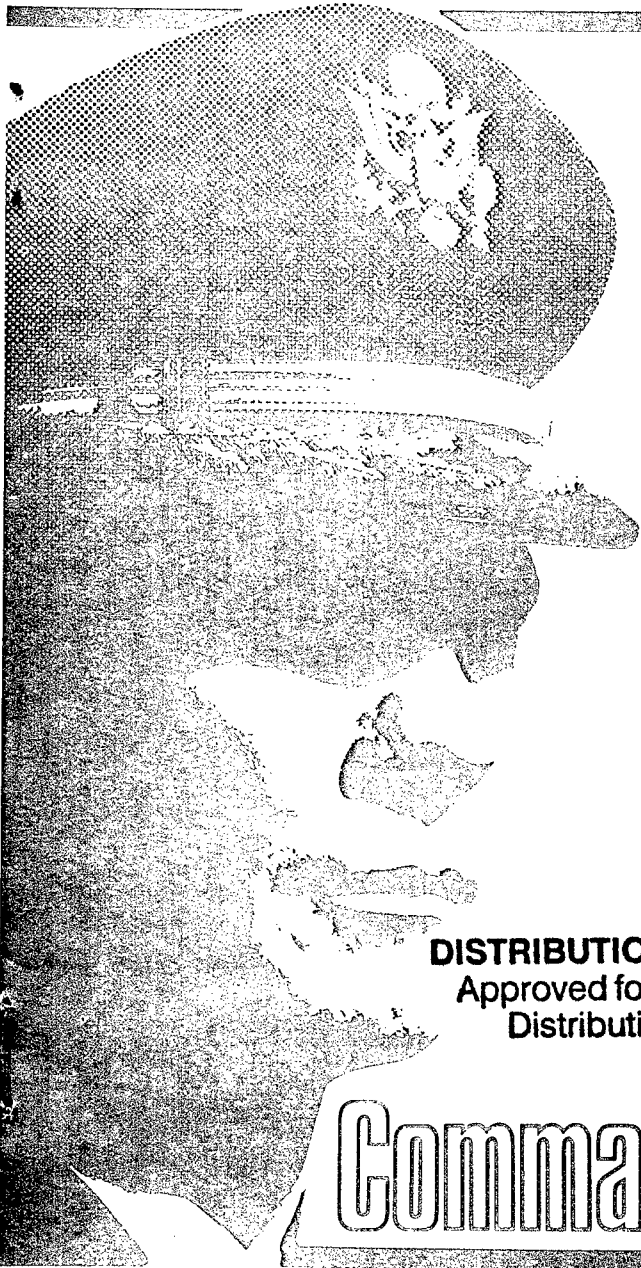


Prepared by U.S. Army Safety Center Fort Rucker, AL 36362-5363



U.S. ARMY SAFETY CENTER

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# Commanders'

## Aviation Mishap Prevention Plan

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## **Foreword**

This pamphlet was developed to assist the commander in formulating a unit aviation accident prevention plan. AR 385-95 requires that each commander, from major command through company or detachment level, have a separate document, directive in nature, that describes how the aviation accident prevention function will be implemented.

This pamphlet is in two sections. Section I describes integral areas that should be incorporated in the aviation accident prevention plan and describes the role of key personnel involved in unit level accident prevention. Section II is a sample company level aviation accident prevention plan. The sample plan may be altered to insure that it is compatible with the organization's level, mission, and functions.

Users of this publication are encouraged to submit recommended changes and comments to improve the publication. Comments should be forwarded to Commander, USASC, ATTN: CSSC-PD, Fort Rucker, AL 36362-5363.

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## **SECTION I**

### **The Commander.**

Mishap prevention is a personal responsibility of the commander. This responsibility is clearly established in AR 385-95, AR 385-10, and DA PAM 385-95. For this purpose, IAW AR 385-10, commanders are advised to adopt the philosophy of system safety and to assure its principles are effectively employed. No commander can devote all of his time to personally planning and implementing an aviation mishap prevention program. He is, therefore, empowered by AR 385-95 to delegate certain authority to his staff and supervisory personnel within his command.

To achieve an effective aviation mishap prevention program and proper utilization of unit personnel, it is necessary that commanders should make the aviation safety officer position a full-time duty. The aviation safety officer will be directly responsible to the commander for all matters pertaining to aviation mishap prevention. One method of implementing this commander/aviation safety officer relationship is to place the safety officer in the headquarters where he will work directly for the commander. This will facilitate the direct access policy which is so essential to any unit/command safety program.

Although the commander depends on his safety officer to identify mishap potentials and administer the mishap prevention program, he can never delegate his command responsibilities for the prevention of mishaps. A commander's leadership and philosophy are decisive factors in assuring safe operations. He sets the limits within which safety personnel must operate. When he takes positive action to support the safety officer, eliminate hazards, and enforce discipline, an effective safety program will result. DA Pamphlet 385-1 outlines basic steps each commander will take in organizing his safety program. These are:

- a. Establish and implement his written policy.
- b. Integrate safety factors into all operations and activities.
- c. Provide recommended changes for engineering revisions to eliminate unsafe design, hazardous layout, or inadequate maintenance.
- d. Provide for and require the education and training of personnel in safe habits, practices, and skills.
- e. Create and require remedial training programs for personnel involved in mishaps.
- f. Include unsafe acts and unsafe conditions for special attention during all inspections.
- g. Enforce the safety policy and those rules and regulations specifically designed to prevent mishaps.

- h. Insure that the foreign object damage prevention program is in effect and personnel are using the guidelines in the SOP. Additional command responsibilities and guidelines are specified in AR 385-95, AR 385-10 and DA PAM 385-1.

### **Operational System Safety.**

System safety is the optimum degree of safety within the constraints of operational effectiveness, time, and cost. Through systematic application of safety management principles, hazards are identified and risks are minimized in the accomplishment of mission tasks. The aviation safety program is the development of a systematic approach to insure that:

- Safety consistent with mission requirements is designed into mission tasks in a timely manner.
- Hazards associated with each task are identified, evaluated, and eliminated or controlled to an acceptable level.
- Historical safety data generated through the use of accepted tasks are collected and used in the evaluation of these tasks and in the development of new tasks.
- Minimum risk is involved in the use of new equipment, implementation of new programs and procedures, and in the conduct of field problems and tactical exercises.
- Modifications made to ongoing programs or tactical exercises do not degrade the inherent safety of these activities.
- Contingency plans are subject to equally stringent analysis, evaluation, and management.

