

CHAPTER 2 – ORGANIZATION

GENERAL

1. The accidental loss of aviation resources can be prevented if hazards are identified and, whenever possible, eliminated. The achievement of this objective requires an effective FSP that is proactive, adaptable, relevant and highly visible to all members of the organization. This, in turn, requires a dedicated staff of highly motivated, trained FS professionals to develop, revise and administer the FS Program (FSP) on behalf of the chain of command. In the case of airworthiness investigations, these professionals perform their duties on behalf of the MND through delegated responsibilities to the AIA. Therefore, FS professionals are required at all levels of the organization in order to optimize the effectiveness of the FSP.

DEFINITIONS

ACCOUNTABLE EXECUTIVE

2. A single, identifiable person having responsibility for the effective and efficient performance of a civilian contractor's FSP.

FS OFFICER (FSO)

3. The person officially appointed by the Comd/CO/Accountable Executive to implement and maintain an effective FSP on behalf of the Comd/CO/Accountable Executive.

NOTE

The term officer is not related to the rank held by the appointee.
The FSO may be an officer, NCM/NCO or civilian as required.

NOTE

The FSO may also be authorized by the AIA to conduct independent investigations on behalf of the AIA in accordance with the Airworthiness Investigation Manual. This is a distinct role that is independent of any FS duties assigned by the Comd/CO/Accountable Executive

FS UNIT

4. A FS Unit is any unit within the CAF or contracted by the CAF that is conducting or controlling flying operations or conducting aircraft support activities.

NOTE

Examples of RCAF FS Units include operational, training and maintenance squadrons, air traffic control units and contracted equivalents. Equivalent Naval and Army organizations conducting or controlling flying operations or conducting aircraft support activities are considered as FS Units.

FS FORMATION

5. A FS Formation is any headquarters organization within the DND/CAF that oversees aviation activities of one or more FS Units within its area of responsibility.

NOTE

Examples of RCAF FS Formations include the Air Staff, Air Divisions and Wings. Equivalent Naval and Army organizations overseeing aviation activities are considered as FS Formations

FLIGHT SAFETY OFFICER (FSO) - GENERAL

ASSIGNMENT OF FSO

6. Accident prevention is the responsibility of Comds/COs/Accountable Executives and involves monitoring the control, conduct and support of air operations. The Comd/CO/Accountable Executive shall put in place proper oversight of air operations within their area of responsibility by designating an FSO to oversee the FSP, including the Air Weapons Safety program (AWSP) as applicable, and to provide specialist advice on all matters concerning FS.

7. Candidates nominated for unit FSO positions must be able to occupy the position for 18–24 months. Candidates nominated for wing/formation FSO positions must be able to occupy the position for a minimum of 36 months. There must also be a succession plan in place to ensure continuity in FSO positions.

FSO RESPONSIBILITIES - GENERAL

8. The Comd/CO/Accountable Executive normally assigns responsibility to their FSO for devising, revising, promoting and administering the Formation/Unit/Contractor FSP. In general, all FSOs are responsible for:

- a. consulting and being aware of the Formation/Unit/Contractor risk assessment criteria;
- b. immediately notifying the Comd/CO/Accountable Executive of any unsafe activities and unacceptable risks. In these cases the FSO must seek an order from an appropriate authority to cease the activity until the problem can be assessed and either resolved or mitigated to an acceptable level; and
- c. carrying out independent airworthiness investigation activities as detailed in the AIM and authorized by the AIA.

FSO ACCESS TO COMD/CO/ACCOUNTABLE EXECUTIVE

9. The FSO must have direct access to the Comd/CO/Accountable Executive. Although reporting directly to the Comd/CO/Accountable Executive, the FSO normally presents their observations or recommendations to the individual who has the authority to take corrective action. Recommendations prepared by the FSO must be constructive, well thought out and tactfully presented.

TRAINING AND EXPERIENCE REQUIREMENTS FOR FSOs AND DEPUTY FSOs (D/FSO)

10. In order to provide FSP and AWSP advice to the Comd/CO/Accountable Executive, any person filling the role of a formation, unit or contractor FSO or D/FSO is required to have completed the formal RCAF FS course (FSC) and have attained the Basic Investigator (BI) 2 qualification. In cases where an individual has not undertaken the FSC prior to their appointment, they should complete this training as soon as possible. See Chapter 7 for further details on training and currency requirements.

