

Manoeuvring Area Safety Team – first draft terms of reference (May 2012)

Time: Frequency: Location:	10.00 -12.30 unless otherwise stated Bi-monthly, to alternate with Flight Operations Performance Committee (FLOPC) Compass Centre, unless otherwise stated.	Attendees:	BAA/HAL representation Airline representation NATS representation Ground Handler representation CAA representation UK FSC representation Met Police BALPA	Airside Operations & Safety Flight Deck & Safety Operations & Safety Operations & Safety
Purpose:	The purpose of the Group is to: <ul style="list-style-type: none"> Implement the manoeuvring area safety strategy (ie strategic objectives) which is developed by the Runway Safety Steering Group (RSSG) Develop, implement & monitor action plans necessary to achieve the objectives of the strategy, in line with regulatory and business requirements and also EAPPRI recommendations Provide the technical forum for discussion of manoeuvring area safety issues, to identify and share learning and best practice for Heathrow Review and comment on safety data presented and identify areas for improvement Raise awareness of manoeuvring area safety issues within the airside community Drive safety initiatives across the community to develop a positive safety culture Provide clear messages relating to manoeuvring area safety management at Heathrow to FLOPC Fulfil the role of the Local Runway Safety Team as recommended by EAPPRI 	Agenda: standing items include <ul style="list-style-type: none"> Minutes of previous meeting HAL update (Airside update, incursions, FOD, Wildlife Strikes, AONs, Infringements, Safety Practices) NATS KPI & runway incursion report ASRs/ MORs Action Tracker Ad hoc reports/analysis AOB Review of meeting actions Key communication messages to FLOPC Date and venue of next meeting 		
Strategic Objectives: <ul style="list-style-type: none"> Prevention of Runway Incursions Prevention of Collisions on the Manoeuvring Area Prevention of Runway Excursions Enhancing Situational Awareness for all users Effective Bird Management (incl wildlife) FOD detection strategies 		Ground rules <ul style="list-style-type: none"> Respect each other Constructively challenge No repetition Criticise ideas, not people One conversation No interruptions Listen actively Bring issues, not problems Honesty and openness Keep on track Respect confidentiality of information and data provided & agree terms of onward dissemination of information as necessary. 		
Inputs <ul style="list-style-type: none"> Previous meeting minutes MOR report (JH) Action Tracker Hal Update (to include incursions, FOD, Wildlife Strikes, AONs, Infringements, Safety Practices) NATS – KPI & runway incursions report Relevant industry studies/ publications 		Outputs/Outcomes <ul style="list-style-type: none"> to enhance safety and influence a reduction in safety related incidents to drive a positive safety culture across Heathrow to keep minutes and maintain a detailed action list in order that the work of the group can be tracked 		

