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| **Title** | **Runway Safety Team - Terms of Reference** | | | | | | | **ToR Version No:** |  |
| **ToR Date:** |  |
| **ToR Review Date:** |  |
| **Purpose** | | | | | | **Scope And Extent Of What The Work Of The RST Should Oversee (Physical and Organizational Boundaries)** | | | |
| To develop an action plan for runway safety to advise both civil aviation authority and airport management as appropriate, on potential runway safety issues and to recommend strategies for hazard removal and mitigation of residual risk. | | | | | | TBD | | | |
| **Meeting Frequency** | | | **Objectives** | | | | | | |
| Monthly (or as needed to address significant issues with agreement of Team) | | | 1. Identify potential runway safety issues, including the need for the establishment of hot spots or other problem areas at the aerodrome and the review of the relevant entries of the AIP;  2. Develop and run local awareness campaigns that focus on local issues, for example, producing and distributing local hot spot maps, or other guidance material such as FOD control as considered necessary;  3. Assist in verifying that communications between air traffic controllers, pilots and vehicle drivers are satisfactory and mandate educational training or procedural initiatives as required;  4. Make observations on a regular basis in different weather and light conditions to assess whether all visual aids are adequate and understandable by all parties concerned, or identify potential aerodrome design issues;  5. Understand the operating difficulties of personnel working in other areas, and recommending areas for improvement;  6. Development of joint training programmes on runway incursion prevention;  7. Awareness of the root causes of runway excursions and possible mitigation of inherent risks;  8. Provide advice prior to the implementation of changes to the aerodrome to identify potential hazards;  9. Review and implement recommendations as appropriate from all guidance materials for the Prevention of Runway Incursions/Excursions documents;  10. All RST members to provide relevant runway safety data for analysis by RST during regularly scheduled meeting;  11. Monitor the number, type and severity of runway safety events and collect and analyse the associated data;  12. Periodically review compliance related safety cases, and recommend aerodrome certificate alternative means of compliance and deviations. | | | | | | |
| * Aerodrome   Operator   * Air Navigation   Service Provider   * Airline Association * Aerodrome   Engineering and  Maintenance   * Aerodrome   Emergency  Services   * FBO * Air Traffic Services * Helicopter Operators | | * Security Services * Airlines * Aircraft Refuel Company * Other maintenance organizations * Meteorological Services * Other Guests as required |
| **Standing Agenda Items** | | | **Inputs** | | | | **Outputs** | | |
| 1. Welcome  2. Minutes of Previous Meeting  3. Data Sharing  4. Previous Business  5. New Business  6. Action Log  7. Any Other Business  8. Date for next meeting | | | 1. Minutes from previous meetings  2. Safety Data  3. Action Plans and Updates  4. Aerodrome Input, Experiences and Initiatives  5. Air Operators Input, Experiences and Initiatives  6. Regulatory and guidance documentation  7. Best practise documentation | | | | 1. Minutes  2. Recommendations  3. Action Plans  4. Defined timelines  5. Date, time and venue for next meeting | | |
| **Ground Rules** | | | | | | | | | |
| 1. All actions to be completed on time and in full  2. Minutes of the meetings to be completed and distributed within 10 working days  3. Agenda items to be submitted at least 10 days in advance of the meetings | | | | | 4. Any relevant paperwork on major topics circulated at least 10 days before the meeting and/or as coordinated and agreed through Chairperson of RST  5. Quorum to conduct meetings requires a majority of the RST to be present  6, Meetings to start and finish on schedule | | | | |
| **Role of Chairperson** | | | | **Role of Members** | | | **Membership Selection Process** | | |
| * Meeting Planning – agenda, venue, etc… * Meeting Facilitation * Maintaining Safety Library * Coordinating with External Agencies * Convene emergency meetings | | | | * Meeting Planning – submit items for discussion, presentations, etc… * Meeting Participation * Contributing to Safety Library * Coordinating through chairperson for other Participating Organisations | | | * Define criteria required to identify potential RST members * Define appropriate level of authority to participate from RST member organizations | | |
| **Consultation, Decision Making and Conflict**  **Resolution Process** | | | | **Governance and Protection of Safety Data, Safety Reports and Safety Information** | | | **Documentation and Reporting Requirements** | | |
| * Consult subject matter experts * List best practices for conflict resolution * Refer to appropriate authority | | | | List of signed Non-Disclosure Agreements (NDAs)  o xxx  o xxx  o xxx  **House Rule:** Anyone who comes to the meeting is free to use information from the discussion, but is not allowed to reveal who made any comment. It is designed to increase openness of discussion.  **Minutes:** Are for the sole use of RST members to openly discuss safety related events and provide relevant recommendations | | | * Updates on the following occurrence categories at each meeting if appropriate and by subject matter point of contact and/or by responsible RST member: * Abnormal Runway Contact * Bird Strike * Ground Collision * Ground Handling * Runway Excursion * Runway Incursion * Loss of Control on Ground * Collision with Obstacles * Undershoot/Overshot, aerodrome | | |
|  | | | | **TOR Approval** | | |  | | |
| Name:  Title: | | | | Signature: | | | Date: | | |