



**FLIGHT SAFETY FOUNDATION
BUSINESS ADVISORY COMMITTEE**

TERMS OF REFERENCE

BACKGROUND

The mission of the Flight Safety Foundation (FSF) is to be the leading voice of safety for the global aviation community. The FSF is assisted in accomplishing this mission through the efforts of advisory committees.

The Board of Governors (BOG), as the governing body of the FSF, authorized establishment of Committees to provide FSF with a means of guiding and assisting efforts to advance aviation safety. A major aim of this action was to ensure that FSF would continue to be a forum from which balanced views were presented without misreporting or fear of embarrassment.

The Business Advisory Committee (BAC) was formed to assist the Foundation in its efforts to deliver credible safety information to the corporate aviation community. The committee's responsibilities include both general and specific assistance on present and future safety related activities, identification and solution of corporate aviation safety issues, and advice on special study requirements and seminar programs.

BAC GOALS

To provide advice and assistance to the Foundation through specific support in operations, airworthiness and maintenance, training, management, and human factors areas, including:

- Actively involving and recruiting elements of the business aviation community.
- Develop and obtain agreement on business aviation safety programs.
- Coordinate and integrate safety activities with other aviation organizations.
- Upon approval of the Board of Governors, the BAC will allocate resources after consideration of areas of greatest need.
- Deliver programs for the Business Aviation Safety Seminar (BASS), workshops and conferences.
- Identify business aviation safety concerns.
- Conduct workshops/symposia centered on safety concerns identified.
- Establish working groups to prioritize programs.
- Assign responsibilities.
- Establish and monitor action plans.

SPECIFIC SUPPORT

The BAC in the following areas provides specific support to FSF:

1. Operations

- a. Flight – Assistance and advice to FSF for the establishment and promotion of flight and cabin safety best operating practices and procedures, to include: manuals, records, flight planning, inspections,

cockpit procedures, navigation, publications, safety and survival equipment, and crew qualifications.

- b. Ground – Assistance and advice to FSF for the establishment and promotion of best ground operating practices and procedures, to include: airport safety, ground vehicular movement, ground crew qualification, and elimination of damage to aircraft occurring from contact with ground support vehicles.
- c. Air Traffic Services – Advice and assistance to FSF for the implementation of programs addressing safety practices and procedures relating to the operation of air traffic services.

2. Airworthiness and Maintenance

The BAC provides advice and assistance to FSF for the implementation of programs focusing on safe aircraft technology/design philosophy, and best maintenance practices and procedures. This includes airworthiness design issues, maintenance manuals, records, quality control, hangar and line maintenance, shops, material stores, fuel facilities and aircraft servicing.

3. Training

The BAC provides advice and assistance to FSF for the implementation of programs focusing on flight and ground training of all relevant air and ground personnel. This includes initial, upgrading and recurrent training, standardization, examinations and checks, flight deck and cabin safety management, CRM, and incorporation of technologies and programs such as evidenced based training (EBT) and competency based training (CBT).

4. Management

The BAC provides advice and assistance to FSF for the implementation of programs for managers and decision makers of any issues that affect safety of aviation operations and for studying the complex relationship between organizational structure, management practices, and safety. This includes Safety Management Systems, State Safety Programs, and the associated safety data analysis and information sharing systems designed for management and oversight of aviation safety at the operator, country, regional, and global levels.

5. Human Factors

The BAC provides advice and assistance to FSF with the implementation of programs addressing human factors issues.

MEMBERSHIP

The BAC is composed of a Chair and a Vice-Chair, who serve two-year terms, and committee members. The committee members will include not more than forty or fewer than thirty representatives from the Foundation's membership, invited by the President of the Foundation to serve as an BAC member for a period of three years.

Recommendations for individuals to become members of the BAC may be made to or by the Chair and Vice-Chair of the BAC. BAC members will be selected for their technical and professional backgrounds, active participation in the aviation community, and their interest in promoting aviation safety. Members will share their own safety expertise and that of their organization. Membership on the BAC requires the member's organization be a member of FSF and implies a willingness to support FSF with time and other resources. Members may be appointed by the FSF President at any time and as required.

Each segment of the business aviation community should be considered for representation, including manufacturers, regulators, technical organizations, insurers, suppliers, airports, air traffic services and other safety conscious organizations.

Non-members of FSF may serve on the BAC for special assignments by invitation and appointment by the FSF President in consultation with the BAC chairman.

MEETINGS

BAC meetings will normally be held two times during the calendar year. One meeting will be scheduled in conjunction with FSF's annual Business Aviation Safety Seminar and the other meeting will be scheduled in the fall of each year.. A web-based or e-meeting may be called in special circumstances. Special meetings may be called by the BAC Chair or FSF President when deemed necessary.

