
Transport Canada and Canadian Owners and Pilots Association

Terms of Reference

Voluntary Reporting System Working Group



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 an important part of the aviation sector, GA 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, and to address the Transportation Safety Board's (TSB) findings, through promotional tools and educational materials.

The Voluntary Reporting System working group is one of many GA working groups that has been established in consultation with the Focus Group, and is 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 Voluntary Reporting System Working Group has the following mandate:

1. *To research and develop a voluntary reporting system to be used by GA pilots.*
2. *To research and develop a voluntary reporting system to be used by Flight Training Units.*

1.4 Objectives

The Voluntary Reporting System Working Group was established to achieve the following objectives:

- Develop a voluntary reporting system to obtain incident and accident data from across Canada
- Review current voluntary reporting systems (i.e.: NASA and the University of North Dakota)
- Identify potential third parties within Canada who would be able to confidentially collect, de-identify, categorize (CICTT Taxonomy) and provide this data to the SIT for review, development and implementation of mitigation strategies
- Research and outline how CADORS and/or SECURITAS may be incorporated into or paralleled with the voluntary reporting system

1.5 Tasks

The Voluntary Reporting System Working Group has been assigned the following tasks:

- Review non-regulatory subject matter and tools related to voluntary reporting in GA, such as the UK Confidential Hazardous Incident Reporting Program (CHIRP)
- Identify aspects of current voluntary reporting systems which should be applied to a Canadian voluntary reporting system
- Review the current CADORS and SECURITAS reporting systems

1.6 Deliverables

The Voluntary Reporting System Working Group will develop and submit a report to the SIT, which will include recommendations and implementation strategies for a Voluntary Reporting System for the GA pilots and Flight Training Units across Canada.

2.0 Membership, Roles and Responsibilities

The Voluntary Reporting System 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 safety 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) 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 maintenance expertise will be invaluable to the Voluntary Reporting System Working Group. Specifically, those who have:

- worked directly, or indirectly, with general aviation
- experience with and/or knowledge of voluntary and/or reporting systems
- an interest and/or in-depth knowledge of voluntary reporting and its benefits for the general aviation community
- the ability to research, engage and gather information from regulators, academia and the GA community

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

- researching, reviewing and identifying safety concerns as they related to voluntary reporting
- reviewing non-regulatory subject matter and tools related to voluntary reporting
- 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 safety subject matter as it applies to voluntary reporting and the mandate of the campaign.

The Voluntary Reporting System 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.

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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 evaluated for effectiveness through defined performance criteria specific to each deliverable.

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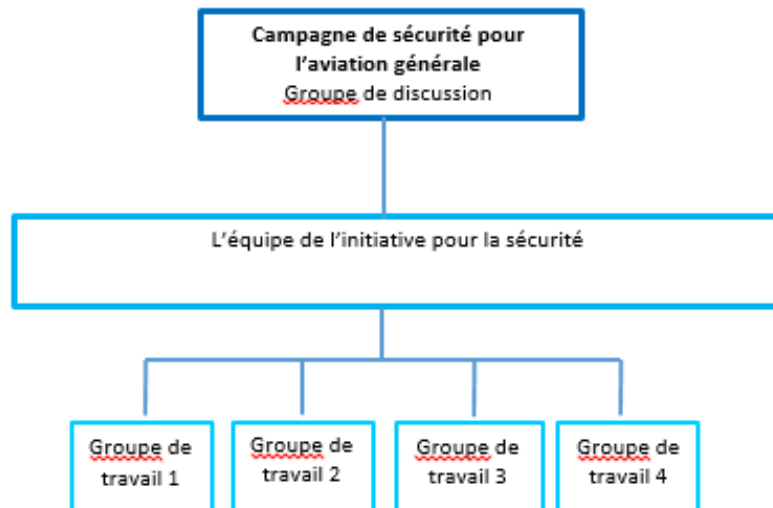
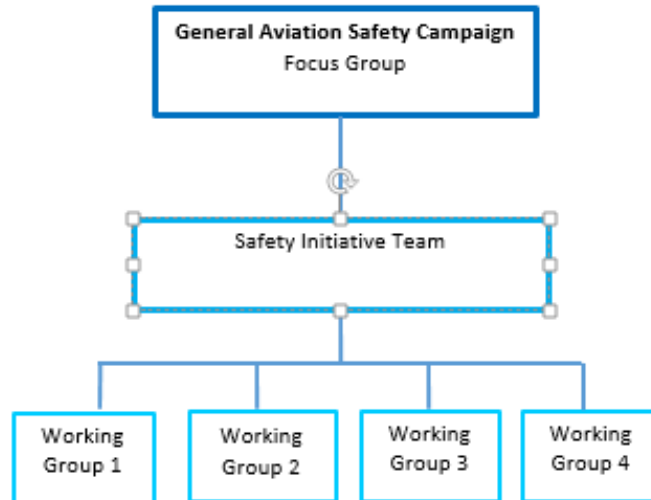


Annex A

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Transport Canada Voluntary Reporting System Working Group



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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 | September 2018 | SIT member to introduce the group and review Terms of Reference |
| Begin work | | | Fall 2018 | |
| Status update | | | Spring 2018 | To be provided to focus group |