



*One Team. One Culture.*

**Administrative Procedure**

**PRC-PRO-SH-104**

**Aviation Safety Program**

Revision 0, Change 3

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Program: Occupational Safety and Industrial Hygiene

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USQ Screen Number:

- 100 K Facility : Excluded from USQ  
**Exclusion Reason:**  
Exempt from USQ Process per PRC-PRO-NS-062, Table B-1.
- Canister Storage Building/Interim Storage Area : Excluded from USQ  
**Exclusion Reason:**  
Exempt from USQ Process per PRC-PRO-NS-062, Table B-1.
- Central Plateau Surveillance and Maintenance : Excluded from USQ  
**Exclusion Reason:**  
Exempt from USQ Process per PRC-PRO-NS-062, Table B-1.
- Less Than HazCat 3 : Excluded from USQ  
**Exclusion Reason:**  
Exempt from USQ Process per PRC-PRO-NS-062, Table B-1.
- Plutonium Finishing Plant : Excluded from USQ  
**Exclusion Reason:**  
Exempt from USQ Process per PRC-PRO-NS-062, Table B-1.
- Solid Waste Operations Complex : Excluded from USQ  
**Exclusion Reason:**  
Exempt from USQ Process per PRC-PRO-NS-062, Table B-1.
- Transportation : Excluded from USQ  
**Exclusion Reason:**  
Exempt from USQ Process per PRC-PRO-NS-062, Table B-1.
- Waste Encapsulation Storage Facility : Excluded from USQ  
**Exclusion Reason:**  
Exempt from USQ Process per PRC-PRO-NS-062, Table B-1.

**CHANGE SUMMARY****Description of Change**

- Updated Point of Contact information in Appendix A.
- Format changes.
- Update references

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## 1.0 INTRODUCTION

### 1.1 Purpose

Based on the risks inherent in aircraft operations, an Aviation Safety Point-of-Contact (ASPOC), an Aviation Contracts Point-of-Contact (ACPOC), and an Aviation Point of Contact (APOC) are involved in review and/or approval and/or oversight of all CH2M HILL Plateau Remediation Company (CHPRC) aviation activities. The APOC is responsible for maintenance and interpretation of this procedure.

The U.S. Department of Energy (DOE) Richland Operations Office (RL) Aviation Safety Officer (ASO) and Aviation Safety Committee (ASC) maintains cognizance of all aviation operations, and are involved in review and approval of any unusual or above normal risk aviation operations as described later in this procedure.

This procedure establishes the requirements and process for establishing an Aviation Safety Program and for arranging contracted aircraft services under DOE O 440.2B, Aviation Management and Safety, Attachment 2, Contractor Requirements Document (CRD) (Supplemented Chg 1, Rev. 0).

**NOTE:** See [Appendix A](#) for additional information about Points of Contact.

### 1.2 Scope

This Level 2 Management Control Procedure is applicable to CHPRC Team employees. It does **not** apply to Research and Development aviation operations, Unmanned Air Vehicle operations, or to operation and maintenance of Fleet Aircraft.

This procedure does not apply to aircraft operations in emergency situations managed by the Hanford Fire Department (HFD), including wild-land fires and air ambulance service. The requirements addressing these types of operations are included in the HFD internal standard operating procedures.

The safety of military aviation operations is the sole responsibility of the military organization conducting the operation and this procedure does not apply; however, military aviation organizations operating on the Hanford Site or with DOE/contractor personnel on board their aircraft shall coordinate the operation with the RL ASO (minimum 48 hours notice).

### 1.3 Applicability

This procedure is applicable to CHPRC team employees contracting/procuring services that require aircraft to perform on or over the Hanford Site.

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#### **1.4 Implementation**

This document is effective upon publication.

#### **1.5 Emergency Provision**

In the event the Hanford Manager, Hanford Aviation Manager/Aviation Safety Officer (AM/ASO), Emergency Event Incident Commanders, Director SES, or their designees, determine there is a need for immediate use of aircraft support to site emergencies, fire suppression, or critical law enforcement activities, they may immediately authorize the flight(s), on their authority, without any CRD O 440.2B charter operations approval review. In case of fire emergencies, the HFD Incident Commander may authorize aircraft support in accordance with HFD internal operating procedures, or HFD personnel being carried as passengers.