11. In order to provide expert advice to the Comd/CO/Accountable Executive on hazards and risks associated with the operation, the FSO should have in-depth experience in the related operational roles of the Unit/Formation and be familiar with the full spectrum of operations of the organization. Aircrew shall maintain flying currency wherever feasible.

ADVISEMENT OF FSO AND D/FSO APPOINTMENTS

12. On behalf of the Comd/CO/Accountable Executive, the FSO shall advise DFS/AIA and all relevant HHQ FSOs of FSO and D/FSO appointments and qualifications.

NOTE

When a FSO will be absent for an extended period of time, the FSO shall advise DFS/AIA and all relevant HHQ FSOs of the period of absence and who the interim FSO will be.

LIMITATIONS ON FSO SECONDARY DUTIES

13. The FSO is expected to be actively involved in the stewardship of the Unit/Formation FSP, as well as to maintain professional qualifications and categories commensurate with the role(s) of the Unit/Formation. In addition, the FSO will normally be authorized by the AIA to conduct independent investigations on behalf of the AIA. In order to carry out these functions unimpeded, the FSO should not be assigned additional secondary duties. If a Comd/CO deems it necessary to assign additional secondary duties, then the Comd/CO shall request approval from the next higher Formation Commander. The request shall outline the circumstances, period required and any mitigation measures. The request and authorization shall be held on file by the FSO of the approving Formation Commander and shall be reviewed at least annually.

14. Furthermore, the FSO shall not be assigned duties that conflict with the fundamental principles of the FSP. Specifically, duties that could potentially require disciplinary actions to be taken are incompatible with the need to conduct independent, non-punitive investigations on behalf of the AIA.

RESOURCES ASSIGNED TO SUPPORT THE FSO

15. In order to run an effective flight safety program, the FSO must be assigned sufficient FS trained personnel to carry out the full range of prevention and investigation activities during a normal workday. A succession plan is also required to ensure continuity in FS positions.

16. In addition, the FSO shall be provided sufficient technical/administrative/physical resources to perform required FS duties including:

- a. infrastructure (ex. office space, private interview area, equipment storage, training/classroom area);
- b. equipment (ex. computer/network, communication, crash kits); and
- c. transportation (when required);

17. The organization’s business plan should incorporate FS priorities and objectives with a suitable budget allocation to deliver on FS initiatives and requirements.

ORGANIZATION - FS FORMATIONS

18. Senior FS positions at Comd RCAF, 1 CAD, 2 CAD and Formation/Wing level are established at the rank of Captain/Lt(N) through Colonel/Capt(N). Table 1 below shows the designated FSO positions for various FS Formations. If no designation has been stated, the 1 CAD FSO will act as the Formation FSO.

ORGANIZATION	DESIGNATED FSO POSITION
STRATEGIC LEVEL	
CDS AND LEVEL 1 ORGANIZATIONS	DFS (NDHQ STAFF ADVISOR FOR MATTERS CONCERNING FS)
COMD RCAF	DFS
NDHQ NATIONAL AIR CADET OPERATIONS (D CDTs)	DFS
FS FORMATIONS	
1 CANADIAN AIR DIVISION (1 CAD) / CANR	1 CAD FSO
2 CANADIAN AIR DIVISION (2 CAD)	2 CAD FSO
ARMY / NAVY FORMATION HQ	DESIGNATED FSO WITHIN HQ
CANADIAN SPECIAL OPERATIONS FORCES COMMAND (CANSOFCOM)	CANSOFCOM FSO
WING / BASE / BRIGADE	WFSO / BFSO / BRIGADE FSO
AIR CADETS REGIONAL OPERATIONS	REGION FSO/DESIGNATED WFSO AS PER TABLE 2 OF ANNEX A OF CHAPTER 2

Table 1 – FS Formations and Corresponding Formation FSO

STRATEGIC LEVEL - DFS

19. Overall, the CDS has delegated DFS to be responsible for the monitoring and oversight of the FSP for the CAF/DND. At the strategic level, DFS is also assigned to act as the National Defence Headquarters (NDHQ) staff advisor for all FS matters, including the provision of FS advice to the CDS and to Level 1 organizations as required.