### **The Aviation Safety Officer (ASO).**

The position of an ASO should be a full-time duty. He should be appointed by, and report directly to, the unit commander.

The ASO should be selected based on education, experience, and ability. He should be on flight status, be current in assigned aircraft, and be a graduate of the U.S. Army Aviation Safety Officers' Course conducted by the U.S. Army Safety Center (USASC) at Fort Rucker, Alabama.

A complete list of the unit safety officer's duties and responsibilities is found in AR 385-95. The ASO will:

- Perform procedure analysis as a primary duty. He will review procedures personnel follow, the equipment that must be operated, and the environment in which personnel and equipment must operate in the accomplishment of mission tasks. Such reviews involve the determination of required tasks and sequence, exposure to hazard, criticality of each task and procedural steps involved, equipment characteristics, mental and physical demands, and the

qualification of personnel available for these tasks.

- Maintain close liaison with the commander, aviation officer, or command safety director on all matters pertaining to the aircraft mishap prevention effort (AR 385-95).
- Observe flight and ground operations to detect and correct unsafe practices.
- Advise and assist aircraft mishap investigation boards.
- Review aircraft mishap reports and recommend corrective action.
- Establish, maintain, and rehearse a current preaccident plan.
- Inspect communication equipment, navigational aids, and other electronic aids to aircraft operation to insure operational condition.
- Inspect physical condition of airfields for hazards, recommend improvements, and post all known hazards.
- Maintain organizational aircraft mishap and incident records and statistics.
- Review aviator flight records and unit training program to insure that training is directed toward known deficiencies.
- Fly with crews to determine standardization and operational readiness.
- Advise standardization instructor pilots as to the safety aspects and impact of following standard procedures and techniques.
- Monitor techniques and proficiency of aircrews in handling weapons, ammunition, and POL.

### **The Aviation Safety NCO (ASNCO).**

The unit ASNCO will be appointed by the commander and will report directly to the unit ASO.

The ASNCO should be selected based on education, experience, and ability. The ASNCO should be a graduate of the Army Aviation Mishap Prevention Course for NCOs conducted by USASC. Additionally, the ASNCO must possess a 71P, CMF 67 series, or a 68K MOS to be eligible for the safety ASI.

As outlined in AR 385-95, the primary duty of the ASNCO is to assist, advise, and provide recommendations to the ASO on aviation mishap prevention matters. The ASNCO will:

- Maintain liaison with the command sergeant major, first sergeants, and other enlisted personnel on all aviation safety matters.
- Observe aircraft support activities and report unsafe practices or procedures.

- Maintain liaison between the enlisted safety council and the unit safety council.
- Take part in unit safety surveys and inspections.

### **The Aviation Safety Council.**

The purpose of an aviation safety council is to promote mishap prevention from the command level. Each unit having organic aircraft will establish an aviation safety council as required by AR 385-95. This council will meet at a minimum once each quarter. Minutes of these meetings should be submitted to the ASO of the next higher command.

Members of the unit council will include, but are not limited to:

- Unit commander
- Unit aviation safety officer
- Operations officer
- Maintenance officer
- Unit IP/SIP
- Platoon leaders
- First sergeant
- Flight surgeon
- Aviation safety NCO

It is recommended that a representative of the enlisted aviation safety council attend this council's meetings to insure that there is an effective flow of information. (In the case of an airfield command, include the standardization officer, fire marshal, maintenance supervisor, and representatives from the airfield alert and transit section, air traffic control, etc.)

The general duties of an aviation safety council are to:

- Promote mishap prevention at unit and higher levels through the exchange of ideas, discussions, and reports of flight hazards or deficiencies noted. Resolve all problems by command action. Problems that cannot be resolved at the level discovered will be passed to the next higher command for corrective action.
- Monitor and review the aircraft mishap prevention program (AR 385-95).

### **The Enlisted Aviation Safety Council.**

An enlisted aviation safety council should be formed to integrate all members of the unit into the aircraft mishap prevention program, and to capitalize on the great amount of experience found among the enlisted ranks. The council is authorized by AR 385-95.

Although the council will be composed of experienced and qualified unit noncommissioned officers, it is imperative that enlisted personnel (grades E5 and below) be actively involved. Enlisted maintenance specialists, mechanics, crewmembers, etc., represent an informational resource and can make valuable

contributions to the unit's program. As a minimum, membership of the council should consist of:

- First sergeant
- Operations sergeant
- Aviation safety NCO
- Platoon sergeants
- Maintenance sergeant
- Other persons specifically requested by the president of the council may be included.

The council will meet at least quarterly to discuss elements of the mishap prevention program. It will undertake to correct all discrepancies noted. Discrepancies which cannot be corrected will be forwarded through the ASO to the unit commander for appropriate action. Minutes of these meetings will be maintained and forwarded to the unit commander through the unit ASO.

#### **Aviation Safety Meetings.**

Aviation safety meetings will be held at least once a month for all aviation personnel. The unit ASO will establish the times and places and will be responsible for the agenda and for conducting the meetings. The meetings should be held in an informal atmosphere.

Meetings should include open discussions and must be conducted in an interesting and constructive manner using guest speakers, films, aircraft mishap reviews, etc. The subject of each meeting should be provocative and timely, lend itself to differences of opinion significant to the mishap prevention program effort, and be concerned with current safety problems of the unit. Whenever possible, unit members should be asked to actively participate in the actual presentation.

#### **Monthly Mishap Prevention Themes.**

The monthly aircraft mishap prevention theme is a means for scheduling pertinent and timely subjects for development and discussion. Themes based on cause factors in recent mishaps are recommended. The theme selected should be stressed during that month and should be discussed, publicized, and posted on aviation bulletin boards. The themes listed below may be supplemented with subjects based on narratives of mishaps included in the USASC semiannual publication, "Army Aviation Mishap Facts," and other Safety Center publications. Examples of appropriate themes are:

- Terrain flight crew coordination
- Terrain flight night operations
- Habit interference-transition from UH-1 to OH-58

- Inattention, in-flight management procedures, copilot duties
- PIC duties

### **Aviation Mishap Prevention Bulletin Board.**

Aviation mishap prevention bulletin boards should be established in all aviation units. Bulletin boards will be located in areas where flight crews and mechanics will see them every day. Information placed on these boards will be current, interesting, beneficial to aviation personnel, directly related to aviation safety and aircraft mishap prevention, and will be neatly displayed.

Whenever possible, two bulletin boards will be used, one in or near the flight operations office for aviators, and the other in the maintenance area for mechanics. Information posted in the effort to prevent mishaps is limited only by the ingenuity and initiative of the person maintaining the bulletin board.