#### **2.0 RESPONSIBILITIES**

None

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### 3.0 PROCESS

#### 3.1 Establishing a Program

<b>Actionee</b>	<b>Step</b>	<b>Action</b>
CHPRC Director of Worker Protection Programs	1.	DESIGNATE an APOC/ASPOC, who has aircraft flight and/or aviation safety expertise, to serve on the RL/Inter-contractor Aviation Safety Committee.
	2.	DESIGNATE an ASPOC (if different from the APOC). <ol style="list-style-type: none"> <li>a. ESTABLISH <u>AND</u> MAINTAIN contractual paperwork to define and obtain the services of the ASPOC.</li> </ol>
ASPOC	3.	INTERFACE with other APOCs as defined in this procedure.

#### 3.2 General Procedural Steps to Obtain Aviation Services

<b>Actionee</b>	<b>Step</b>	<b>Action</b>
Requestor/ Customer/ Initiator/End User of Aviation Service	1.	CONTACT the ASPOC, as far in advance as possible, (required minimum notice is 30 days) before any contract aviation services for work on or above the Hanford Site (such as aerial photography, surveying, herbicide applications, etc.) are needed.
<b>NOTE:</b>		<ul style="list-style-type: none"> <li>• <i>When the operation is judged to be above normal risk, the Hanford Aviation Implementation Plan requires a written request for approval be received by the RL Aviation Manager/Aviation Safety Office at least 30 days in advance of the proposed flight to ensure timely processing and approval.</i></li> <li>• <i>The ASPOC will provide the requestor with a copy of this procedure and any required forms. The ASPOC will also assist (or help arrange assistance) in form preparation and approval.</i></li> </ul>
	2.	COMPLETE the <i>Aviation Services Request</i> (Site Form A-6004-737), <u>AND</u> PREPARE a statement of work describing the proposed flight operation and a justification for the use of aircraft/helicopter to accomplish mission needs, etc.

**NOTE:** *Procurement cannot proceed with the contract process until it receives a copy of the completed form.*

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Actionee	Step	Action
ASPOC	3.	When the operation is considered to be normal risk, APPROVE the operation <u>AND</u> NOTIFY the APOC and the RL ASO of the flight details as far in advance as possible to the start of operations.

**NOTE:** *The ASO will also want:*

- *A description of the flight,*
  - *The proposed date of the flight,*
  - *The purpose of the flight,*
  - *A statement indicating the flight operation meets the requirements of the DOE Aviation Operation Checklist for Charter Aircraft (Site Form A-6004-717),*
  - *The name of a technical contact for the operation,*
  - *The ASPOC Approval.*
4. When the operation is unusual or is determined to be above normal risk as defined by the DOE Hanford Aviation Implementation Plan (definitions outlined below):
- PREPARE an *Aviation Safety Plan* (Site Form A-6004-722)
  - CONVENE the RL ASC to discuss the Safety Plan
  - AGREE on any hazard mitigation requirements, and
  - OBTAIN approval of the operation from ASC prior to the flight.

- NOTE:**
- *The DOE Hanford Site Aviation Implementation Plan defines above normal risk operations as:*
    - *Flights below 152 meters (500 feet) AGL for both fixed and rotary wing aircraft.*
    - *Night flights conducted over the Hanford Site below 305 meters (1000 feet) AGL.*
    - *Fixed wing aircraft operating at airspeeds that are within 10 knots of published stall speeds for all flight regimes and flights that require maneuvering that involves abrupt changes in attitude, abnormal acceleration, or any flight configuration not considered within normal flight parameters.*
    - *Operations to be conducted in close proximity (152 meters [500 feet] horizontally) to power lines, facilities, or other structures; e.g. stacks or towers.*
    - *Flights that require 14 CFR 91.119 altitude waivers.*
    - *Helicopter operations that require hovering for 10 minutes or more, at altitudes of 30 meters (100 feet) AGL or less (excluding normal hovering altitude of 0.9 meters [3 feet] or less).*
    - *Flights that carry or dispense hazardous chemicals/material or transport radioactive materials.*
    - *Any other unusual flight activities: hostile political situation, wildlife herding or darting.*