20. DFS is also the FSO assigned to the Comd RCAF. On behalf of the Comd RCAF, DFS shall:

- a. provide advice on all FS and Air Weapons Safety (AWS) matters;
- b. devise, implement and monitor the FSP and the AWSP as detailed in this publication;
- c. participate as a member of the Airworthiness Review Board (ARB) and the Airworthiness Advisory Board (AAB) (see Chapter 3);
- d. advise on the adequacy and suitability of policies, procedures and standards for AWS;
- e. collect, maintain and analyze FS and AWS statistics for prevention purposes;
- f. monitor and facilitate follow-up action to all aviation safety occurrences;
- g. promote AWS awareness;
- h. monitor and participate in an educational program for the training of FS personnel;
- i. produce and distribute educational and promotional material;
- j. recommend nominations for FS awards and approve, as applicable;
- k. represent the CAF at international FS conferences;
- l. conduct annual FS briefings at wings, units and contractor facilities; and
- m. conduct formal FS Assurance Visits (FSAVs), prepare FSAV reports and track FSAV recommendations as detailed in Chapter 4;
- n. participate in and/or conduct formal FSAVs of FS formations and FS units.

21. DFS is also assigned as the FSO to the Director Cadets (D Cdts) to monitor the FSP for the Air Cadet Flying Program. Additional details of the FSP as it relates to the Air Cadet Flying Program are provided in Annex A of this chapter.

22. The CDS designates, on behalf of the MND, the officer holding the position of DFS to be the Airworthiness Investigative Authority (AIA). The AIA function is a distinct activity within the FSP and is carried out on behalf of the MND in order to carry out independent investigations as required by the *Aeronautics Act*. On behalf of the MND, DFS shall:

- a. independently investigate and analyse matters concerning aviation safety occurrences to identify safety deficiencies;
- b. delegate investigation responsibility to qualified personnel as required to conduct airworthiness investigations; and

- c. provide Class I investigation reports or other reports of interest to the MND and findings in relation to them.

1 CANADIAN AIR DIVISION (1 CAD) FSO

23. The 1 CAD FSO is the FSO assigned to the Comd 1 CAD. On behalf of Comd 1 CAD, the 1 CAD FSO shall:

- a. provide the 1 CAD chain of command with specialist advice on FS matters;
- b. liaise with DFS on FS and AWS related matters;
- c. liaise with 1 CAD FS formations/wings and FS units to monitor, advise and promote the FSP and the AWSP;
- d. advise on the adequacy and suitability of policies, procedures and standards for the FSP and the AWSP;
- e. promote safety practices within the Air Force by maintaining effective feedback loops amongst the 1 CAD Wings, 1 CAD HQ and Comd RCAF;
- f. track and monitor the implementation of FS PMs;
- g. review FS and AWS occurrences;
- h. conduct formal FSAVs, prepare FSAV reports and track FSAV recommendations as detailed in Chapter 4;
- i. represent Comd 1 CAD at FS conferences and meetings; and
- j. conduct FS education by coordinating the administrative aspects of the Flight Safety Course (FSC), providing instructors for selected course serials, identifying FS training needs of wings/units, and ensuring sufficient numbers of trained FSOs/D/FSOs are available for units and contractors.

2 CANADIAN AIR DIVISION (2 CAD) FSO

24. The 2 CAD FSO is the FSO assigned to the Commander of 2 CAD. On behalf of Comd 2 CAD, the 2 CAD FSO shall:

- a. provide the 2 CAD chain of command with specialist advice on FS matters;
- b. liaise with DFS on FS and AWS related matters;
- c. liaise with 2 CAD Wings (i.e. 15 Wg, 16 Wg, 17 Wg) to monitor, advise and promote the FSP and the AWSP;
- d. advise on the adequacy and suitability of policies, procedures and standards for the FSP and the AWSP;
- e. promote safety practices within the Air Force by maintaining effective feedback loops amongst 2 CAD wings, 2 CAD HQ and Comd RCAF;
- f. track and monitor the implementation of FS PMs;
- g. review FS and AWS occurrences;

- h. conduct formal FSAVs, prepare FSAV reports and track FSAV recommendations as detailed in Chapter 4;
- i. represent Comd 2 CAD at FS conferences and meetings; and
- j. conduct FS education by providing instructional expertise to the Flight Safety Course (FSC).

