

**CIVIL AVIATION AUTHORITY, PAKISTAN**

**Air Navigation Order**

**No. : 91.0020**

**Date : 16<sup>th</sup> August, 2000**

**Issue : Two**

**ACCIDENT PREVENTION AND FLIGHT SAFETY PROGRAMME**

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### ACCIDENT PREVENTION AND FLIGHT SAFETY PROGRAMME

#### 1. Authority

- 1.1 This AIR NAVIGATION ORDER (ANO) is issued by the Director General of the Civil Aviation Authority (CAA) in pursuance of the powers, vested under Rule 4 of Civil Aviation Rules (CARs) 1994.
- 1.2 This ANO is supplemental to Part XV-ACCIDENTS AND INCIDENTS of CARs 1994.

#### 2. Effective Date

- 2.1 This ANO shall come into effect on 16th August, 2000.

#### 3. Scope

- 3.1 All Air Carrier and Charter Operators, Class I and 1, Executive Operators, Flying Schools, and Aerial Works and all other civil flying organizations, shall on a continuing basis maintain a Flight Safety Programme.
- 3.2 The operators listed in paragraph above 3.1 shall appoint a person for managing the programme on a full or part time basis. The person should hold the qualifications as stated in Paragraph 5.2.

#### 4. Definitions

- 4.1 "Programme Elements". The following elements shall be included in the operator's Accident Prevention and Flight Safety Programme and described in the appropriate manuals:
  - a) Operator's Management.
  - b) Qualifications of the Accident Prevention and Flight Safety Personnel.
  - c) Responsibilities of the Accident Prevention and Flight Safety Personnel.
  - d) Training for the Accident Prevention and Flight Safety Personnel. Incident Management.
  - e) Flight Safety Committee.
  - f) Emergency Response Planning.
  - g) Communication and Safety Education.

- 4.2 Furthermore, all operators are to ensure that they go through the contents of ICAO Document 9376 Chapter 3, 4, 8 and 12; and ICAO Document 9422 Chapter 5 and ICAO Document 8188 Volume I; and all relevant chapters dealing with Accident Prevention and Flight Safety Programme must be included in the Airline's Operations Manual.

## **5. Applicability**

### **5.1 Description of the Accident Prevention Management Plan; and Flight Safety Programme**

- (a) The plan shall identify the management position responsible for ensuring that:
- 1) All necessary element of the programme have been developed, properly integrated, and coordinated.
  - 2) The appointee maintains a close liaison with the CAA Flight Standards, Safety Investigation Board, and Industry Associations.
  - 3) The organizations accident prevention and response plan is developed and maintained.
  - 4) Identifies flight safety deficiencies and recommendations /suggestions for corrective actions.
  - (5) Investigation(s) and report(s) concerning incidents/accidents are developed and makes recommendations to prevent a recurrence.
  - (6) A flight Safety database is developed and maintained to monitor and analyse trends.
  - (7) Recommendations to senior management on all matters pertaining to ground/flight safety issues are presented.

### **5.2 Qualification, s of the Accident Prevention and Flight Safely Personnel:**

- (a) Extensive operational experience, normally achieved as flight crewmembers or equivalent experience in aviation management; and
- (b) Training in accordance with Paragraph 5.4.

### **5.3 Responsibilities of the Accident Prevention and Flight Safety Personnel:**

- (a) The person In-charge of the Accident Prevention and Flight Safety Programme shall report directly to the Managing Director or equivalent for flight safety matters and not to the Director of Flight Operations. The appointee shall be responsible for managing the Accident Prevention and Flight Safety Programme by:
- (1) Monitoring and advising on all organizational ground/flight activities, which may have in impact on safety.
  - (2) Establishing a reporting system, which provides for a timely and free flow of ground/flight safety related information.

- (3) Conducting safety surveys.
- (4) Soliciting and processing ground/flight safety improvement suggestions.
- (5) Developing and maintaining a safety awareness programme
- (6) Monitoring Industry ground/flight safety concerns, which may have an impact on operations.
- (7) Ensuring that a close liaison with aeroplane malfunctions is maintained.

#### 5.4 Training for an Accident Prevention and Flight Safety Personnel:

- (a) Personnel responsible for safety shall successfully complete a training Course (resident or correspondent) that shall include the following subjects:
  - (1) Flight Safety philosophy,
  - (2) Human factors and the decision making process.
  - (3) Accident prevention.
  - (4) The role of the Accident Prevention and Flight Safety personnel as an advisor to senior management.
  - (5) Risk management
  - (6) Accident/Incident Management:

#### 5.5 Incident Management:

- (a) All organizations specified in Paragraph 3.1, shall be responsible for providing employees with a timely means of reporting any unsafe conditions. The appointee responsible for the Accident Prevention and Flight Safety programme shall institute and maintain an incident reporting system. This system will provide for:
  - (1) A process of reporting incidents.
  - (2) Investigation of incidents.
  - (3) The means of advising management; and
  - (4) Information feedback to employees.

#### 5.6 Flight Safety Committee:

- (a) An organizations specified in Paragraph 3.1, shall establish an Accident Prevention and Flight Safety Committee for the following functions:
  - (1) "Responsibilities". The committee shall be able to monitor all areas of the operation, identify safety concerns and deficiencies, and make recommendations for corrective measures to senior management where applicable.
  - (2) "Members". The committee shall be chaired by the Operations Manager or designate. Members shall include representatives of an operating department in the organization.
  - (3) "Meeting". The committee shall meet on a regular basis (at least twice a year) as established by the committee chairperson. Special meetings on urgent matters can be called by any committee member.

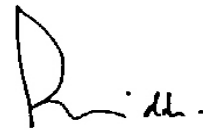
- (4) "Minutes". Minutes of the committee meetings shall provide a record of agenda items, decisions and corrective actions taken where applicable.

5.7 Emergency Response Planning:

- (a) All organizations specified in Paragraph 3.1, shall develop; and maintain an Emergency Response Plan that shall include the following elements:
  - (1) Organization's policy.
  - (2) Organization's mobilization and agencies notification.
  - (3) Passenger and crewmember welfare.
  - (4) Casualty and next of kin coordination.
  - (5) Accident investigation on behalf of the operator.
  - (6) The operator's team response to the accident site.
  - (7) Preservation of accident evidence.
  - (8) Media relations.
  - (9) Claims and insurance procedures.
  - (10) Aeroplane wreckage removal.
  - (11) Emergency response training.

5.8 Communication and Safety Education:

- a) All organizations specified in Paragraph 3.1, shall be responsible for an efficient system of distributing appropriate safety materials and
- b) Ensuring that the programme is disseminated to all appropriate personnel and
- (c) That a detailed description of the programme is incorporated in the appropriate operators manual and
- (d) That adequate programme management is maintained.
- (e) That Notification of Accidents and Incidents is accomplished in a timely manner. (Additional guidance contained in Part XV CARs 1994).



**( ALI UDDIN )**  
Air Marshal (Retd)  
Director General  
Civil Aviation Authority  
Date. **16.8.2000**