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Actionee	Step	Action
	<ul style="list-style-type: none"> <li>• <i>An effective meeting might include the following individuals:</i> <ul style="list-style-type: none"> <li>○ <i>A technical expert for the kind of work to be performed (usually the requestor),</i></li> <li>○ <i>The ASPOC,</i></li> <li>○ <i>The responsible contract specialist/ACPOC,</i></li> <li>○ <i>The aviation point of contact,</i></li> <li>○ <i>CHPRC legal and insurance representatives,</i></li> <li>○ <i>Others as required (i.e., industrial safety, radiological monitor, etc.).</i></li> </ul> </li> </ul>	
ASPOC	5.	WORK with the ASC to identify risks and ways to mitigate the risks presented by the operation.
Requestor/ Customer/ Initiator/End User of Aviation Service	6.	CONTACT your safety support organization to assure any concerns/issues relating to the flight (e.g. nuclear safety, rad con, worker safety and health, etc) are addressed in a thorough and timely manner. Depending on the flight patterns, aircraft used, and/or mission, nuclear safety documentation and worker safety issues may need to be reviewed.
ACPOC	7.	SELECT the potential Aviation Service Vendor(s) <u>AND</u> NOTIFY the ASPOC that a safety survey(s) is needed.
<b>NOTE:</b>	<i>When tentative selection is made, and before the contract has been issued, the ASPOC will perform an on-site safety survey of the vendor's facility, maintenance and aircraft records using Aviation Operations Checklist (for) Charter Aircraft (Site Form A-6004-717). If the contract is a continuation, the inspection will be updated at least every two years.</i>	
	8.	EVALUATE potential vendors using the <i>Audit under RFP Sample</i> (Site Form A-6004-716) and the <i>Aviation Operations Checklist for Charter Aircraft</i> (Site Form A-6004-717), as appropriate.
Requestor and ASPOC	9.	DECIDE to purchase the service based on the findings of the survey made by the ASPOC.
ACPOC	10.	ISSUE contract for services.
<b>NOTE:</b>	<i>An existing flight services contract for flight operations may be used instead of arranging a new contract.</i>	
Requestor	11.	ASSURE appropriate communication with the site workforce is made (e.g., general employee information bulletins) <u>AND</u> NOTIFY area facility/project management when they might be impacted by aviation activity.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Requestor	12.	When it is determined contractor or other government paid personnel must be on board the aircraft, PROVIDE written justification for review and approval.
<p><b>NOTE:</b> <i>The ASPOC will guide the requestor through any special reviews and approvals required, and explain other special procedures necessary for using contract aircraft services.</i></p>		
ASPOC	13.	ASSIST in obtaining information to complete a <i>Pilot Flight Experience Data Sheet</i> (Site Form A-6004-720) and an <i>Aircraft Maintenance Data Sheet</i> (Site Form A-6004-715) for the chosen contractor. <ol style="list-style-type: none"> <li>a. REVIEW this information and the statement of work <u>AND</u> MAKE a determination as to whether the proposed operation is a normal or above normal risk flight operation.</li> </ol>
	14.	CONFIRM the contractor meets the requirements for above normal risk operations as outlined in the Aviation Safety Plan and approved by the ASC.
	15.	MAINTAIN communication with the ACPOC regarding determinations and inspections.
	16.	MAINTAIN contact with the ACPOC regarding any changes needed to the task order that defines ASPOC activity.
	17.	NOTIFY the RL ASO of all proposed projects, and when applicable, FORWARD a copy of the completed Aviation Safety Plan to the ASO.
	18.	ENSURE minutes of the ASC meetings are recorded and copies sent to the ACPOC.
	19.	KEEP the ASO informed about aviation activities.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
ASPOC	20.	In the event of an aircraft incident/accident, immediately NOTIFY the RL ASO, the APOC, and the ACPOC. <ul style="list-style-type: none"> <li>a. CONFIRM that the NTSB and the FAA have been notified, as required.</li> </ul>
<b>NOTE:</b>		<ul style="list-style-type: none"> <li>• <i>Initially, the CAS operator has responsibility to contact the NTSB, the FAA and the ASPOC.</i></li> <li>• <i>An aircraft incident/accident could include:</i> <ul style="list-style-type: none"> <li>○ <i>A fatality or fatalities,</i></li> <li>○ <i>Lost workday injuries to crew members, ground crew, or other personnel assigned to aviation operations,</i></li> <li>○ <i>Injuries to passengers or the general public,</i></li> <li>○ <i>Downtime for aircraft,</i></li> <li>○ <i>An explosion or fire involving an aircraft,</i></li> <li>○ <i>Substantial damage to property, and classified, radioactive, high explosive, or other hazardous cargo.</i></li> </ul> </li> </ul> <p>21. SUBMIT quarterly reports of flight hours, costs, and other relevant information to the DOE Operations Office Aviation Program Manager or designee.</p>

### 3.3 Pre-Flight Activities

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Requestor	1.	Before the first flight under the contract, COORDINATE with the ASPOC to schedule an all-hands safety meeting (See Step 3.3.5). The purpose of this meeting is to discuss all aspects of the mission.
<b>NOTE:</b>		<p><i>To be effective, this meeting will include everyone involved in the operation such as facility management, contractor flight and ground personnel, Fire Department personnel, Security personnel, radiation control personnel, APOC, ASPOC, ASO, etc.</i></p> <p>2. MAKE reconfirmation of flights under existing contracts to the ASPOC at least two business days prior to the flight to allow confirmation that maintenance and pilot history is current.</p>
ASPOC	3.	CONFIRM <i>Aircraft Maintenance Data Sheet</i> and <i>Pilot Flight Experience Data Sheet</i> is current using Site Forms A-6004-715 and A-6004-720.

