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Civil Aviation Authority of Sri Lanka

**AVIATION SAFETY NOTICE**

ASN No: 072	Ref No: OPS/2005/09	File Ref: OP/21/10/2
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- Recipients : 1. Holders of Air Operator Certificate issued by DGCA,  
2. Prospective applicants for Air Operator Certificate for commercial Air Transport Operations.
01. Subject : Development of Safety Department
02. Nature : Compulsory
03. Issue No : 01
04. Status : New
05. Effective Date : With immediate effect
06. Validity : Until further notice
07. Contact Person : Inquiries may be directed, preferably by letter to, Deputy Director Operations, Civil Aviation Authority, No. 64, Galle Road, Colombo 3, Sri Lanka. Telephone: 94 11 2 441 523
08. Availability : A copy of this document is available for reference at the technical library of the Civil Aviation Authority. Copies can be collected at reproduction cost.
09. Applicability : Holders of Air Operator Certificate issued by DGCA for commercial air transport operation.
10. Comments : Comments (if any) on the contents of this Aviation Safety Notice may be forwarded to the contact person. However the Aviation Safety Notice will come into effect on the date shown therein notwithstanding any objection or comment made by any person or party unless and until an amendment to the Aviation Safety Notice is issued afresh by the Director General.

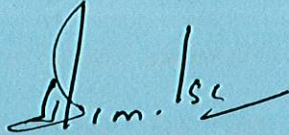
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19 May 2005

11. Notice : Holders of Air Operator Certificates issued by DGCA for operation of aircraft for commercial air services are hereby instructed to take appropriate measures to give effect to the requirements specified in the attachment hereto.

12. Action Required : For strict compliance by the holders of Air Operator Certificates for Commercial Air Transport Operation.

13. Checklist : Not applicable



H M C Nimalsiri,  
Director General of Civil Aviation and  
Chief Executive Officer

Civil Aviation Authority of Sri Lanka, No. 64, Supreme Building,  
Galle Road, Colombo 03. Telephone: 94 11 2433213, Fax: 94 11 2440231 E-mail: caasl@sri.lanka.net



## DEVELOPMENT OF SAFETY DEPARTMENT

### 1. PURPOSE

This ASN provides requirement that shall be considered by air carriers on the development of a comprehensive and effective safety department. The guidance provided shall also be included in the required functions, qualifications, and responsibilities of the Director of Safety position.

### 2. RELATED CIVIL AVIATION REQUIREMENTS.

ASN 050

### 3. BACKGROUND

- a. Air carriers shall have a safety department that addresses the broad range of risks involved in commercial aviation to include, but not limited to, flight, maintenance, and ground safety. Since operators vary in both size and scope of operations, it is appropriate to consider such criteria as the kind of operations involved, the number and type of airplanes used, and the areas of operations when determining the size and complexity of a safety department.
- b. Any safety program shall be designed to prevent personal injury and property losses resulting from accidents and incidents. The primary objectives of a safety program should be to motivate safe actions through establishment of a dynamic corporate safety culture; identify hazards to safe operations; work with other company departments to develop and implement safety interventions; monitor intervention strategies to validate effectiveness; and communicate the results throughout the air carrier.
- c. As a matter of policy, the DGCA encourages certificate holders to identify, correct, and disclose instances of non compliance with company procedures and DGCA regulations. The DGCA has developed guidance material that encourages certificate holders to develop Internal Safety Audits as a tool for continuously monitoring and evaluating practices and procedures. The DGCA believes that the development and implementation of a comprehensive and effective safety department that employs Safety and Internal Audits Programs will benefit both the certificate holder and the flying public.
- d. To ensure an effective Flight Safety Programme it is essential that each certificate holder has a Director of Flight Safety (DOFS). This person would be responsible for



keeping the highest management officials of the certificate holder fully informed about the safety status of the certificate holder's entire operation.

The DGCA believes that an independent, full time position is important, if at all available or possible. However, the DGCA recognizes that in smaller operations, the Director of Flight Safety function might be an additional function of a current manager. Civil Aviation Regulations provides flexibility in the requirements for positions and the number of positions for management personnel, including the Director of Flight Safety, who shall be a person acceptable to the DGCA.