A safety poster is one of the best methods for relaying short safety messages to personnel. A prominently displayed poster has a greater and longer lasting impact than a written message. Posters should be replaced often, but should be retained for future use. If a poster emphasizing a specific idea cannot be obtained, one should be constructed.

### **The Flight Surgeon and the Aviation Medicine Program.**

AR 385-95 outlines the Army aviation medicine program. Its objectives are to promote aviation safety and prevent illness and injury of Army aviators and aviation support personnel. Specific aims are to promote the health and safety of aviation personnel through appropriate preventive medicine practices; assure a safe, toxic-free environment for aviation personnel; and evaluate personal equipment and the man/machine interface for toxic and hazardous conditions.

Unit commanders and commanders of medical activities authorized a flight surgeon (PS161N9A, 61N9B, 61N9C, 61N9D) will insure adequate time and support are available for flight surgeons to accomplish the program objectives. The Surgeon General will initiate policies, prepare directives, and provide technical advice as required to assist in program fulfillment. Flight surgeons will establish an aviation medicine program tailored to specific needs of supported aviation populations.

The Army aviation medicine program includes but is not limited to periodic and special flight physical examinations; routine aviation personnel medical care and, whenever possible, dependents of such personnel; a general preventive medicine program

for all aviation personnel; active support of the aviation safety program through presentations at safety meetings and participation in mishap investigations (AR 40-21); medical representation on flying evaluation boards; hospital and installation aeromedical activities supervision or coordination as appropriate; and supervision of issue, fitting, and use of personal life support and safety equipment. The flight surgeon should also assist in developing flight limits and crew rest standards and in completing human factor mishap reports.

#### **Aviation Life Support Equipment.**

Aviation life support equipment (ALSE) is authorized (CTA 50-900) and required (AR 95-1) for issue to flight crewmembers. The responsibility for accountability, inspection and maintenance of this equipment will be delegated by the commander to the ALSE officer and NCO.

ALSE personnel should be familiar with Aviation Life Support Equipment for Army Aircrews (FM 1-302). They should be experienced and knowledgeable in the concepts of Army aviation and aware of the need for ALSE. ALSE school attendance is necessary to discharge these duties.

ALSE personnel have many duties and responsibilities. They include:

- Issue and accountability of the correct life support equipment to suit the mission, aircraft, and environment of the unit.
- Periodic inspections of ALSE to insure the equipment is maintained to insure maximum service life to each component.
- Ordering and stocking of parts and medical supplies to repair or replace unserviceable, suspended, or dated components.
- A continuing education program to insure that all personnel who are transported on unit aircraft are familiar with the use and capabilities of ALSE.
- Insuring all unit members are trained and current in survival techniques and wilderness first aid for the unit's area of operation.

#### **Aircraft Mishap Prevention Survey.**

The primary purpose of an aircraft mishap prevention survey is to inform the unit commander of the effectiveness of his mishap prevention program. If the survey is properly conducted it will provide the unit commander with a vital management tool to identify potential hazards and isolate inadequate policies so that they may be eliminated or corrected.

Each unit ASO will conduct semiannual surveys of his unit. The "Guide to Aviation Resources Management for Aircraft Mishap

Prevention," published by the USASC, is an excellent tool in conducting the survey. In addition to the USASC guide, a local supplement should be developed to cover peculiarities of individual units. Discrepancies will be corrected on the spot or corrective action should be taken as soon as possible. Records of the surveys will be included in the unit safety file.

Additionally, the unit ASO will systematically spot check his unit on a regular basis. One approach would be to select one section from the "Guide to Aviation Resources Management for Aircraft Mishap Prevention," and conduct an informal survey monthly.

#### **Operational Hazard Report (DA Form 2696).**

Reporting operational hazards is a vital means of reducing mishaps. Unfortunately, many hazards which increase unit aircraft mishap exposure are unreported due to complacency of both aviators and supervisors. The operational hazard report (OHR) is one of the avenues available to individuals for making such reports.

OHRs will be submitted to the ASO or airfield operations officer and will be thoroughly investigated by the ASO. Appropriate recommendations will be submitted to the commander. When corrective action cannot be taken at unit level, the report will be forwarded through channels to the command level at which corrective action can be taken.

Detailed instructions on the OHR are in AR 385-95. OHR forms will be conspicuously placed for the use of all personnel. They may be anonymously submitted.

#### **Quality Deficiency Report/Equipment Improvement Recommendation System.**

The purpose of submission of quality deficiency reports (QDR) and equipment improvement recommendations (EIR) is to initiate early and effective corrective action. TM 38-750 provides guidance for submitting QDR/EIR. SF 368 is the authorized means for users of Army materiel to report equipment failures, to suggest improvements in Army materiel, or to report unsatisfactory new equipment. To insure expeditious handling of equipment improvement recommendations, priorities for submission are:

**Category I report:** A deficiency which will, or may, affect life or limb of personnel or impair the combat capabilities of the using organization or individual. Deficiencies that affect operational capability to the extent that mission accomplishment is jeopardized fall within this definition.

**Category II report:** A deficiency which does not meet the criteria set forth in Category I.

Conditions for submission of QDRs/EIRs include but are not limited to:

- A condition or materiel fault constituting a hazard to personnel, equipment, or mission.
- Design which affects proper durability or operational characteristics.
- Conditions resulting from substandard workmanship during manufacture, modification, repair, or overhaul.
- Component or equipment deterioration due to climatic conditions.
- Errors arising from inadequate data in technical publications which may cause a hazard or constitute a safety-of-flight condition.

### **Teardown Analysis Program.**

The teardown analysis program is an important part of an effective aircraft mishap prevention program. Too frequently, however, this program is limited to aircraft parts suspected of contributing only to aircraft mishaps. Unit maintenance officers often fail to submit components or parts which are suspected of contributing to forced or precautionary landings for teardown analysis.

It is imperative that units submit parts involved in Class D and E mishaps for teardown analysis. An active analytical program can identify materiel failures and component design faults which might cause a Class A, B, or C mishap. Once the problem has been analyzed, corrective action can be taken. A lack of unit participation will have a damaging effect on the overall aircraft mishap prevention program of the Army.

AR 385-95 outlines the procedures involved in selecting and submitting aircraft components and parts for teardown analysis.

### **Army Oil Analysis Program.**

The Army oil analysis program is a coordinated Army-wide effort to detect impending equipment component failures through analytical evaluation of oil samples. The policy, objectives, and responsibilities for conducting the program are outlined in AR 750-43. Complete information and instructions on use of the program are found in TB 43-0106.