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<b>Actionee</b>	<b>Step</b>	<b>Action</b>
Requestor	4.	<p>ENSURE the RL Security and Emergency Services Division (376-2189) and Contractor Safeguards and Securities Division (376-1924) are notified at least two days prior to the planned over flight of the Hanford Site.</p> <p>a. NOTIFY Hanford Patrol of the aircraft type, registration number, color, and estimated flight times.</p>
ASPOC	5.	<p>At a time and location agreed on in Step 3.3.1, CONDUCT the all hands safety meeting, record and publish minutes on the <i>Safety Meeting Documentation form</i> (Site Form A-6004-721).</p> <p>a. ENSURE that all appropriate personnel are present.</p>
<p><b>NOTE:</b> <i>On routine flights and on other occasions as appropriate, the ASPOC may designate someone else to handle the meeting.</i></p>		
	6.	<p>ENSURE the aviation contractor's personnel are fully informed and understand the hazards of all ground and flight hazards located on the Hanford Site or <i>the designated work area</i> (Site Form A-6004-718).</p>
Requestor	7.	<p>Immediately before each flight, ENSURE the pilot completes the <i>pre-flight safety checklist</i> (Site Form A-6004-719).</p> <p>a. DOCUMENT weather conditions, estimated departure and landing times, crew members, safety equipment, weight and balance final numbers, notifications made, etc.</p>
Requestor/A SPOC	8.	<p>ENSURE all documentation and forms are sent to the ACPOC for filing and retention.</p>

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#### 4.0 FORMS

*Aircraft Maintenance Data Sheet, A-6004-715*

*Aircraft Preflight Checklist/and Safety Meeting Documentation, A-6004-719*

*Aviation Audit under RFP, A-6004-716*

*Aviation Customer/Sponsor Satisfaction Survey, A-6004-723*

*Aviation Operations Checklist (for) Charter Aircraft, A-6004-717*

*Aviation Safety Plan, A-6004-722*

*Aviation Services Request, A-6004-737*

*Flight and Ground Hazards Briefing, A-6004-718*

*Pilot Flight Experience Data Sheet, A-6004-720*

*Safety Meeting Documentation, A-6004-721*

#### 5.0 RECORD IDENTIFICATION

**NOTE:** *The Hanford Site remains under restrictions on the destruction of record material until further notice. Records Identification Documents (RIDs) identify "records" documents and retention schedules.*

**Records Capture Table**

Name of Document	Submittal Responsibility	Retention Responsibility
Aircraft Maintenance Data Sheet	Contractor & ASPOC	ACPOC
Aviation Audit Under RFP (Sample Items Required for Audit (Inspection) Checklist)	ASPOC	ACPOC
Aviation Operations Checklist (for) Charter Aircraft	Contractor & ASPOC	ACPOC
Aviation Services Request	Requestor	ACPOC
Flight and Ground Hazards Briefing	Contractor Pilot & ASPOC	ACPOC
Aircraft Preflight Checklist and Safety Meeting Documentation	Contractor Pilot & ASPOC	ACPOC
Pilot Flight Experience Data Sheet	Contractor & ASPOC	ACPOC
Safety Meeting Documentation	ASPOC	ACPOC
Aviation Customer/Sponsor Satisfaction Survey	Requestor	ACPOC & RL AOM
Aviation Safety Plan	Requestor	ACPOC

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### 6.0 SOURCES

#### 6.1 Requirements

DOE O 440.2B, Change 1, *Aviation Management and Safety, Attachment 2, Contractor Requirements Document (CRD)*  
*Department of Energy Hanford Site Aviation Implementation Plan*

#### 6.2 General Requirements

**NOTE:** For the tables in this section under the requirement "type" column, "V" means verbatim and "I" means interpreted.