#### 4. DIRECTOR OF FLIGHT SAFETY

##### a. Functions.

- (1) To enable the Director of Flight Safety to implement and control the company flight safety programme the post-holder must have access to all departments at all levels. The primary responsibility is to provide information and advice on flight safety matters to the Accountable Manager/ CEO.
- (2) The Director of Flight Safety is responsible to the Accountable Manager/ CEO for:
  - Ensuring that a Flight Safety Handbook / Manual is prepared which describes the airline's safety policy & procedures, and that all employees are familiarized with this Manual and comply with the same.
  - Establishing a reporting system which provides for a timely and free flow of safety-related information.
  - Maintaining the air safety occurrence reporting database.
  - Monitoring corrective actions and flight safety trends.
  - Co-ordinating the DGCA 's Mandatory Occurrence Reporting requirements.
  - Soliciting and processing safety improvement suggestions.
  - Developing and maintaining a safety awareness programme.
  - Liaising with the heads of all departments company-wide on flight safety matters.
  - Acting as Chairman of the Company Flight Safety Committee, arranging its meetings and keeping records of such meetings.
  - Disseminating flight safety-related information company-wide.
  - Maintaining an open liaison with manufacturers' customer flight safety departments, government regulatory bodies and other flight safety organisations world-wide.
  - Assisting with the investigation of accidents; and conducting and co-ordinating investigations into incidents.
  - Carrying out safety audits and inspections.



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- Maintaining familiarity with all aspects of the Company's activities and its personnel.
  - Reviewing and evaluating adequacy of the emergency response plan.
  
  - Planning and controlling the Flight Safety budget.
  - Managing or have oversight of the Flight Data Analysis / Flight Data Monitoring Programme.
  - Publishing the periodic Company flight safety magazine.
  - Participation in corporate strategic planning.
- (3) The Director of Flight Safety position in large airline shall be established as a full time position responsible for keeping the highest management officials of the certificate holder fully informed about flight, maintenance, and ground safety practices, procedures, and programs of the certificate holder's entire operation.
- (4) In small airlines (less than 5 aircraft) it may not be mandatory to establish a requirement for a Director of Flight Safety position, these operators are however, still encouraged to designate a company management official or manager to monitor and evaluate flight, maintenance, and ground safety practices, procedures, and programs.

**b. Qualifications.**

(1) The suggested minimum attributes and qualifications required for a Director of Flight Safety are:

- A broad aviation/technical education.
- A sound knowledge of commercial operations, in particular flight operations procedures and activities.
- Experience as a flight crew member or engineer.
- The ability for clear expression in writing.
- Good presentation and interpersonal skills.
- Computer literacy.
- The ability to communicate at all levels, both inside and outside the Company.
- Organisational ability.
- To be capable of working alone (at times under pressure).
- Good analytical skills.
- To exhibit leadership and an authoritative approach.
- Be worthy of commanding respect among peers and management officials.

(2) Training

- The Director of Flight Safety would be expected to become familiar with all aspects of the Company's organisation, its activities and personnel. This will





be achieved in part by in-house induction training but such knowledge is best acquired by self-education and research.

- In-company training in basic computer skills such as word-processing, database management and spreadsheets should be undertaken. Director of Flight Safety if appointed from an engineering background should be given a condensed ground school and full-flight simulator course which teaches the basics of aircraft handling, navigation and the use of aeronautical charts.
- External training at the very least should cover the management of flight safety programme and basic accident investigation and crisis management.
- Minimum training should consist of courses of instruction in basic air safety management and air accident investigation.

## 5. ACTION

- a. Air carriers are required to develop a safety department, appropriate to the size and scope of operations, that addresses the broad range of risks involved in commercial aviation to include, but not limited to, flight, maintenance and ground safety.
- b. Air carriers shall designate a company management official or manager to monitor and evaluate flight, maintenance, and ground safety practices, procedures, and programs.
- c. Air carriers shall develop a Flight Safety Handbook / Manual(s).
- d. Air carriers shall use the guidance material contained in this ASN when reviewing the qualifications of an individual to serve full time in the Director of Flight Safety position.



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