The Army oil analysis program is applicable to commands, units, installations, and activities which operate or support Army aircraft. All oil lubricated systems of the aircraft are monitored. Participation in the program is mandatory.

The Army oil analysis program has proved to be one of the most valuable tools a commander has in preventing aircraft mishaps

caused by the mechanical failure of aircraft components.

### **Collateral Investigations.**

The collateral investigation of an Army accident has objectives that are clearly distinct from those of the technical investigation. The technical investigation is conducted solely for and may only be used for aviation mishap and ground accident prevention purposes.

The collateral investigation is conducted to compile information that can be used for any purpose. Specifically, the collateral investigation:

- Provides witness statements and factual information, as well as findings and recommendations, which are available to parties within and outside the Department of the Army.
- Determines responsibility which provides a basis for administrative or judicial proceedings pertaining to disciplinary, punitive, or compensatory actions.
- Establishes eligibility for death gratuities.
- Assists in line-of-duty determinations.

The commander of an activity incurring an Army mishap or accident is responsible for initiating actions for a collateral investigation IAW paragraphs 1-7 and 5-8, AR 385-40. As a minimum, Army activities will conduct a collateral investigation when a ground accident or aircraft mishap results in one or more of the following:

- Fatality
- Probable litigation against the government or government contractor when Army interests or possible liability may be involved.
- Suspected negligence or violation of safety standards or procedures. For example; an aviator attempts to start a helicopter with the main rotor blade tied to the tailboom; the rotor turns and causes damage to the tailboom. Since this is clearly a violation of written procedures (-10 operator's manual, -10 CL, and AR 95-1), the commander is required to initiate actions for a collateral investigation.

The procedures to be followed in conducting a collateral investigation are set forth in AR 385-95 and AR 15-6. Additionally, these regulations provide specific guidance on board composition, report format, and content of the report.

### **Safety Literature.**

Each aviation unit will maintain a reading file of all available aviation safety literature. This file will include aircraft operators' manuals and training circulars for qualification, training, and

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standardization applicable to each type of aircraft assigned. This material will be available in unit operations or in areas frequented by aviation personnel.

The U.S. Army Aviation Digest, PS Magazine, and the Preventive Maintenance Monthly are obtained by submitting DA Form 12-5 in accordance with instructions on the back of the form (reference AR 310-2). Army National Guard units which are not on TAG pinpoint distribution should submit requests to their State adjutant general.

USASC aviation safety posters may be obtained by submitting requests to the Commander, USASC, ATTN: CSSC-M, Fort Rucker, AL 36362-5363.

## **SECTION II**

### **SUBJECT: Aviation Accident Prevention Program**

#### **1. Purpose:**

This accident prevention plan formally establishes the safety program within this unit. It will outline personnel responsibilities, provide implementation instructions, goals, and methods this command will use to monitor the success of the safety program. This prevention plan will aid each section in the accomplishment of this unit's missions without accidental loss of personnel or equipment. Subordinate leaders in this unit will not waive any safety requirements set by Army regulations, higher headquarters, or this accident prevention plan, except when the need arises due to an actual emergency or combat situation. Should a deviation of an established safety procedure or directive occur because of an actual emergency or combat situation, the individuals involved will furnish me with a complete report of the incident as soon as possible after the event.

#### **2. Applicability:**

This accident prevention plan applies to all personnel and resources assigned or attached to this command. A copy of this plan will be maintained in each section/office area within this command.

#### **3. General: (Philosophy)**

a. Accident prevention in Army aviation is based upon the philosophy that all accidents can be prevented and that accident prevention is an inherent function of leadership. Designating aircraft accident prevention as a leadership function does not release any individual concerned with the maintenance and operation of aircraft from the responsibility of striving for the greatest possible degree of safety. The commander, aviator, crewmember and mechanic must be so aware of accident prevention principles that safety awareness becomes an integral part of everyday thinking.

b. The safe accomplishment of the overall mission is the main thrust of the program. It is recognized that a successful accident prevention program is a by-product of command supervision. Effective command supervision includes attention to proper procedures in sufficient detail to preclude the occurrence of accidents. Nothing in the planning stage of a military mission can be left to chance, nor can proper performance on the part of

personnel be assumed. There are few, if any aircraft accidents within the Army today resulting from new or exotic causes. A successful aircraft accident prevention program can be accomplished through proper supervision, training, and job performance.

c. Recent aviation accidents can be linked to individual aviators performing maneuvers beyond their proficiency level and a tendency toward complacency during routine flight operations. Training programs must be realistic, meaningful, and used to identify and expand the capabilities of each individual and this unit. At the same time, training must be conducted in a safety-conscious environment in which all participants think safety, follow prescribed procedures, are alert to potential unsafe acts, and operate within their own and their equipment's capability. Any member of this command who knowingly violates regulations or established safety procedures can anticipate prompt disciplinary actions. If the violation of a regulation or safety procedure results in an accident, a collateral investigation board will be appointed to determine pecuniary liability.

#### **4. Responsibilities:**

In this unit, aircraft accident prevention and reporting is the responsibility of all personnel. Policies, objectives, and standards must be established and clearly defined within all elements to insure an effective aviation accident prevention effort:

**a. The Commander: I have overall responsibility for the aviation accident prevention program.** The fulfillment of this responsibility requires the complete cooperation of all members of this command with the contents of this plan, unit SOPs and specific job related publications, and procedures.

**b. Operations officer/standardization section will:**

(1) Review on a quarterly basis flight records and the unit training program to insure that training is directed toward known deficiencies.

(2) Insure that a positive plan is developed to insure that mission and aircraft assignment are within crew capabilities. Brief me on the mission schedule weekly.

(3) Insure that the pilot's reading file is maintained IAW AR 95-1 and TC 1-134.

(4) Insure that sound flight principles and procedures are followed for all operations regardless of mission urgency.

(5) Insure adequate and timely weather reports are provided to aircrews during field exercises.

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(6) Insure aircraft mission briefings are comprehensive and complete for all missions.

(7) Monitor crew rest and flight limitations of air crewmembers IAW the unit crew rest policy.

(8) Monitor medical status of all assigned aircrew members. Inform the commander immediately of any change in crewmember flight status.

(9) Include the aviation safety officer in the planning stage for all field and training exercises.

(10) Advise the safety officer of training/standardization problems affecting safety of flight.

(11) Provide flight following and filing service during field problems.

(12) Maintain a current hazards map in flight operations.