#	REQUIREMENT	TYPE V or I	SOURCE
1.	Regardless of the performer of the work, the DOE contractor is responsible for compliance with the requirements of the CRD.	I	DOE O 440.2B, Change 1, CRD Section 1
2.	The contractor shall flow down the requirements of the CRD to subcontracts at any tier to the extent necessary to ensure the contractor's compliance with the requirements.	I	DOE O 440.2B, Change 1, CRD Section 1

#### 6.3 Requirements for Contractors only using Commercial Aviation Services

#	Requirement	Type V or I	Source
1.	<p>Contractors that use Commercial Aviation Services (CAS), as defined in Attachment 2, <i>Definitions</i>, to DOE Order 440.2B, in support of programmatic needs must have a program that complies with the <i>DOE Hanford Aviation Implementation Plan (AIP)</i> and the following requirements:</p> <p><b>NOTE 1:</b> <i>Commercial Aviation Services are defined in Attachment 2 of DOE O 440.2B as including the following:</i></p> <ul style="list-style-type: none"> <li>• <i>leased aircraft;</i></li> <li>• <i>aircraft chartered or rented for exclusive use;</i></li> <li>• <i>full services (i.e., aircraft maintenance providers, aircraft, and related aviation services for exclusive use) contracted for or obtained through an inter-service support agreement (ISSA), regardless of the length of the contract or agreement; or</i></li> <li>• <i>aviation services (i.e., services but not aircraft) obtained by commercial contract or ISSA, except those services acquired to support a Federal aircraft.</i></li> </ul> <p><b>NOTE 2:</b> <i>All requirements of the field office Hanford AIP that apply to the CHPRC are included in this requirements section.</i></p>	I	DOE O 440.2B, Change 1, CRD Section 2

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#	Requirement	Type V or I	Source
2.	<p>The contractor that provides CAS shall comply with the civil standards (Title 14 CFR, Chapter 1; 49 CFR, Chapter XII and Subchapter C; and DOE DOT Special Permit(s) or exemptions) applicable to the type of operations conducted while in service to the Department or its contractor.</p> <p><b>NOTE:</b> <i>The above requirement is confirmed by the use of Aviation Audit under Request For Proposal (RFP), (Site Form A-6004-716) and Aviation Operations Checklist (for) Charter Aircraft (Site Form A-6004-717).</i></p>	I	DOE O 440.2B, Change 1, CRD Section 2, Item a
3.	<p>The contractor that provides CAS shall have a Federal Aviation Administration- (FAA) accepted or FAA approved continued airworthiness maintenance and inspection program [Title 14 CFR, Chapter 1, Part 91.409 (g)], applicable to the type and model aircraft operated, if operating former military aircraft, other than (1) aircraft owned by the Armed Forces or operated on behalf of the U.S. Government by Armed Forces personnel as defined by United States Code (U.S.C.) Title 10 or (2) aircraft owned and operated by the National Guard.</p> <p><b>NOTE:</b> <i>The above requirement is confirmed by the use of Site Forms A-6004-715 and A-6004-717.</i></p>	I	DOE O 440.2B, Change 1, CRD Section 2, Item b
4.	<p>A passenger manifest shall be completed and maintained.</p> <p>a. A copy of the manifest will be kept at the office of the responsible authority for two fiscal years following the year during which the flight occurred; and</p> <p>b. As a minimum, the manifest will consist of the full name of each passenger for each leg of the flight, a person to be contacted in the event of an emergency (who is not aboard the flight), and a telephone number for the emergency contact.</p> <p><b>NOTE:</b> <i>The RL Aviation Manager/Aviation Safety Manager is the office of responsible authority in the above requirement.</i></p> <ul style="list-style-type: none"> <li>• <i>Site Form A-6004-719 lists names of passengers and emergency contacts.</i></li> <li>• <i>Site form A-6004-718 contains agency emergency notification numbers.</i></li> </ul>	I	DOE O 440.2B, Change 1, CRD Section 2 Item c

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#	Requirement	Type V or I	Source
5.	<p>CAS providers shall be required to perform weight and balance calculations to ensure that aircraft are within the manufacturers and FAA- or military-established weight and balance limitations for each operation, flight, or mission profile for which the aircraft are to be operated.</p> <p><b>NOTE 1:</b> <i>Weight and balance data is provided on A-6004-715. The actual preflight mission weight and balance data is also recorded on Form A-6004-719.</i></p> <p><b>NOTE 2:</b> <i>It is the ASPOC's duty to verify the pilot qualifications and maintenance currency on the aircraft including the weight and balance. This is done for every flight and documented to the contract file.</i></p>	I	DOE O 440.2B, Change 1, CRD Section 2, Item d
6.	<p>A comprehensive, integrated aviation safety program shall be established. The program will</p> <ol style="list-style-type: none"> <li>a. Define the work (e.g., the type(s) of aircraft operations to be conducted, missions, area(s) of operations);</li> <li>b. Establish risk analysis and risk management procedures to identify hazards, including associated potential event initiated accidents and implement safety administrative and/or engineering controls to prevent or mitigate postulated hazards related accidents in order to mitigate hazards and manage risk to an acceptable level;</li> <li>c. Conduct work along with associated required operations within established controls;</li> <li>d. Conduct internal assessments and oversight to verify that the standard elements required are implemented;</li> <li>e. Establish a system for providing internal feedback on safety issues; communicating and reporting hazards, incidents, and accidents; and disseminating safety/accident prevention and related information;</li> <li>f. Participate in the DOE's Aircraft Accident Incident Reporting System and any other accident or incident reporting systems prescribed by DOE policy;</li> <li>g. Participate in the DOE Aviation Safety Awards Program; and</li> <li>h. Develop an accident response plan that includes <ol style="list-style-type: none"> <li>1. Procedures for notifying National Transportation Safety Board (NTSB) and DOE of accidents and incidents (49 CFR 830, "<i>Notification and reporting of aircraft accidents or incidents and overdue aircraft, and preservation of aircraft wreckage, mail, cargo, and records</i>"; CRD O 225.1B (SUPP REV0), <i>Accident</i></li> </ol> </li> </ol>	I	DOE O 440.2B, Change 1, CRD Section 2 Item e

