



# Safety Reviews

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# Why do Safety Reviews?

The intention of this pamphlet is to provide some clarity on safety reviews, why we do them and who should be involved.

Whilst ICAO provides guidance in Doc 4444, 2.5 (Safety Reviews), that document just focusses on Air Traffic Services (ATS). However, statistics reveal that all personnel (regardless of role) who work on an airport Movement Area or who have other direct contact with aviation support services such as ground handling or Aviation Security, can make a significant and valuable contribution when encouraged to conduct or be involved in, safety reviews.


## Who should be involved?

From an ATS perspective, it is assumed that all licensed ATCOs would meet the criteria defined in ICAO Doc 4444 as; *“personnel qualified through training, experience and expertise and having a full understanding of relevant Standards and Recommended Practices (SARPs), Procedures for Air Navigation Services (PANS), safe operating practices and Human Factors principles.”* In this document, ICAO provide guidance as to the types of topics which may be considered when identifying the scope of an ATS safety review. For example, the section entitled ‘Operational and Technical issues’ provides examples of:

*(d) controller competency is maintained by adequate and appropriate refresher training, including the handling of aircraft emergencies and operations under conditions with failed and degraded facilities and systems or;*

*(g) procedures to be applied in the*







*event of failures or degradations of ATS systems, including communications, navigation and surveillance systems, are practicable and will provide for an acceptable level of safety.*

These are topics which your ATS team and/or your OJTIs, could do as part of a safety review, team discussions or recurrent training; it doesn't require a regulator or a Quality/Safety Manager to do that. In fact, unless these individuals are, or have been, an ATCO, they would probably lack the knowledge and experience to review this technical area.

## The wider Airport Team



A great deal of benefit may be obtained by involving a much wider cross-section of the airport community - not just pilots or Air Traffic Controllers. Ideally, personnel at the '*operational level*' (ATCOs, CNS technicians, ATC Assistants, Refuelling personnel etc) should be involved, make recommendations and submit their report to local management for review and if necessary, implementation. Experience has confirmed that those at the '*non-managerial*' level tend to have more opportunity to notice items that perhaps, management would not. They are invariably more able to judge if a process or procedure works (or not) and can often provide useful, practical and **safer** solutions; that's why safety reviews should be done at this level. Although ICAO Doc 4444 is suitable for the ATS aspects, it would be beneficial to include review topics from as many technical areas as is feasible. So, for example, wildlife hazards, aircraft parking or pushback procedures, refuelling, RFFS, FOD prevention, airside driving – the list is almost endless.





## How often should safety reviews be done?

The most important point to remember is don't be too ambitious. It is better to have two (2) or three (3) surveys per year which have been conducted thoroughly with well-judged recommendations than a greater number of superficial results. A good suggestion is to discuss potential topics at the start of the year within your Safety Meetings, decide on those areas which may have been identified as a potential risk and then appoint individuals from your team(s) to conduct the reviews. An added benefit of restricting the number of reviews to only 2 or 3 per year, is that this should give adequate time to complete them thoroughly. Typically, reviewers should be given 2 months to complete their investigations/ studies which will provide management with the flexibility to review the results, discuss their proposals during safety Meetings and (if agreed) implement any changes which are necessary.

Safety reviews are a requirement and if done correctly and thoroughly, they can bring significant benefit to maintaining and enhancing safety performance. Staff involved in safety reviews often feel more 'involved' in their organisation, empowered and that their contribution, views and input are valued and appreciated.

If you have any questions, contact your Aerodrome and/or ATS Inspectors.



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