**c. Aviation Safety Officer(ASO) will:**

(1) Be the commander's functional representative in all matters pertaining to aviation safety.

(2) Observe flight and ground operations to detect and correct unsafe practices.

(3) Review aircraft mishap reports and monitor recommended corrective actions.

(4) Advise and assist aircraft mishap investigation boards.

(5) Semi-annually perform a formal aviation accident prevention survey IAW AR 385-95.

(6) Perform a hazard analysis and risk assessment of aviation accident prevention surveys IAW AR 385-10.

(7) Analyze aviation accident prevention surveys to determine the systems defects that allow operating errors to occur.

(8) Forward copies of aviation accident prevention surveys, risk assessment and hazard analysis, to include systems defects, to the unit safety council for discussion and appropriate action.

(9) Maintain safety files, statistics and literature IAW AR 385-95.

(10) Monitor unit operations planning and training.

(11) Maintain close contact with, advise, and assist responsible personnel in primary functional areas of standardization, operations, supply, maintenance, armament and POL.

(12) Review unit SOPs to insure the implementation of

this plan and compliance by all personnel with proper procedures.

(13) Review training procedures and field exercise plans to identify and eliminate deficiencies prior to the commencement of training exercises.

(14) Perform the duties outlined in AR 385-95.

**d. Aviation safety noncommissioned officer (ASNCO).**

(1) The ASNCO will be appointed on unit orders by commander and will report directly to the unit ASO.

(2) The ASNCO's primary duty is to assist, advise and provide recommendations to the ASO on aviation accident prevention matters. Other ASNCO duties include:

(a) Maintaining liaison with the command sergeant major, first sergeants, and other enlisted personnel on all aviation safety matters.

(b) Observing aircraft support activities and reporting unsafe practices or procedures.

(c) Serving as a member of the enlisted safety council and the unit safety council.

(d) Maintaining liaison between the enlisted safety council and the unit safety council.

(e) Taking part in unit safety surveys and inspections.

**e. Maintenance officer will:**

(1) Conduct a survey of maintenance personnel to insure they receive adequate training.

(2) Insure that proper maintenance is performed on aircraft and ground support equipment.

(3) Advise the ASO of quality deficiency reports (QDR) and DA Forms 2028 impacting on safety.

(4) Report maintenance related mishaps to the ASO.

(5) Conduct monthly hangar/ship inspections and forward one copy of results to the ASO.

(6) React promptly to repair/recover downed aircraft.

**f. Other members of the chain of command, first sergeant, executive officer, platoon leaders, section leaders and soldiers will:**

(1) Correct all known deficiencies.

(2) Report all damage to aircraft and ground support equipment and personnel injuries to the unit ASO immediately.

(3) Insure all soldiers receive continuous, supervised training in job activities.

(4) Report all unsafe conditions to the unit ASO when on-the-spot corrections cannot be made.

(5) Read and comply with this plan and the unit SOP.

### **5. Aviation Safety Council.**

**a. Goal.** The primary purpose of the aviation safety council is to promote aviation safety during formal meetings through the exchange of ideas, discussions, reports of hazards or deficiencies noted and the development of policies and procedures.

**b. Standards.** The council will meet monthly. As a minimum, the following will be members of the council and will be designated on unit orders:

- (1) Commander
- (2) ASO
- (3) Operations officer
- (4) Maintenance officer
- (5) Airfield services officer
- (6) ASNCO

Daily functions of the council members are to represent the commander as a point of contact within their functional areas. Each member will take immediate appropriate action to correct or eliminate all known unsafe acts or procedures observed or reported to them.

**c. Control.** Copies of the council minutes will be posted on the unit safety bulletin boards. Members of this command will report to the safety council on the status of suspended actions as established in the council minutes.

### **6. Enlisted Safety Council.**

**a. Goal.** The primary purpose of the enlisted safety council is to promote aviation safety during formal meetings through the exchange of ideas, discussions, reports of hazards or deficiencies noted, and by recommending changes in policies and procedures.

**b. Standards.** The council will meet monthly prior to the aviation safety council's meeting. The following will be members of the council and will be designated on unit orders.

- (1) First sergeant
- (2) ASNCO
- (3) Maintenance sergeant
- (4) Operations sergeant
- (5) Platoon sergeants
- (6) Quality control chief

Daily functions of the council members are to represent the commander as a point of contact within their functional areas. Each member will take immediate appropriate action to correct or eliminate all known unsafe acts or procedures observed or reported to them.

**c. Control.** Copies of the council minutes will be posted on the unit safety bulletin boards. Members of this command will report to the enlisted council on the status of suspended actions as established in the council minutes.

**7. Aviation safety meetings.**

**a. Goal.** The objective of a safety meeting is to increase the education/awareness of unit members to the hazards associated with aviation operations.

**b. Standards.** Unit safety meeting will be scheduled by the safety officer on a monthly basis. Personnel shown will prepare presentation based on the indicated topic and functional areas involved. Attendance is required for all personnel.

**c. Control.**

(1) Personnel selected to give presentation will prepare a lesson plan on the topic and forward it to the commander for review NLT 30 days prior to the scheduled presentation.

(2) The ASO will maintain an attendance roster.

(3) The ASO will conduct a makeup meeting for those personnel who missed the regularly scheduled meeting.

MONTH	INSTRUCTOR	SUBJECTS
January	Operations officer	Review of SOP weather flying
February	Standardization instructor pilot	Know your aircraft Flight planning
March	Safety officer	Survival training Aviation medicine
April	Attack platoon leader	Ground accidents- range and ammuni- tion safety
May	Scout platoon leader	Terrain and tactical flying Low level navigation
June	Safety officer	Flight violations Hot weather operations

July	Maintenance officer	The preflight inspection FOD prevention
August	Operations officer	Flight ramp safety Wire hazards
September	Standardization instructor pilot	Tactical instrument Flying techniques Flight regulations
October	Attack platoon leader	Winter operational hazards Emergency procedures
November	Scout platoon leader	Flight proficiency Night vision duties
December	Maintenance officer	Weight and balance Maintenance safety

**8. Aviation accident prevention surveys.**

**a. Goal.** The early detection of systems defects and potential hazards that could contribute to an accident.

**b. Standards:**

(1) The ASO will conduct and record a formal aviation accident prevention survey on a semiannual basis.

(2) The ASO will conduct and record a risk assessment (IAW AR 385-10) based on information obtained during the surveys.

(3) Findings will be recorded on DA Form 2404 in four copies. Disposition will be to the commander, the supervisor of the inspected area, and the ASO. One copy will be forwarded to the enlisted safety council.

