

**Terms of Reference
Safety Equipment Working Group**

**Transport Canada &
Canadian Owners and Pilots Association**

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GENERAL AVIATION SAFETY CAMPAIGN



Transport
Canada

Transports
Canada

Canada

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1.0 Introduction

1.1 Background

General aviation (GA) represents an important part of the aviation sector, with 350,000 aircrafts and 700,000 pilots worldwide. In Canada, GA operations provide 36,000 full time jobs and contribute \$9.3 billion in economic output nationally. The Canadian Owners and Pilots Association (COPA) represents over 17,000 pilots and owners across Canada. As such, GA is an important part of the aviation sector and its safety is a priority for Transport Canada (TC).

For the purposes of this campaign, GA is defined as all recreational aircraft, including helicopters, gliders, ultra-lights, amateur built and flight training aircraft (406 Operators). But excludes aircraft flown by 604 Operators, as well as aircraft being flown under any of the 700 Operations.

The Safety Equipment Working Group is one of many GA working groups that have been established in consultation with the Focus Group, and are based on safety data analysis and a review of other international GA programs.

1.2 Interpretation

In this Terms of Reference,

Deliverable means a tangible product or output to be produced and provided to the Safety Initiatives Team (SIT) by the Working Group

Objective means a goal to be achieved by the Working Group

Mandate means a directive issued by the Focus Group through the SIT

Task means an action required and/or to be undertaken by a member(s) of the Working Group to achieve the objective(s)

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1.3 Mandate

The Safety Equipment Working Group has the following mandate:

1. *To promote the benefits and availability of safety equipment (i.e. shoulder harnesses) and to develop tools and educational materials to encourage the use of safety equipment*
2. *To exchange best practices and encourage self-education and awareness amongst the general aviation community, specifically as it relates to the availability and use of safety equipment (i.e. shoulder harnesses)*
3. *To identify safety equipment which is not being considered and/or installed due to the cost of installation and/or regulatory barriers*

1.4 Objectives

The Safety Equipment Working Group was established to achieve the following objectives:

- Increase awareness of the benefits to install safety equipment
- Increase awareness of the benefits of using safety equipment already installed
- Determine what the regulatory requirements are for retrofitting aircraft with safety equipment
- Increase the number of safety equipment installations in GA aircraft
- Decrease the number of injuries and fatalities due to the non-use of shoulder harnesses

1.5 Tasks

- Develop a list of manufacturers of shoulder restraint retrofits in North America
- Obtain a detailed list of make and model of those aircraft for which such kits are available, and match it to TC's aircraft registry
- Determine the increased safety benefits and costs of retrofitting aircraft with shoulder harness kits
- Determine the regulatory requirements for retrofitting of aircraft with shoulder harnesses kits
- Review the current Civil Aviation Regulations (CARs) as they pertain to the requirement for aircraft owners to carry liability insurance.
- Develop programs and materials which will increase awareness and the importance of wearing appropriate seat belts/shoulder harnesses and other safety equipment
- Develop promotional and/or educational materials related to safety equipment

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1.6 Deliverables

The Safety Equipment Working Group will submit a report to the SIT, which will include:

- A list of manufacturers of shoulder restraint retrofits in North America
- A detailed list of the make and model of those aircraft for which such kits are available, matched to TC's aircraft registry
- An outline of the regulatory requirements for retrofitting of aircraft with shoulder harnesses kits
- Recommended programs and associated promotional and/or educational materials which will increase awareness and the importance of wearing appropriate seat belts/shoulder harnesses
- Recommended programs and associated promotional and/or educational materials related to other safety equipment

2.0 Membership, Roles and Responsibilities

The Safety Equipment Working Group consists of key external and internal subject matter experts. The following section defines the roles and responsibilities of all members involved in the participation and outcome of the Working Group. An organizational chart can be found in Annex A.

2.1 Focus Group

The Focus Group consists of general aviation industry partners who will provide valuable input to guide the campaign towards a successful outcome. All working group changes concerning the General Aviation Safety Campaign's scope require Focus Group support and TC management approval. Members of the Focus Group are responsible for:

- Attending and participating in Focus Group meetings.
- Contributing to the development of the GASC by sharing applicable resources and information
- Being involved in consultation and/or review of new publications/products.