ARMY, NAVY AND CANSOFCOM FORMATION FSO

25. For Army, Navy and CANSOFCOM Formations, the appointment of a dedicated FSO will be commensurate with the scope of the formation's involvement in the support and oversight of aviation activities. On behalf of the Formation Comd, the assigned Formation FSO shall:

- a. provide to the Formation Comd and to members of the HQ, FS training and advice on FS matters;
- b. develop, devise, implement and monitor the FSP as detailed in this publication;
- c. act as the staff advisor for FS matters in the Formation HQ;
- d. liaise with DFS on FS related matters; and
- e. liaise with the subordinate units/garrisons to monitor, advise and promote the FSP.

WING FSO (WFSO)

26. On behalf of the WComd, the WFSO liaises with the flying units and all of the support functions of a wing. It is the WFSO's responsibility to:

- a. advise the WComd on all FS and AWS matters;
- b. establish and implement a FSP and AWSP that encompass all aspects of wing operations;
- c. on behalf of the AIA and as laid out in the AIM, ensure that all occurrences are reported, appropriate occurrences are investigated and that proper PM are identified to the chain of command;
- d. liaise with unit COs to conduct local (informal) FSAVs;
- e. monitor all safety aspects of flying operations and air weapons operations;
- f. confirm that aircraft publications are up to date;
- g. develop methods for detecting hazardous conditions;
- h. be the focal point for all FS and AWS activities at the wing;
- i. provide advice and assistance to the appropriate 1 CAD / 2 CAD staff officer;
- j. monitor air cadet flying operations in accordance with this publication and A-CR-CCP-242/PT-001 – Air Cadet Gliding Manual;
- k. review supplementary reports (SR) from lodger units;

- l. conduct FS continuing education activities with wing/unit FS personnel; and
- m. manage and track FS qualifications for wing/unit/contractor FS personnel, including nominating FS personnel for attendance on the FSC.

WING FS (WFS) TEAM MEMBERS

DEPUTY WING FSO (D/WFSO) - APPOINTMENT AND ROLE

27. One or more D/WFSOs shall be appointed as required (see para 15 above). The role of the D/WFSO is to assist the WFSO in administering an effective FS Program. D/WFSOs are employed as assistants to the WFSO and may act as the WFSO during the WFSO's absence. For military units, the D/WFSO may be an officer or an NCM of an appropriate rank, normally WO or above. Candidates nominated for D/WFSO positions shall be able to occupy the position for 18-24 months.

WFS NCM - APPOINTMENT AND ROLE

28. One or more WFS NCMs shall be appointed as required (see para 15 above). The role of the WFS NCM(s) is to provide specific FS expertise to the WFSO and D/WFSO in order to help them administer an effective FS Program. Candidates nominated for WFS NCM positions shall complete the FS Course as soon as practicable and be able to occupy the position for 18-24 months.

WFS SPECIALIST WEAPONS (WFS SPEC (W))

Appointment and Role

29. A WFS Spec (W) shall be appointed in any wing utilizing air weapons. In accordance with the B-GA-297-001/TS-000, *Safety Orders for the CF Air Weapons Systems*, a Wing Air Weapons Officer (WAWO) is appointed at all units having an air weapons capability. The WFS Spec (W) should normally be the WAWO. The role of the Wing FS Spec (W) is to assist the WFSO on matters affecting air weapons safety.

Duties

30. Complementary to their duties as the WAWO, it is the duty of the WFS Spec (W) to:
- a. develop the wing AWSP;
 - b. take the necessary actions to correct hazardous conditions;
 - c. advise on AWSP matters;
 - d. liaise with other Wing/Unit Air Weapons Officers (appointed IAW B-GA-297-001/TS-000) on matters affecting the AWSP;
 - e. assist in the research and staffing of occurrence reports with air weapons implications;
 - f. assist the WFSO in the conduct of local (informal) FSAVs for matters involving the AWSP;

- g. assist in implementing and conducting AWSP awareness training; and
- h. participate as a member of the Wing FS Committee.

BASE / BRIGADE FSO

31. A Base / Brigade FSO is the FSO appointed by a base/garrison/brigade commander of an army base which conducts or supports aviation operations. Base / Brigade FSO responsibilities and FS team members are similar to that for Wings and shall be commensurate with the scope of the base/garrison/brigade’s involvement in aviation activities.

ORGANIZATION - FS UNITS

32. The Unit FSO (UFSO) should be of at least Captain rank, or in the case of civilian contractors, a mid-level manager. Table 2 below shows the designated UFSO positions for various FS Units, as well as the assigned WFSO if applicable.