**c. Control.**

(1) The supervisor will indicate corrective actions in the action column of DA Form 2404 for the operating errors and systems defects and will forward the completed DA Form 2404 to the unit safety officer within 10 days after receipt.

(2) The ASO will brief the commander NLT 15 days on the systems defects and corrective actions taken. Systems defects that cannot be corrected at unit level will be forwarded to the safety council of the next higher headquarters for disposition with a recommended course of corrective action.

(3) The unit safety officer will monitor the status of the

corrective actions and brief the commander weekly on the progress for correction or elimination of hazards.

## **9. Operational report (DA Form 2696) OHR.**

### **a. Goals.**

(1) The goal of the OHR program in this unit is to identify and report all hazards that could result in a mishap.

(2) Each member of the command will be able to submit an OHR for noted hazards and receive a response within 10 days of the submission of the OHR.

### **b. Standards.**

(1) The ASO will conduct a class on the necessity for, and preparation of, an OHR at least once each year. Additionally, all newly assigned personnel will be briefed on this subject by the ASO.

(2) All OHRs will be given immediate attention by this unit's chain of command.

### **c. Control.**

(1) The originator of an OHR will submit the OHR to the ASO for investigation NLT 8 hours after observation of the unsafe act or condition.

(2) The ASO will provide an answer to the originator of an OHR within 10 days.

(3) The ASO will ensure that OHR forms are available in maintenance, flight operations, and break areas.

## **10. Quality deficiency reports/equipment improvement reports (SF Form 368).**

**a. Goal.** The early detection and correction of conditions that exist as a result of below standard workmanship, faulty designs or improper/incorrect operating procedures.

**b. Standards.** QDR/EIR will be submitted on all deficiencies discovered, by the activity making the discovery, using the forms and formats outlined in AR 702-7 and TM 38-750.

**c. Control.** Technical inspector/quality control will:

(1) Check all QDR/EIR submitted for accuracy and completeness.

(2) Periodically review QDR/EIR files to check for the development of trends.

(3) If a trend is detected, insure that it is annotated on the QDR/EIR being submitted and reference previous QDR/EIR numbers.

(4) Determine QDR/EIR priority and need for exhibits.

(5) Dispose of exhibits as directed by TSARCOM.

## **11. Teardown Analysis Program.**

**a. Goals.** Early identification of aircraft or materiel defects that have, or are suspected to have, contributed to an aircraft mishap (Class A thru E). Provide data for product improvement.

**b. Standards.** The ASO maintenance officers or presidents of aircraft accident investigation boards will select those component parts whose premature failure or wear, corrosion, or out of tolerance condition is suspected to have contributed to the aircraft mishap, and submit them to CCAD for TDA.

**c. Control.**

(1) DA PAM 385-95 outlines the procedures for shipping parts to Corpus Christi, Texas, for analysis.

(2) The unit ASO will obtain the shipment control number from the U.S. Army Safety Center (USASC).

(3) The unit maintenance officer will insure the part or parts are packaged in a manner that will preclude any further damage to the part or parts identified for teardown and analysis.

## **12. Oil analysis program (AOAP).**

**a. Goals.**

(1) Enhance aircraft safety of flight by improving the methodology and procedures for detecting impending equipment component failures.

(2) Extend operational readiness of military equipment through the efficient and effective use of oil analysis.

(3) Reduce maintenance costs through preventive maintenance efforts prior to major repair or materiel failure.

**b. Standards.**

(1) All oil lubricated systems of Army aircraft such as engines, transmissions, hydraulic systems, and gearboxes will be monitored by AOAP.

(2) Participation in AOAP is mandatory (TB 43-0106).

**c. Control.**

(1) The maintenance officer will monitor and control the AOAP in this unit.

(2) Samples will be taken and dispatched to the AOAP laboratory by the most expeditious means the day the sample is obtained.

(3) The quality control section will maintain a file on AOAP samples to insure that components are removed/monitored when the laboratory discovers or suspects dangerous wear conditions.

### **13. Wire strike prevention.**

#### **a. Goals.**

(1) To prevent personnel and materiel losses resulting from wire strikes.

(2) To educate members of this command on wire strike prevention.

#### **b. Standards.**

(1) Operations will maintain a current hazard map (Ref. FM 1-300).

(2) All flight crewmembers will update their individual tactical maps from the operations map prior to all flights.

(3) All aviators are responsible for immediately reporting new wire hazards to operations.

#### **c. Control.**

(1) The ASO, in coordination with the operations officer, will insure that a recon of new areas is conducted prior to unit aircraft flying in the new area. The ASO will provide the hazard information to the operations officer.

(2) The ASO will conduct a wire strike avoidance class semiannually.

(3) The ASO will brief all newly assigned aviators on wire hazard avoidance.

### **14. Foreign object damage (FOD) prevention.**

#### **a. Goals.**

(1) To enhance combat readiness by saving materiel, manpower, and money lost through foreign object damage.

(2) To educate members of this command on the prevention measures and control techniques utilized by this command.

#### **b. Standards.**

The unit maintenance officer will:

(1) Maintain a FOD SOP. Use the sample contained in AR 385-95, appendix C. This draft SOP will be forwarded to the commander for approval NLT 20 working days from the date the commander's aviation accident prevention plan is published.

(2) Conduct monthly FOD inspection using the checklist contained in the unit FOD SOP.

(3) Increase the awareness of all aviation personnel on the hazards of FOD.

#### **c. Control.**

(1) The unit FOD office will be appointed on unit orders.

(2) The unit FOD officer will conduct and record inspections on the checklist contained in the FOD SOP.

(3) The unit FOD officer will forward a copy of the FOD inspection to:

- (a) Unit maintenance officer
- (b) Unit safety officer
- (c) Unit commander

(4) The unit maintenance officer will provide the commander with a weekly briefing of the actions taken to eliminate or control FOD hazards.

## **15. Aircraft mishap prevention bulletin boards.**

### **a. Goals.**

(1) Increase the safety awareness of all aviation personnel and enlist their support in the conservation of our most critical resources—the lives of our soldiers.

(2) Increase the number of reports identifying unsafe acts or procedures.

### **b. Standards.**

(1) The accident prevention bulletin boards will be located in the following areas:

- (a) Unit maintenance area
- (b) Flight operations

(2) The accident prevention bulletin boards will be updated weekly by the ASO or the ASNCO.