The BAC Chair shall preside over all BAC meetings, with the Vice-Chair acting in their absence. At any meeting held pursuant to due notice, ten members shall constitute a quorum for the transaction of any and all business. The Foundation will provide a recommended agenda at least thirty days prior to regular meetings. The Executive Secretary of the BAC will record the meeting minutes and forward them to all members.

WORKING GUIDELINES – PROCEDURES

1. Meeting Attendance

BAC members are encouraged to attend each meeting, but may appoint their own alternates to ensure that they are represented at meetings.

Attendance at a minimum of one BAC function a year is required to maintain BAC membership. In extraordinary circumstances, the BAC Chair may extend the membership of those who do not meet the participation requirement one time only. The President of FSF must approve further extensions.

Guests and observers may be invited to the BAC business meetings and conferences as follows:

- a) Members of FSF Board of Governors will be welcome as observers at BAC meetings and to participate in workshops and seminars.
- b) BAC members or their alternates may invite guests and observers to the BAC meetings with prior coordination with the BAC Chair and the Executive Secretary. The Executive Secretary may limit the total number of guests and observers if conditions require.

2. Member Term Length

BAC members serve a three-year term, which will begin on the date of invitation and expire on December 31, three years subsequent. The FSF President may make extension invitations to serve an additional three-year term. A member may serve a maximum of three consecutive three-year terms followed by a mandatory one year stand down. Following that stand down, an individual may be reappointed to begin the cycle anew. The FSF President may waive the one-year stand down if the member provides unique representation or contributions to the BAC.

3. Chair

The Chair of the BAC is nominated by the BAC members to the Foundation President and appointed by him. The BAC Chair shall preside over all committee meetings and perform all other duties incident to the office.

- a) **Term.** The Chair serves a two-year term. The Foundation President may extend the term of the BAC Chair. Time served as Chair will not be included when computing the maximum term length specified above. The ex-Chair will be eligible to remain on the committee.

b) **Duties**

- 1) The Chair will preside at each meeting
- 2) The Chair will present an annual BAC report to the FSF Board of Governors once a year.

- 3) The Chair or, in his absence, the Vice-Chair, will serve as an ex-officio member of the FSF Board of Governors.
- 4) The Chair may name a regional Vice-Chair when appropriate.

4. Vice-Chair

The Vice-Chair of the BAC is nominated by the BAC members to the Foundation President and appointed by him.

- a) **Term.** The Vice-Chair serves a two-year term. The Foundation president may extend the term of the BAC Vice-Chair. The ex-Vice Chair will be eligible to remain on the committee.

b) Duties

- 1) The Vice-Chair shall function as Chair in the absence of the Chair.
- 2) The Vice-Chair shall be charged with development, through sub-committee action, of any BAC project. These projects will be developed using the resources of the BAC and presented to the entire BAC for approval.

5. Executive Secretary

The Foundation President will designate the Executive Secretary. The Executive Secretary is responsible for: the preparation and distribution of the BAC meeting agenda compiled in conjunction with the BAC Chair and Vice-Chair; the minutes of BAC meetings; and for support arrangements at BAC meeting locations.

6. Ex-Officio Membership.

The FSF President and the Vice President of Global Programs are ex-officio members of the BAC.

The FSF President and appropriate FSF staff will provide a status report at each BAC annual meeting on work that is ongoing at FSF and on future undertakings.

The FSF President will present a summary report on FSF's financial and membership status at each annual BAC meeting.

The Chairs of the Flight Safety Foundation's European Advisory Committee (EAC) and International Advisory Committee (IAC) are ex-officio members of the BAC. Either may be called upon by the BAC Chair, when appropriate, to brief the BAC on projects undertaken by their respective committees.

a) General

- 1) Each BAC member is requested to share with the BAC safety concerns from within his own organization, industry segment or geographical region so that solutions can evolve from group discussion.
- 2) The BAC Chair or the FSF President may form BAC sub-committees, working groups, or task forces as required. The Chair of such sub-committees will be a member of the BAC. Besides serving as sub-committee chairs, they will also

assist, if necessary, by arranging meetings with other organizations with similar interests and goals

- 3) BAC members are encouraged to take note of safety problems or concerns presented by other FSF members and to provide, if relevant, a report either to the BAC Chair during the BAC meeting, or the Foundation directly when the issue is time sensitive and cannot await the next BAC business meeting.
- 4) BAC members are encouraged to keep FSF informed of specific safety studies conducted by their own or other organizations, thus enabling FSF to avoid duplication of efforts. In the event of such studies being conducted by more than one agency the FSF may act as the coordinator of the overall effort when appropriate with the consent of those involved.
- 5) Those BAC members closely associated with other safety organizations and efforts should keep FSF informed of the relevant events of their meetings.
- 6) The FSF is dependent upon its members for support in-kind. This includes the use of facilities for meetings that may take place outside of the FSF head office or in association with meetings coinciding with BASS.

The above Terms of Reference are effective on (date).

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