ORGANIZATION	DESIGNATED FSO POSITION
FS UNITS	
RCAF FLYING UNIT	UFSO
DEPLOYED UNIT/SUB-UNIT (DETACHMENT ON-BOARD HMCS OR ATTACHED AIR ASSETS TO LAND/NAVAL FORCES)	ASSIGNED FSO AS PER TASKING ORDER
AETE	UFSO / 4 WING FSO
ATESS	UFSO / 8 WING FSO
AIR CADET GLIDING SCHOOL/SITE	UFSO / GLIDING SITE FSO
CONTRACTED ORGANIZATION	CONTRACTOR FSO / ASSIGNED WFSO DETAILED ON DFS INTRANET UNDER THE “OPERATIONAL GUIDANCE” TAB

Table 2 – FS Units and Corresponding Unit FSO

UFSO RESPONSIBILITIES

33. The UFSO is responsible for:
- a. disseminating FS educational material;
 - b. administering FS Committee meetings;
 - c. conducting local (informal) FSAVs;
 - d. monitoring the bird strike prevention program;
 - e. highlighting hazardous conditions to the CoC for rectification or acceptance of risk;
 - f. advising on FS matters;

- g. participating as a team member in formal FSAVs; and
- h. conducting Class III and Class IV airworthiness investigation activities on behalf of the AIA in accordance with the Airworthiness Investigation Manual and as tasked by the Wing/Formation FSO.

UNIT FS (UFS) TEAM MEMBERS

DEPUTY UFSO (D/UFSO) - APPOINTMENT AND ROLE

34. One or more D/UFSOs shall be appointed as required (see para 15 above). The role of the D/UFSO is to assist the UFSO in administering an effective FS Program. D/UFSOs are employed as assistants to the UFSO and may act as the UFSO during the UFSO's absence. The D/UFSO may also act as the FS representative for a sub-unit. For military units, the D/UFSO may be an officer or an NCM of an appropriate rank, normally WO or above. Candidates nominated for D/UFSO positions shall be able to occupy the position for 18–24 months.

UFS NCM - APPOINTMENT AND ROLE

35. One or more UFS NCMs shall be appointed as required (see para 15 above). The role of the appointed UFS NCM(s) is to provide specific FS expertise to the UFSO and D/UFSO in order to help them administer an effective FS Program. Candidates nominated for UFS NCM positions shall complete the FS Course as soon as practicable and be able to occupy the position for 18–24 months.

UFS SPECIALIST WEAPONS (UFS SPEC (W))

Appointment and Role

36. A UFS Spec (W) shall be appointed in any unit utilizing air weapons. In accordance with the B-GA-297-001/TS-000, *Safety Orders for the CF Air Weapons Systems*, a Unit Air Weapons Officer (UAWO) and/or an Air Weapons NCM (AWNCM) are appointed at all units having an air weapons capability. The FS Spec (W) should normally be the UAWO and/or the AWNCM. The role of the Unit FS Spec (W) is to assist the UFSO on matters affecting air weapons safety.

Duties

37. Complementary to their duties as the UAWO/AWNCM, it is the duty of the UFS Spec (W) to:
- a. develop the unit AWSP;
 - b. take the necessary actions to correct hazardous conditions;
 - c. advise on AWSP matters;
 - d. liaise with other Wing/Unit Air Weapons Officer (appointed IAW B-GA-297-001/TS-000) on matters affecting the AWSP;

- e. assist in the research and staffing of occurrence reports with air weapons implications;
- f. assist the UFSO in the conduct of local (informal) FSAVs for matters involving the AWSP;
- g. assist in implementing and conducting AWSP awareness training; and
- h. participate as a member of the Unit FS Committee.

UNIT FSO FOR ASSIGNED/ATTACHED AIR ASSETS

38. The FSP shall be promulgated through local flying orders, operations orders, standing orders and equivalent regulatory documents.

39. Comds shall appoint a dedicated FSO (e.g. BFSO, ship FSO) and/or utilize FS personnel within attached flying units (e.g. Sqn/Detachment FSO) to provide FS expertise and advice. This is an over-arching requirement, separate from wing/unit programs and procedures that are specific to lodger or detached flying units and their chain of command.

40. For deployed operations, Comd 1 CAD will appoint an Air Force wing to provide administrative support (e.g. FSIMS data entry) and quality control to the deployed unit for its FSP and occurrence handling. If more than one aircraft type is involved, Comd 1 CAD may designate additional wings to provide this technical support and assistance.