### **c. Control.**

(1) The ASO is responsible for the bulletin boards and will insure the following items are on permanent display:

- (a) Name of unit safety officer
- (b) Blank copies of DA Form 2696 (OHR)
- (c) Name of unit safety NCO
- (d) Copy of unit and enlisted safety council

minutes

(2) The ASO will develop and forward for command approval his monthly safety themes for the current fiscal year NLT 20 working days from the date the commander's aviation accident prevention plan is published.

## **16. Recommended changes to U.S. Army publications (DA Form 2028).**

### **a. Goals.**

(1) To identify deficiencies noted in U.S. Army publications used by this command.

(2) Identify and submit for approval maintenance procedures that would result in a savings of manhours and materiel without decreasing safety.

**b. Standards.**

(1) A recommended change will be submitted by the individual discovering the deficiency.

(2) All DA Forms 2028 will be submitted through the Quality Control Section. The Quality Control Section will assist in the preparation of DA Forms 2028 and will retain a file copy for followup action.

**c. Control.**

(1) Blank DA Forms 2028 will be placed in the maintenance office, operations, and the break areas.

(2) The quality control section will keep a suspense file and submit followup action NLT 30 days after original submission if a reply has not been received. Once a final action reply has been received, the file copy will be removed from the master file.

(3) The maintenance officer will supervise the unit DA Form 2028 program.

**17. POL operations.**

**a. Goal.** To conduct hazard free POL handling operations during refueling procedures in a tactical and garrison environment.

**b. Standards.** Fuel handling personnel must understand and perform with 100 percent accuracy the proper procedures as outlined in FMs 10-68, 10-69, and 10-71 for the use and disposition of POL products. Aircrewmembers will, with 100 percent accuracy, understand and follow the proper procedures associated with POL products and handling during all aviation operations.

**c. Control.**

(1) An officer whose primary additional duty is that of unit POL officer will be appointed on unit orders.

(2) Unit POL officer will draft and forward to the unit commander for approval a POL SOP, NLT 30 days from publication of this plan. POL officer will review the existing POL SOP and submit recommended revisions to the unit commander within 30 days of his appointment.

(3) Unit POL officer will formulate and forward for approval a training program for unit fuel handlers, established along the guidelines set forth in FM 10-68, 10-69 and 10-71.

(4) Unit POL officer will insure that POL section personnel receive fuel handling, fare and tank vehicle operator training. This training will be accomplished on a monthly basis.

(5) Unit training officer will maintain training attendance rosters and, in coordination with the POL officer, will insure makeup classes are scheduled and conducted for those personnel who were unable to attend the regularly scheduled classes.

(6) POL officers will insure that semiannual POL handling classes for all crewmembers are conducted during the months of March and October. These classes will cover, as a minimum, the following topics:

(a) Climatic conditions and their effects on fuel handling operations.

(b) Bonding and grounding procedures.

(c) Emergency procedures for fuel spills and fire during hot and cold refueling operations.

(d) Proper utilization and disposition of oils and lubricants.

(7) ASO will schedule and monitor semiannual aircrew-members POL handling classes.

### **18. Hearing conservation program.**

**a. Goal.** Unit personnel will not experience noise induced hearing loss as a result of exposure to noise hazards in the workplace.

**b. Standard.** All unit personnel will wear proper hearing protection when required to perform duty in noise hazard areas as defined by applicable publications.

**c. Control.**

(1) The ASO will develop the hearing conservation program for inclusion in the unit SOP within 30 days from the publication of this plan.

(2) The ASO, in conjunction with the post audiologist, will conduct an initial noise hazard survey of all unit work areas within 15 working days from the publication of this plan. Subsequent surveys will be conducted IAW the unit SOP.

(3) The ASO, in conjunction with the flight surgeon and post audiologist, will conduct base line audiograms for all personnel who work in noise hazard areas within 45 days from the publication of this plan.

(4) The ASO will insure that identified noise hazards are redesigned, removed, isolated, or that exposed personnel are provided adequate hearing protective devices and educated in their use.

(5) The ASO will monitor compliance with the hearing conservation program IAW unit SOP and submit a monthly report

to the commander.

### **19. Tactical pre-accident plan.**

**a. Goal.** To minimize loss of life and injury should an accident occur.

**b. Standards.**

(1) The operations officer will develop a pre-accident plan for tactical exercises that will minimize loss of life and/or injuries.

(2) The ASO will rehearse and test the pre-accident plan the first day of each field exercise.

**c. Control.** The unit operations officer will submit the pre-accident plan to the commander for approval. Upon approval of the pre-accident plan, the ASO will monitor it and insure that it is updated as required.

### **20. Fire prevention and reporting.**

**a. Goals.**

(1) To identify and eliminate all known hazards that could contribute to an accidental fire.

(2) Increase the safety awareness of all personnel in fire prevention.

(3) Increase the number of reports on unsafe practices or conditions that could contribute to a fire.

**b. Standards.**

(1) The unit fire marshal will be appointed on unit orders.

(2) The unit fire marshal will give a presentation on fire prevention during the unit safety meeting once each semiannual period.

(3) The unit fire marshal will conduct a monthly fire prevention inspection using the checklist in the unit SOP.

(4) The unit safety officer will analyze the monthly fire prevention program.

(5) The unit safety officer and the appropriate section commander or supervisor will monitor the corrective actions for the noted deficiencies.

**c. Control.**

(1) The unit fire marshal will forward the semiannual class lesson plan to the commander for approval NLT 30 days prior to the scheduled presentation.

(2) The unit fire marshal will coordinate with the unit ASO for scheduling fire prevention presentations.

(3) The unit fire marshal will prepare four copies of monthly fire inspections and distribute them as follows:

- (a) One copy unit fire marshal file
- (b) One copy unit safety officer
- (c) One copy each section inspected
- (d) One copy to the unit commander

(4) The unit ASO will consolidate his analysis of systems defects in the fire prevention program each semiannual period. A copy of this consolidated report will be forwarded to the enlisted and unit safety councils.

(5) Systems defects that cannot be corrected at unit level will be forwarded to the commander and the next higher safety council for appropriate action.

**21. Operations.** Safety considerations will be an integral part of all phases of operations conducted by this unit. The ASO will take part in mission planning to insure weather, terrain, areas of operation, and aircraft capabilities are considered (par. 1-7c (19), AR 385-95). As a minimum, the safety considerations listed below will be incorporated in the appropriate phase of an operation:

**a. Mission Planning.** All missions will be planned IAW the unit SOP, AR 95-1, and applicable TM and FM. All personnel involved in a specific operation, regardless of the nature of the operation, will be thoroughly briefed on all aspects of the operation. The commander or his representative will monitor mission briefings.

