

**Terms of Reference
Single Pilot Resource Management
Working Group**

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

**Terms of Reference
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GENERAL AVIATION SAFETY CAMPAIGN



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1.0 Introduction

1.1 Background

General aviation (GA) represents an important part of the aviation sector, with 350,000 aircraft and 700,000 pilots worldwide. In Canada, GA operations provide 36,000 full time jobs and contributes \$9.3 billion in economic output nationally. The Canadian Owners and Pilots Association (COPA) represents over 17,000 owners and pilots 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 General Aviation Safety Campaign (GASC) was launched in 2017 to address GA safety issues as well as share the lessons learned from fatal accidents, as well as to address the Transportation Safety Board's (TSB) findings, through promotional tools and educational materials.

The Single Pilot Resource Management 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)

1.3 Mandate

The Single Pilot Resource Management Working Group (SRM) has the following mandate:

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1. *To promote safety awareness to aircraft pilots and aircraft owners through a review of non-regulatory tools as they relate to SRM in GA aircraft.*
2. *To identify safety issues related to SRM which require further promotion and education.*
3. *To exchange best practices and encourage self-education and awareness amongst the general aviation community. SRM is a key element in the general aviation safety culture.*

1.4 Objectives

The Single Pilot Resource Management Working Group was established to achieve the following objectives:

- Review existing SRM resources and propose improvements
- Propose outcome of possible safety concerns to the Focus Group and Safety Initiative Team (SIT) based on GASC best practices safety priorities.

1.5 Tasks

The Single Pilot Resource Management working group has been assigned the following tasks:

- Review existing SRM resources and their use in the GA community
- Review existing TC Crew Resource Management (CRM) focus group findings
- Identify how the TC CRM focus group findings can be applied to SRM in the GA community.

1.6 Deliverables

The Single Pilot Resource Management working group will develop and submit a report to the SIT, which will include recommendations, mitigation and implementation strategies on the following items:

- The use of SRM in the GA community
- The weaknesses in existing SRM resources
- Potential improvements to existing SRM resources

2.0 Membership, Roles and Responsibilities

The Single Pilot Resource Management working group consists of key external and internal subject matter experts. The following section defines the roles and responsibilities of all

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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 safety partners who will provide valuable input to guide the campaign towards a successful outcome. All working group changes concerning the General Safety Campaign 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) 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.

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 that 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 directly to the SIT.

2.4 Working Group members

A variety of internal and external expertise will be invaluable to this Single Pilot Resource Management working group. Specifically, those who have:

- Worked either directly or indirectly with the general aviation community in a single pilot resource management capacity

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- An interest and/or in-depth knowledge of single pilot resource management as it relates to the general aviation community
- The ability to research and engage with the general aviation community.

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

- developing promotional and educational material,
- researching, reviewing and proposing possible safety concern topics as they related to SRM,
- reviewing non-regulatory subject matter and tools related to SRM
- 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 SRM related safety subject matter as it applies to the mandate of the campaign.

The SRM 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

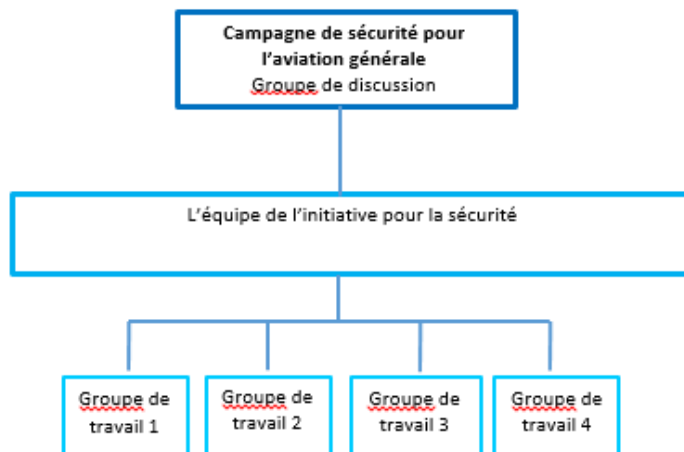
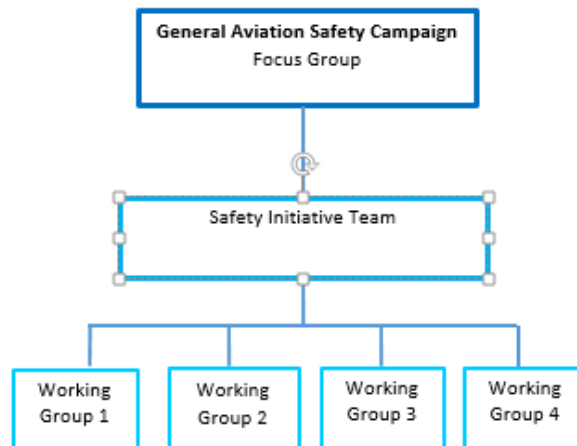
Documentation of each Working Group meeting will be shared with the Working Group members as well as the SIT.

4.0 Evaluation

It is important that the safety promotional material will be reviewed and evaluated for effectiveness to establish whether or not the safety awareness objectives were achieved.

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Annex A



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Annex B

Activity	Audience	OPI	Target Date	Notes
Initial Launch		FS & 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			Fall 2018	To be provided to focus group

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