41. Aviation units or sub-units operating under in specific geographic regions or on-board naval vessels shall ascertain that proper liaison is maintained and that a suitable emergency response plan is put in place, exercised and updated regularly.

INTERACTION WITH OTHER ORGANIZATIONS

AEROSPACE ENGINEERING TEST ESTABLISHMENT (AETE)

42. AETE, an ADM (Mat) unit, is accountable to Comd RCAF for their FSP. The AETE FSP is monitored by 1 CAD through 4 Wing. The flying and maintenance standards of AETE are the responsibility of 1 CAD, which exercises this supervisory role on behalf of Comd RCAF.

AEROSPACE AND TELECOMMUNICATIONS ENGINEERING SUPPORT SQUADRON (ATESS)

43. ATESS, an ADM (Mat) unit, is accountable to Comd RCAF for their FS Program. The ATESS FSP is monitored by 1 CAD through 8 Wing.

AIR CADET FLYING PROGRAM

44. The Air Cadet Flying Program, comprising the Air Cadet Gliding Program and the Air Cadet Powered Flight Program, must also comply with this publication. Specific arrangements and associated responsibilities are detailed at Annex A.

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Annex A
Chapter 2
A-GA-135-001/AA-001

ANNEX A - AIR CADET FLYING PROGRAM

FS PROGRAM RESPONSIBILITY

1. The CF responsibility for the FS aspect of the Air Cadet Flying Program is derived from Section 43 of the *National Defence Act*. The CDS is tasked with operational command and control of the Air Cadet Flying Program, specifically all air cadet gliding and powered flight operations, including familiarization flying funded by DND/CF and the FS Program.

INVESTIGATION OF CADET OCCURENCES

2. The investigation of air cadet occurrences will be carried out on behalf of the AIA as outlined in the AIM and conducted as follows:

- a. Air Cadet Glider Program (ACGP). The ACGP is a national program consisting of familiarization flights and glider pilot flying training. All air cadet gliding resources are owned by the provincial committees of the Air Cadet League of Canada and are Transport Canada registered, but operational control rests with the CF. All serious occurrences with aircraft involved in the ACGP shall be investigated by DFS/AIA. Thus in accordance with section 18(1) of the *Canadian Transportation Accident Investigation and Safety Board Act (CTAISB)*, the aircraft involved here are considered a “military conveyance”. The TSB must be notified by the quickest means possible following any significant occurrence, using the procedures prescribed in the *Canadian Air Regulations (CARs)* and the Working Agreement between DND and TSB; and
- b. Air Cadet Powered-Flight Program (ACPP). The ACPP is a national program consisting of familiarization training funded by the local Sponsoring Committee of the applicable air cadet squadron and a summer pilot ab-initio flight training funded by DND. The conduct of a cadet occurrence investigation is governed as follows:
 - (1) Familiarization Flights. The civilian registered aircraft used to conduct the winter familiarization flying program are not considered “military conveyance” aircraft given these flights are contracted by the Local Sponsoring Committee. Therefore, the FS investigations of any occurrence related to this part of the ACPP would be the responsibility of the TSB. DFS would be invited to participate in the investigation as per the Working Agreement between TSB and DND, and
 - (2) Ab-initio Flight Training. The civilian registered aircraft used to conduct ab-initio flight training as part of the Power Pilot Scholarship program are considered “military conveyance” aircraft. Therefore, any FS investigations are the responsibility of the CF as per the *CTAISB Act*. The

FS investigation will be conducted as per the Working Agreement between TSB and DND designated Support Wings.

3. In view of the structure of the Air Force, certain FSOs from designated wings will act as FS advisors to the Region Comds. This working relationship will apply only when these personnel are performing FS duties associated with Air Cadet flying program activities. The Region Comds and associated FSOs are listed in Table 2 below.

REGION	REGION COMD	DESIGNATED FSO
Atlantic	Comd MARLANT	14 Wing Greenwood
Eastern	Comd 1 CAD	3 Wing Bagotville
Central	Comd 1 CAD	8 Wing Trenton
Prairie	Comd 1 CAD	17 Wing Winnipeg
Pacific	Comd MARPAC	19 Wing Comox

Table 2 – Regions and Designated FSOs

4. The FSO from the designated support wing will act as the FS advisor for each respective regional site. The FS support to Air Cadet Glider program gliding sites will be promulgated on an annual basis by 1 CAD before the start of the annual Air Cadet Glider program.