2.2 Safety Initiative Team

The Safety Initiative Team (SIT) is consists of TC and COPA personnel and will serve as a guiding body for the Working Groups. The SIT is responsible for the coordination and management of the Working Groups, as well as following through on the deliverables provided by the Working Groups.

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The SIT will maintain a record of all deliverables and once implemented will evaluate effectiveness through defined performance criteria specific to each deliverable.

2.3 Working Group Lead

The Working Group Lead is responsible for leading the Working Group. The lead is responsible for, but not limited to, assigning tasks, arranging meetings, liaising with industry partners and liaising with the SIT.

The Working Group Lead will ensure the Working Group is working within the scope of its mandate, the objectives are being met and that the required deliverable(s) are provided to the SIT within the assigned time frames.

The Working Group Lead reports to the SIT

2.4 Working Group members

A variety of internal and external subject matter expertise will be invaluable to this working group. Specifically, those who have:

- a maintenance background
- worked either directly or indirectly with GA in a maintenance capacity
- an in-depth knowledge of the Regulations and Standards for Maintenance and/or the Certification process
- an interest and/or in-depth knowledge of safety equipment specific to GA aircraft
- the ability to research, engage and gather information from manufacturers, regulators and the GA community

Per the mandate of the Working Group, the members are responsible for:

- researching, reviewing and proposing possible safety topics as they relate to safety equipment,
- review non-regulatory subject matter and tools related to safety equipment
- Members fulfill their roles through their integrity, expertise, experience, and openness to the dialogue and deliberation

On occasion, other member responsibilities may include being available and prepared to participate in meetings, including Internet-based meetings, email exchanges, conference calls, and videoconferencing.

3.0 Meeting Administration

3.1 Frequency of Meetings

Frequency of Meetings

The working group will meet to discuss and review various safety equipment subject matter as it applies to the mandate of the campaign.

The Safety Equipment working group will meet as necessary via teleconference, video conference, or in person, depending on the location and availability of members.

Ad hoc meetings can also be planned based on business needs. Communications outside meetings will be conducted and centralized through Headquarters email list.

3.2 Recording of Working Group progress

Documentation of each Working Group meeting will be shared with the Working Group members as well as the SIT.

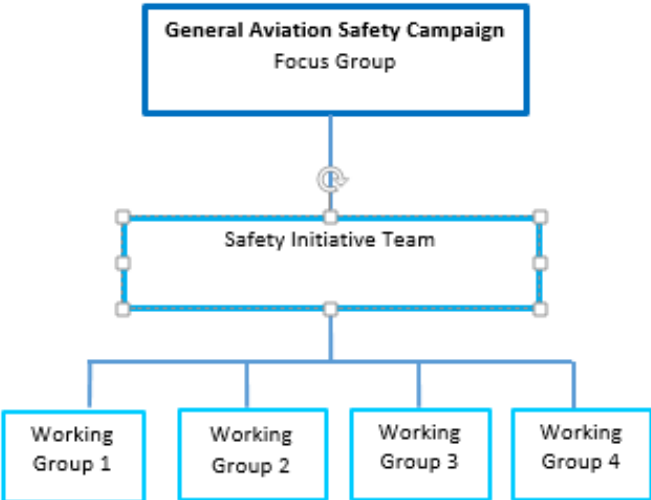
4.0 Evaluation

Safety promotional material will be reviewed and evaluated for effectiveness to establish whether or not the safety objectives were achieved.

Once implemented, deliverables will be will be evaluated for effectiveness through defined performance criteria specific to each deliverable

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Annex A



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Annex B

| Activity | Audience | OPI | Target Date | Notes |
|-----------------|----------|--------------------|---------------|---|
| Initial Launch | | GFS & TPEC | June 2018 | At COPA convention |
| Kickoff meeting | | Working Group Lead | August 2018 | SIT member to introduce the group and review Terms of Reference |
| Begin work | | | August 2018 | |
| Status update | | | November 2018 | To be provided to focus group |