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#	Requirement	Type V or I	Source
	<p><i>Investigation; and CRD O 232.2 (SUPP REV 0), Occurrence Reporting and Processing of Operations Information), and</i></p> <p>2. Procedures that address the contractor's support of DOE responsibilities established in the Federal Plan for Aviation Accidents Involving Aircraft Operated by or Chartered by Federal Agencies, NTSB Report Number SPC-99-04.</p> <p>i. Assist RL/ORP with preparation and submittal of the Senior Federal Official travel reports as applicable.</p> <p><b>NOTE 1:</b> <i>The requirement in Item 6.3.6.b above is addressed by compliance with Section 3.10 of the CRD supplemental requirements which are included in requirements Section 6.5.</i></p> <p><b>NOTE 2:</b> <i>In Item 6.3.6.d above, the requirement for "internal assessments and oversight" is met by: a.) the CAS evaluations performed by the ASPOC, b.) the activity of the ASC, and c) independent oversight activities periodically conducted by the AM/ASO.</i></p> <p><b>NOTE 3:</b> <i>Item 6.3.6.e above, is met by using the established Hanford site systems for lessons learned and occurrence reporting. The information described may also be documented on the aircraft preflight checklist and safety meeting documentation.</i></p> <p><b>NOTE 4:</b> <i>In Item 6.3.6.f above, this requirement at present involves only the use of the DOE Aircraft Accident Incident Reporting System (AAIRS). CHPRC will be given opportunity to assess impacts if the "use of any other accident or incident reporting systems prescribed by DOE policy" is necessary.</i></p> <p><b>NOTE 5:</b> <i>In Item 6.3.6.h above, this requirement is met by current Hanford Emergency Preparedness plans and by compliance with systems supporting CRD O 225.1B (SUPP REV 0) (Accident Investigations) and CRD O 232.2 (SUPP REV 0) (Occurrence Reporting and Processing of Operations Information). In case of aircraft accidents, the CAS operator would contact the NTSB/FAA and then the ASPOC who would then notify the APOC and RL.</i></p>		

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#	Requirement	Type V or I	Source
7.	<p>Aviation safety documentation shall be developed for each mission that has risks not normally accepted by the public. Risks not normally accepted by the public are defined as an aircraft operation, other than aerial transportation of personnel and cargo, aerial patrols, aerial photography, aerial survey, and aerial application, that is not regulated or cannot comply with the applicable parts of 14 CFR Chapter 1, the Federal Aviation Regulations or 49 CFR Subchapter C.</p> <p><b>NOTE:</b> <i>The Aviation Safety Committee approves the safety documentation.</i></p>	I	DOE O 440.2B, Change 1, CRD Section 2 Item f
8.	<p>CAS providers shall be evaluated by a qualified aviation person or Department's designee before the initiation of flight operations and, if a continuing need exists, evaluations shall be conducted every 24 months thereafter.</p> <p><b>NOTE:</b> <i>The ASPOC performs the above evaluations.</i></p>	I	DOE O 440.2B, Change 1, CRD Section 2, Item g
9.	<p>The CAS provider shall give passenger safety briefings [Title 14 CFR Chapter 1, Part 135 or 121] that fulfill the requirements established in the NTSB document <i>Federal Plan for Aviation Accidents Involving Aircraft Operated by or Chartered by Federal Agencies</i>, Appendix F (NTSB/SPC-99-04).</p>	I	DOE O 440.2B, CRD Section 2 Item h
10	<p>Reporting requirements shall be established to ensure CAS is effectively used, program needs are met, and accurate information is obtained to report accountability to appropriate oversight entities. Requirements related to reporting are as follows:</p> <ul style="list-style-type: none"> <li>a. Each contractor operating, using, or sponsoring the use of Government aircraft must appoint a responsible individual to maintain the required records and reports of aircraft use and the other required reports established by this Order. The name of the responsible individual must be provided to field element manager or designee.</li> <li>b. Each contractor is required to submit quarterly reports of flight hours, costs, and other relevant information to the field's Aviation Program Manager or designee as required by Federal Management Regulations or successor regulations promulgated by GSA.</li> <li>c. Each contractor must report accepted providers to the Office of Aviation Management (OAM) or the DOE Accepted Operator Database as soon as possible.</li> </ul> <p><b>NOTE 1:</b> <i>"Government Aircraft" is defined in Attachment 3 of the DOE order as: Any (Federal or Commercial Aviation Service) aircraft owned, leased, chartered, or rented by of (sic) an executive agency other than a branch of the Armed Forces or an intelligence agency.</i></p>	I	DOE O 440.2B, Change 1, CRD Section 2 Item i