**b. Mission Scheduling:** All approved missions will be scheduled by the operations officer, in conjunction with the flight platoon leaders. The operations officer will insure that the aircraft/equipment and personnel chosen for the mission are capable of safely and efficiently accomplishing the mission.

**c. Crew Selection.** The operations officer and platoon leaders will select crewmembers on a mission-by-mission basis. They will insure that the crew selected for a given mission is qualified and current in the ATM tasks required in accomplishing the mission. They will also use the most experienced crewmembers available for a given mission. The ASO will monitor crew selection to insure that all safety factors, such as crew rest, are considered in the selection process.

**d. Aircraft Selection.** The maintenance officer will review the mission schedule and provide aircraft by tail number to the operations officer that are capable of performing a specific mission. Assigned crews will insure that the assigned aircraft is

capable of performing the mission. Discrepancies will be immediately reported to the maintenance officer and to the operations officer.

**e. Weather.** IAW AR 95-1, no aviator will take off without a proper weather briefing. No aviator will take off if the weather does not meet the criteria in the unit SOP and/or AR 95-1. The operations officer is responsible for providing current weather to aircrewmembers and will monitor flight plans and PICs to insure current weather information has been obtained.

**22. Safety related training requirements.** The following are several but not all inclusive training requirements:

**a. Training required prior to flight over snow-covered terrain.**

(1) All aviators shall receive seasonal safety training regarding proper techniques and precautions to be exercised when operating in close proximity to snow covered terrain.

(a) The unit ASO will insure the training is scheduled.

(b) Unit IPs will prepare presentations and submit them to the unit commander for approval NLT 30 days after publication of this plan.

(c) The unit training officer shall insure each class is on the training schedule and a record of attendance is maintained.

(2) Aviators who have not previously flown in snow will not be scheduled for solo helicopter flight missions until they have accomplished at least one supervised landing and takeoff at snow covered takeoff/landing areas.

(3) Completion of the requirements in paragraph 1 and 2 above will be annotated in the individual aviator training folders annually.

**b. POL operations.** Semiannual classes for all POL personnel, aircrewmembers, and mechanics on POL equipment, POL handling, and safety considerations.

(1) The unit training officer will designate instructors and insure lesson plans are prepared NLT 30 days after publication of this plan.

(2) The unit training officer will maintain an attendance roster to insure all designated personnel receive the required training.

(3) Lesson plans will be approved by the unit CDR.

**c. Firefighting.** Annual class on proper use of fire extinguishers and firefighting for POL personnel, aircrewmembers and mechanics.

(1) The unit fire marshal will prepare lesson plans NLT 30 days after publication of this plan.

(2) The unit training officer will insure an attendance roster is maintained and makeup classes are scheduled.

(3) Lesson plans will be approved by the unit commander.

**d. Wire strike prevention.** All aviators and aircrewmembers will be given a class semiannually by the unit ASO.

(1) The unit training officer will insure makeup classes are scheduled.

(2) Lesson plans will be prepared and submitted to the commander for approval NLT 30 days prior to the scheduled presentation.

(3) Lesson plans will be approved by the unit commander.

**e. Aviation Life Support Equipment.** Classes will be conducted on a semiannual basis.

(1) The ALSE officer will prepare and submit lesson plans to the commander for approval NLT 30 days prior to the scheduled presentation.

(2) The unit training officer will insure an attendance roster is maintained.

(3) Lesson plans will be approved by the unit commander.

**f. Weather training.** All aviators, aircrewmembers, and POL personnel will attend semiannual weather training.

(1) The unit ASO will coordinate with the Air Force weather detachment for the scheduled class.

(2) The unit training officer will insure an attendance roster is maintained and makeup classes are scheduled.

(3) Personnel will not fly until they have received the required training.

**g. Range fire training and safety.** All personnel will receive a class prior to all range firing exercises.

(1) The unit operations officer will designate instructors and insure lesson plans are prepared NLT 30 days prior to the scheduled presentation.

(2) The unit training officer will schedule the training and maintain an attendance roster. Makeup classes will be scheduled for those personnel who are unable to attend the regularly scheduled classes.

(3) Lesson plans will be approved by the unit commander.

**h. Hot/cold weather training.** Annual classes will be conducted for all aviation personnel assigned to this command.

(1) The operations officer will designate personnel as instructors and insure lesson plans are prepared NLT 30 days after publication of this plan.

(2) The unit training officer will maintain an attendance roster and schedule makeup classes for those personnel who are unable to attend the regularly scheduled class.

(3) The unit commander will approve the lesson plan.

**23. Unit safety files:** As a minimum, the safety files will consist of the following:

- a. Suspense files
- b. Safety survey files
- c. Safety hazard files
- d. Safety awards files
- e. Aviation safety council files
- f. Aviation safety statistical files
- g. Reference publications files (safety regulations, local directives, safety officers/NCO appointing orders, etc.)

**24. Pilot procedures during and following an aircraft mishap:**

**a. At the onset of an emergency,** accomplish the immediate actions required by the unit SOP and forward a report to me IAW the worksheet in the SOP. A copy of this worksheet will be kept in each aircraft logbook.

**b. Precautionary landings.** Aviators in this unit will make a precautionary landing when a significant reduction in aircraft performance or handling characteristics occurs. Aviators will also make a precautionary landing when encountering deteriorating weather, or any other factors that make it uncertain that further flight is advisable. When the pilot-in-command exercises his prerogative to accomplish a precautionary landing in a non-hostile environment, the aircraft will not be moved from the landing site until the cause of the condition requiring the landing has been determined by maintenance personnel. The only exception is a landing due to weather. If aircraft damage has been noted or is suspected, the aircraft will not be moved from the landing site until checked by the unit maintenance and safety officer.

**c. Upon return to the unit area,** complete PRAM worksheet and forward it to the ASO within 8 duty hours. A copy of this worksheet will also be maintained in each aircraft.

**d. Aviation mishap involving damage.** Immediate telephonic

reports will be made to the commander and ASO concerning damage to the aircraft or injury to personnel. In the case of a mishap, the wreckage will be guarded and entry to the crash site prevented until relieved by the commander or safety officer. Reports to higher headquarters will be made by the unit safety officer IAW AR 385-40 and DA PAM 385-95.

**e. Preliminary action following an aircraft mishap involving damage (Class A, B & C):** The ASO or, in his absence, another officer designated by the commander will accomplish the preliminary actions required by AR 385-95 and the unit SOP prior to arrival of the accident investigation board.