



SAFETY POLICY

(VERSION 1)

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Safety Policy

Air Navigation and Trading Company Limited (ANT) has made a declaration in accordance with the EASA Aircrew Regulations, Annex VIII – Part DTO. Our Safety Policy represents commitment by the Accountable Manager / Responsible Person named to the CAA that the organisation will:

- Improve towards the highest safety standards
- Comply with all applicable legislation, meet all applicable standards and consider best practice
- Provide appropriate resources
- Ensure safety as a primary responsibility of all personnel
- Not blame someone for reporting something that would not have been otherwise detected by operating a Just Culture.

The primary considerations of this Safety Policy are as follows:-

- i)* Continuously seek to improve its safety performance. Continuous improvement of safety performance will be achieved through
- ii)* Identify hazards and risks associated with the organisation and its operations;
- iii)* Develop mitigations for these to reduce the risk to a level with is as low as reasonably practical;
- iv)* Maintain a Safety Reporting system which identifies incidents and steps taken to prevent a re-occurrence;
- v)* To keep records of all reports, hazards / risks and mitigations; and
- vi)* Ensure that all staff, club members and clients abide by the Company Safety Policy.

When changes such as staff changes, new equipment including introduction of a new aircraft, changes to facilities, new locations / training routes and courses etc, are planned, an assessment of the implications of the changes will be made to ensure risks are mitigated

Hazard and Risk Identification

The safety risk management process at ANT starts with identifying the hazards and risks associated with ANT's activities. This is done through mandatory occurrence reporting and a voluntary safety reporting system. Hazards can only be controlled if their existence is known. ANT has a confidential system of reporting to identify underlying situations or conditions that have the potential to endanger the safety of aircraft operations.

A Hazard is defined as a condition, event or circumstance that has the potential to cause harm to people or damage to aircraft, equipment or structures.

A Risk is defined as the potential outcome from the hazard and is defined in terms of the likelihood of the harm occurring and the severity if it does.

In general, a hazard exists in the present, whereas the risk associated with it, is a potential outcome in the future.

Risk Severity Classifications

Aviation Definition	Meaning	Value
Catastrophic	Results in an accident, death or equipment destroyed	5
Hazardous	Serious injury or major equipment damage	4
Major	Serious incident or injury	3
Minor	Results in a minor incident	2
Negligible	Nuisance of little consequence	1

Risk Likelihood Classifications

Qualitative Definition	Meaning	Value
Frequent	Likely to occur many times (has occurred frequently)	5
Occasional	Likely to occur sometimes (has occurred infrequently)	4
Remote	Unlikely to occur but possible (has occurred rarely)	3
Improbable	Very unlikely to occur (not known to have occurred)	2
Extremely improbable	Almost inconceivable that the event will occur	1

Risk Tolerability Matrix

Risk Likelihood	Risk Severity Catastrophic 5	Hazardous 4	Major 3	Minor 2	Negligible 1
Frequent 5	Unacceptable	Unacceptable	Unacceptable	Review	Review
Occasional 4	Unacceptable	Unacceptable	Review	Review	Review
Remote 3	Unacceptable	Review	Review	Review	Acceptable
Improbable 2	Review	Review	Review	Acceptable	Acceptable
Extremely Improbable 1	Review	Acceptable	Acceptable	Acceptable	Acceptable

Safety reporting can be reactive (from an event that has happened) or proactive (from a potentially unsafe situation being identified) or predictive (trying to predict what might happen in the future). All safety reports will be reviewed by the Safety Manager within 72 hours to determine if the risk is unacceptable, requires further review or is acceptable.

The information provided will be used to enhance safety rather than to apportion any blame if genuine errors or mistakes have been made. ANT has an open and just culture which is aimed at encouraging reporting without fear of repercussion.

The safety issue report form is detailed in Appendix 1.

Unacceptable: If the risk is unacceptable, the operation or activity should stop immediately or not take place. Major mitigation will be necessary to reduce the severity of the risk if it actually occurs or reduce the likelihood of the risk occurring. Normally it is the likelihood of the occurrence that can be reduced rather than the severity.

Review: If the risk falls into the review category, the severity or likelihood of occurrence is of concern; measures to mitigate the risk to as low as reasonably practicable should be sought. Where the risk is in the review section after this action has been taken, it may be that the cost of actions required to reduce the risk further are too prohibitive. The risk may be accepted provided it is understood and has the endorsement of the Safety Manager.

Acceptable: If the consequence is either so unlikely or not severe enough to be of concern, the risk is acceptable. However, consideration should be still be given to reducing the risk further.

If the level of risk falls into the unacceptable or review categories, mitigation measures will be required to reduce it to as low as reasonably practicable.

Mitigating Risk

Mitigation measures are actions or changes, such as changes to operating procedures, equipment or infrastructure to reduce either/both the severity and/or the likelihood of the risk and they generally fall into three categories:

1. Avoidance: The operation or activity is cancelled because the safety risk exceeds the benefits of continuing the activity.
2. Reduction: The frequency of the operation or activity is reduced or action is taken to reduce the magnitude of the consequences of the risk.
3. Segregation: Action is taken to isolate the effects of the consequences of the risk or build in redundancy to protect against them

Mandatory Occurrence Reports

An 'occurrence' is any incident that is not a notifiable accident. Occurrence reporting is covered by European legislation and [Commission Implementing Regulation \(EU\) 2015/1018](#) lays down a list classifying occurrences in civil aviation to be mandatorily reported.

Reports are made to a European web portal, the ECCAIRS portal.

Voluntary Safety Reporting

Occurrences and safety issues which are not captured by the Mandatory Occurrence Reports.

ANT encourages all pilots to use a Safety Issue Report for any proactive or predictive safety reporting. Internal safety issue report forms are available at the flying school.

All safety information collated through this reporting system will be reviewed annually. The reporting system includes each identified hazard, the associated risks, the results of risk assessment taking into account any current mitigation measures, further risk mitigation measures if required and a reassessment of the risk once the mitigation measures have been implemented to assess whether they have achieved the outcome desired.

Annual Review

Any safety recommendations given by the CAA will be reviewed and implemented where applicable.

The Safety Performance section of the DTO annual activity review report will be completed and submitted allowing ANT to review the number of major risk incidents involving ANT and the number of Mandatory Occurrence Reports.

Appendix 1

Safety Issue Report Form

Date:	
Where Applicable Aircraft Make/Model/Series Aircraft Registration Call sign Other.	
Pilot in command (circle one)	<input type="radio"/> Instructor <input type="radio"/> Student Pilot <input type="radio"/> Self fly hire
Type of operation	
Occurrence Type	Mandatory or Voluntary (i.a.w EU No 376/2014) *If mandatory ensure report is completed within 72 hours.
Nature of occurrence	(i.e aeroplane, maintenance/ repair problems, aerodrome activities/ facilities, ground handling and related services, airspace, flight planning, weather, other.)
Severity – Damage/ Injury	
Injuries – fatal/serious/minor	
Additional information.	
Date and Time UTC:	
Location	
Location ICAO if airport	
Reporter (Optional)	
Reporters contact details (optional) *For feedback	
Reported to: Date:	