DUTIES AND RESPONSIBILITIES

DFS RESPONSIBILITIES

5. The DFS responsibilities for the national cadet program are as follows:
 - a. advise on the implementation and monitor the effectiveness of the regional FS Program in cooperation with D Cds and the Regional Cadet Air Operations Officer (RCA Ops O);
 - b. coordinate independent airworthiness investigations for aircraft occurrences and investigate as required;
 - c. provide annual FS briefings to summer gliding schools;
 - d. monitor incidents and the follow-up PM; and
 - e. monitor FSAVs from all gliding sites.

1 CAD FSO RESPONSIBILITIES

6. 1 CAD FSO responsibilities for the National ACGP are listed below:
 - a. assign, as required, the Wing and Unit FSO positions to meet designated regional gliding school and gliding familiarization site requirements; and
 - b. provide advice and assistance to Comd 1 and Comd 2 Cdn Air Div on Air Cadet Glider Program FS matters.

SUPPORT WING RESPONSIBILITIES

7. The responsibilities of the WFSO and responsibilities for the national Air Cadet Glider program are to:
- a. provide FS assistance to ACGP activities at a designated site;
 - b. advise the School/Site Comds on FS matters in cooperation with the ACGP FSO;
 - c. monitor the safety aspects of flying operations in cooperation with the ACGP FSO;
 - d. provide assistance in the preparation and timely submission of initial and supplementary occurrence reports, and recommend PM resulting from occurrences;
 - e. conduct biennial FSAVs of all designated gliding sites in conjunction with RCA Ops O;
 - f. provide assistance to DFS and RCA Ops O in the event of an accident; and
 - g. review ACGP occurrence reports for quality assurance.

FSO RESPONSIBILITIES

8. RCA Ops Os shall designate a Unit Flight Safety Officer (UFSO) for the Regional Gliding School and a Regional Flight Safety Officer (Reg FSO) for all the glider familiarization sites. The UFSO/Reg FSO must be familiar with the unit's/region's operations in order to provide sound advice on accident prevention and hazardous conditions. Also, at each gliding site, an FSO will be designated (Gliding Site FSO). In their proper chain of command, the FS staff responsibilities are as follows:
- a. advise the School/Site Comd on all aspects of FS;
 - b. report all incidents and accidents in accordance with A-GA-135-003/AG-001 (AIM);
 - c. aid School/Site Comds in the implementation of the unit FS Program; and
 - d. monitor all aspects of the operation and advise school/site Comds of hazardous conditions.

DETECTION OF UNSAFE PROCEDURES

9. If, during the course of their duties, FS personnel detect any unsafe procedures/practices, they shall immediately notify the Site Comd, who will immediately rectify the situation and advise of corrective actions taken. The UFSO/Reg FSO will keep the WFSO/BFSO informed of important FS matters.

OCCURRENCE ACTION

10. In the event of an FS occurrence:
- a. FS personnel will file the initial occurrence report;

- b. the UFO/Reg FSO is responsible through the RCA Ops O for investigating the incident and filing a supplementary report (SR) within 30 days. Distribution of the initial and the SR will be accomplished through the FSOMS as well as any other appropriate addressees;
- c. the support WFSO will maintain files of all the ACGP FS reports and monitor the reporting process;
- d. the support WFSO will assist the UFO/Reg FSO with any investigations into air occurrences within their region of responsibility; and
- e. the FSO will advise the Region Comd on serious gliding occurrences as required.

ACCIDENT ACTION

- 11. In the event of an accident:
 - a. the Gliding Site FSO and/or the Site Commander shall complete the necessary action requirements and initiate reporting in accordance with a detailed Site specific Emergency Response Check List approved by the RCA Ops O;

NOTE

This requirement will differ from site to site depending upon whether the field is DND or TC, controlled or uncontrolled, etc

- b. the Gliding Site FSO and/or the Site Commander shall ensure that the UFO/Reg FSO is contacted immediately;
- c. the UFO/Reg FSO informs that the RCA Ops O;
- d. the RCA Ops O inform the appropriate WFSO/BFSO; and
- e. Upon notification of an accident notification, the RCA Ops O/WFSO/BFSO will ensure the following organizations are notified (also see A-GA-135-003/AG-001 (AIM) Chapter 6, Annex A for notification chart):
 - (1) DFS (via toll free number 1-888-WARN DFS/927 6337). Personnel requirements for an investigation will be coordinated by DFS and NDHQ/D Cds 4-6 (National Cadet Air Operations officer). DFS will provide investigative assistance and advice as required,
 - (2) the Canadian Forces Integrated Command Centre (CFICC), and
 - (3) the 1 CAD Combined Air Ops Centre (CAOC) have been notified and then will assist.