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#	Requirement	Type V or I	Source
	<p><b>NOTE 2:</b> To meet the requirement in Item 6.3.10.b above, reports are provided to the RL Aviation Manager who in turn reports to the OAM or the DOE Accepted Operators Database.</p> <p><b>NOTE 3:</b> Because Hanford has no fleet airplanes, Section 3 of the Headquarters CRD does not apply, therefore, those requirements are not shown here.</p>		
11	<p>Employees or subcontract employees must obtain approval from the DOE Offices of General Counsel or Chief Counsel prior to traveling on-board Government aircraft, other than mission requirements travel.</p> <p><b>NOTE:</b> Travel approval requests will be processed through the RL Aviation Manager to obtain RL agreement before the DOE offices of General Counsel or Chief Counsel are involved.</p>	I	DOE O 440.2B, Change 1, CRD Section 2 Item j

#### 6.4 Supplemental Requirements

#	Requirement	Type V or I	Source
1.	<p>Hanford Contractors shall:</p> <ul style="list-style-type: none"> <li>• Select an APOC with aviation experience and provide their names to the Hanford AM/ASO. APOCs are responsible for contractor development and implementation of aviation safety documents, manuals, procedures, and protocols consistent with DOE O 440.2B and the associated Hanford Aviation Implementation Plan. They are to be knowledgeable of all contractor aviation activities and make appropriate notifications or approval requests to RL.</li> <li>• Support Hanford ASC with staff assignments of personnel with aircraft operations and safety expertise.</li> <li>• Notify the Hanford AM/ASO of all planned flight activities involving DOE projects or Work for Others (WFO).</li> <li>• Acquire aviation services using established procurement procedures. If possible, a dedicated aviation services buyer shall be assigned by each contractor. All aviation services requests shall comply with the requirements stated in this CRD. Any aviation services procured outside of the ASC-approved review process will be considered an unauthorized expenditure or an unallowable cost.</li> </ul>	I	<p>Hanford Site Aviation Implementation Plan</p> <p>Section 3.7</p>

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#	Requirement	Type V or I	Source
2.	<p>Hanford Contractor APOC shall:</p> <ul style="list-style-type: none"> <li>• Have approval authority for normal risk aviation activities with the appropriate advanced notice to the Hanford AM/ASO. For above normal risk aviation activities a completed <i>Aviation Safety Plan</i> (Site Form A-6004-722) shall accompany the initial request for aircraft service contract. The APOC shall provide a copy of the Safety Plan to the ASC for review/approval.</li> <li>• Ensure notification processes are in place for near misses, pilot errors, unusual events, etc., in accordance with Appendix B of this procedure.</li> <li>• Attend the annual DOE Aviation Safety Workshop for up to date knowledge of DOE Aviation Management activities.</li> </ul>	I	<p>Hanford Site Aviation Implementation Plan</p> <p>Sections 3.9, 4.2, and 7.0.</p>

