

Civil Aviation Authority Offshore Helicopter Safety Action Group

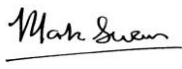
Terms of Reference

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Revision History

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1.2	9 th April 2014	Final version following OHSAG review	Ros Jaeger

Approval/Sign-Off

Name	Role	Date	Version	Signature
Mark Swan	Group Director, SARG, CAA Group Chair	09/04/2014	1.2	

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1. Background

1.1 In September 2013, the CAA initiated a review to examine the risks and hazards of helicopter operations in the UK offshore environment. A report of the review was published on 20th February 2014:

CAP1145: CAA – Safety review of offshore public transport helicopter operations in support of oil and the exploitation of oil and gas.

1.2 A fundamental part of the review was to identify actions that the CAA could take, and recommendations that helicopter operators, the oil and gas industry and EASA could take to improve offshore helicopter safety. One of these recommendations was to establish a new CAA-led safety governance body for offshore operations, incorporating the key organisations from across industry. This body is to facilitate the implementation of the review recommendations and replicate the best practice model derived from the gap analysis collaboration carried out with the Norwegian CAA as part of the review. The body will be titled the CAA Offshore Helicopter Safety Action Group (OHSAG).

These terms of reference set out the purpose, functions and membership of that governance body.

2. Purpose

2.1 The primary purpose of the OHSAG is to:

- Facilitate and where applicable, deliver, the CAA Offshore Helicopter Safety Review actions
- To monitor the progress of recommendations made to others
- To coordinate and lead the communications of the review work to stakeholder groups and the media
- To assess the ongoing effectiveness of implemented safety initiatives to ensure tangible measurable safety benefits are delivered

2.2 The additional purposes are:

- To work together for a substantial and continual improvement in the safety of all offshore helicopter operations on the UK continental shelf whether engaged in oil and gas exploitation or renewable energy sources
- To interface with helicopter safety research via the HSRMC, taking due account of output and identifying new requirements
- To liaise with other NAAs with offshore interests to share experience and best practice
- To communicate and delegate (if appropriate), review actions to other governance bodies already in existence (see below)
- To ensure delivery of the programme safety benefits does not give rise to other unintended consequences

3. Format and Frequency

3.1 Meetings of the OHSAG will be held on quarterly basis in Aberdeen.

3.2 The OHSAG will initially run for a period of 2 years, from March 2014 to April 2016.

3.3 The secretariat and resourcing of the forum will be the responsibility of the CAA.

3.4 Notes of each of the meetings will be made public.

3.5 The OHSAG will be in addition to, and work in collaboration with, these related bodies:

- Helicopter Management Liaison Committee (HMLC)
- Helicopter Safety Research Management Committee (HSRMC)
- Helicopter Safety Steering Group (HSSG)
- Aviation Safety Technical Group (ASTG)
- Oil Industry Advisory Committee, Helideck Liaison Group (OIAC-HLG)
- Joint Operators Review (JOR)

4. Membership

4.1 The table below shows the list of permanent members of the OHSAG.

Organisation	Name	Role
CAA	Mark Swan (Chair)	Group Director, Safety & Airspace Regulation.
CAA	Ros Jaeger (Secretary)	Project Manager
CAA	Rob Bishton	Head of Flight Operations
CAA	John McColl	Head of Airworthiness
CAA	Chester Armstrong	Flight Operations Manager (Helicopters)
CAA	Corporate Communications Representative	
BALPA	Colin Milne	Chairman of BALPA's Helicopter Affairs Committee
Bond Offshore Helicopters Ltd	Luke Farajallah	Accountable Manager
Bristow Helicopter Ltd	Mike Imlach	Accountable Manager
CHC Scotia Ltd	Mark Abbey	Accountable Manager
Oil and Gas UK	Mark Hardie	Logistics Infrastructure Manager, BP
Step Change in Safety	Chris Allen	Group Director HSSEIA ,Petrofac Services Limited
Unite/ RMT	John Taylor/ Jake Molloy	Lead union spokespersons on North Sea operations

4.2 Additional representatives may be invited as appropriate. These may include, but not necessarily be limited to, representatives from:

- European Aviation Safety Agency(EASA)
- Helideck Certification Agency (HCA)
- Health and Safety Executive (HSE)
- Air Accident Investigation Board (AAIB)

5. Standard Agenda

5.1 The Standing Agenda will be:

- Review CAA progress against actions
- Report on EASA progress against recommendations
- Review helicopter operators' progress against recommendations
- Review O&G industry progress against recommendations
- Review major risks and issues to delivery of actions and recommendations
- Track benefits of delivered actions and recommendations
- Make decisions on 'key asks' (e.g. support to a particular project)
- Determine content of the communications brief to Government officials, the offshore and pilot workforces, oil and gas operators and the media

5.2 (For the first meeting)

- Agree Terms of Reference
- A brief on the CAA governance structure and project plan
- Determine the format for briefing the Group with progress of recommendations.

Annex A: Glossary

ASTG	Aviation Safety Technical Group
CAA	Civil Aviation Authority
EASA	European Aviation Safety Agency
HMLC	Helicopter Management Liaison Committee
HSRMC	Helicopter Safety Research Management Committee
HSSG	Helicopter Safety Steering Group
JOR	Joint Operators Review
NAA	National Aviation Authority
OHSAG	CAA Offshore Helicopter Safety Action Group
OIAC-HLG	Oil Industry Advisory Committee, Helideck Liaison Group