REVIEW PROCESS

- 12. On completion of a FS investigation, a draft report for comment will be sent to persons of direct interest (PDI), CO Regional Cadet Support Unit (RCSU) (or equivalent), Region Comd and NDHQ VCDS/D Cds. The action letter for PM implementation will be signed by the Comd RCAF as the AA.

Annex B
Chapter 2
A-GA-135-001/AA-001

ANNEX B – CONTRACTOR FS PROGRAM (FSP)

GENERAL

1. Contractors form an important part of the DND aircraft maintenance philosophy and by extension, the preservation of DND assets during this unique activity. It is essential that each contractor develop a comprehensive FSP that takes into account the depth of maintenance and extends to flight line test and ferry flight activities.

CONTRACTUAL ARRANGEMENTS

2. Contractors that fall within the scope of the FSP, as detailed in Chapter 1, shall be contractually mandated to comply with and participate in the FSP, including those locations where the National Defence Quality Assurance Region (NDQAR) is identified as the unit of ownership of the aircraft or engine.

3. A standardized FS Clause *B4064C* has been developed with Public Services Procurement Canada to enable the implementation of the FSP within each contracted organization.

CONTRACTOR FSO - GENERAL

4. As per the requirements of Chapter 2, the accountable executive shall appoint a FSO at all contractor facilities where DND owned or controlled aircraft are maintained. Within the FSP, the contractor FSO holds a similar status and has the same responsibilities as a UFSO. Therefore, all the general requirements of an FSO and a UFSO, as detailed in Chapter 2, shall also apply to the contractor FSO.

5. If the contractor has implemented an ICAO compliant / Transport Canada (TC) approved Safety Management System (SMS), the safety manager appointed by the accountable executive, would also normally hold the position of contractor FSO.

INTERFACE WITH WFSO

6. All contractor FSOs will be assigned a WFSO to which they will report under the FSP. The contractor FSO and assigned WFSO shall maintain open communications to assist in the implementation of the contractor's FSP and to ensure that the contractor's FSP meets the requirements of this publication.

INTERFACE WITH SAFETY MANAGEMENT SYSTEMS (SMS)

7. It is realized that some portions of this manual are specific to DND organizations and therefore may require some interpretation for civilian application. Specifically, if the contractor has implemented an SMS, the SMS may be used to satisfy elements of the FSP. The contractor shall document how their SMS meets the requirements and intent of the FSP.

FS OCCURRENCE ACTIVITIES

8. Notwithstanding use of an SMS to meet certain requirements of the FSP, FS occurrence reporting and investigation activities must comply with AIA directions as detailed in the A-GA-135-003/AG-001 *Airworthiness Investigation Manual (AIM)*.

9. The contractor FSO shall ensure that all FS occurrences involving DND aircraft/engines are reported and investigated under the FSP, notwithstanding the fact that NDQAR Offices are identified as the unit of ownership. In that regard, the contractor FSO has the same reporting and investigation obligations as a UFSO. The contractor's role with respect to a FS investigation will normally be determined by the assigned WFSO.

10. The post-occurrence emergency response obligations of a contractor FSO are also similar to those of a DND/CAF FSO. However, it is recognized that the Airport Authority or other authorities may have areas of responsibility that supersede or overlap those obligations. Accordingly, the contractor FSO shall ensure that the intent of the post-occurrence requirements of this publication are addressed either by the company or by other authorities, and shall document those areas that are under direct contractor control and those areas that are the responsibility of another authority.

CONTRACTORS CO-LOCATED WITH UNITS/WINGS

11. In order to promote synergies between military and civilian FS programs, contractors that are co-located with units/wings shall coordinate/integrate their FSP with their corresponding unit/wing FSP. To achieve this, the contractor FSO should normally be an integral part of their corresponding unit/wing FS team. The contractor shall document how FSP coordination/integration with their corresponding unit/wing is achieved.