### 6.5 Requirements Regarding the Hanford ASC

#	Requirement	Type V or I	Source
1.	<p>To manage aviation activities at Hanford, an ASC has been formed. The Hanford AM/ASO will chair this committee. Hanford Contractors will provide the ASC an aviation knowledgeable employee, normally their APOC, to be a member of the Hanford ASC. ASC members shall assist in (when requested by the Hanford AM/ASO) the following:</p> <ul style="list-style-type: none"> <li>• Assess whether above-normal risk activities will require an ASC meeting. Documentation from the risk assessment management meeting will serve as the basis for an ASC review and action. An ASC meeting may be called upon the request of the ASC chairperson, any contractor APOC or project manager, and RL management.</li> <li>• Review, prepare, and revise documents related to aviation activities and overview; e.g., DOE Order 440.2B, Hanford Aviation Implementation Plan.</li> <li>• Review planned charter aircraft activities for above-normal risk aircraft operations or any other unusual flight activities.</li> <li>• Review any nighttime use of aircraft.</li> <li>• Review and recommend approval of, or changes to, contractor aviation safety and/or flight operations programs/policy/manuals.</li> <li>• Review and recommend approval of changes to contractor-generated aviation operations checklists for charter aircraft flight activities.</li> <li>• Review accident/incident reports involving aviation operations conducted by RL/ORP or RL/ORP contractors.</li> </ul>	I	<p>Hanford Site Aviation Implementation Plan</p> <p>Section 3.10</p>

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#	Requirement	Type V or I	Source
	<ul style="list-style-type: none"> <li>Advise the AM/ASO on aviation-related matters as requested.</li> </ul>		

### 6.6 Training Requirements for Hanford Contractor Aviation Operations Personnel

#	Requirement	Type V or I	Source
1.	<p>All contractor personnel involved in the use or control of aviation resources should receive appropriate aviation safety training within one calendar year after being assigned aviation duties. The following training shall be considered the minimum necessary for personnel assigned as contractor APOC:</p> <ul style="list-style-type: none"> <li>Safety around aircraft.</li> <li>General knowledge of aircraft capabilities.</li> <li>Aviation Incident Reporting System.</li> <li>Attend one DOE or other aviation-related organization sponsored aircraft accident prevention seminar within 12 months of being assigned to an aviation safety position.</li> </ul>	I	<p>Hanford Site Aviation Implementation Plan</p> <p>Section 4.2</p>

### 6.7 Requirements for Aviation Operations

#	Requirement	Type V or I	Source
1.	All Hanford Contractor sponsored aviation operations shall be conducted in accordance with the applicable FARs, the aviation contractor's FAA-issued operations specifications, and applicable requirements as determined by the Hanford ASC.	I	Hanford Site Aviation Implementation Plan Section 10.2
2.	All aviation organizations conducting non-commercial passenger operations shall be selected from those organizations that best meet the requirements of 14 CFR Part 135 or 121, as applicable, and approved by the Hanford Site ASC.	I	Hanford Site Aviation Implementation Plan Sections 10.2
3.	All charter and leased aircraft must be equipped in accordance with applicable FARs.	I	Hanford Site Aviation Implementation Plan Section 10.2
4.	All charter and leased aircraft must be maintained in accordance with applicable FARs, and manufacturers' overhaul and maintenance manuals and bulletins.	I	Hanford Site Aviation Implementation Plan Section 10.2

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#	Requirement	Type V or I	Source
5.	<p>Minimum pilot-in-command (PIC) qualifications are as follows:</p> <ul style="list-style-type: none"> <li>a. FAA Commercial Pilot Certificate with the appropriate category (airplane, rotorcraft) and (class single/multi-engine, land, water, helicopter) rating;</li> <li>b. A second-class medical certificate;</li> <li>c. 1,200 hours in category;</li> <li>d. 100 hours PIC in class;</li> <li>e. 100 hours in category during the previous 12 months;</li> <li>f. 25 hours PIC in make and model of aircraft to be flown-10 hours of that time must have been in make and model within the preceding 6 months.</li> </ul> <p>Pilots shall be named in the contract and any pilot changes shall be approved by the Hanford AM/ASO or APOC.</p>	I	Hanford Site Aviation Implementation Plan Section 10.2
6.	A Visual Flight Rules (VFR) or Instrument Flight Rules (IFR) flight plan shall be filed for each flight, unless security dictates otherwise.	I	Hanford Site Aviation Implementation Plan Section 10.2
7.	Organizations that conduct operations below 152 meters (500 feet) above ground level (AGL), except those involved in power line and pipeline patrols, shall have obstacle maps that have been reviewed, and updated as applicable, within 30 days of the planned flight. The maps will indicate the height, AGL, of new and existing obstacles to flights on the planned route of the flight.	I	Hanford Site Aviation Implementation Plan Section 10.2
8.	All IFR operations, unless otherwise authorized by the Hanford AM/ASO, shall be conducted in multi-engine, multi-flight crew position aircraft certified for instrument flight and crewed with two current, instrument-rated, pilots. Charter aircraft pilots operating over the Hanford Site shall provide radio or FAA-approved cellular telephone contact with the Hanford Patrol Operations Center prior to entering and exiting the RL airspace. All pilots should maintain radio contact to render position reports to the Hanford Patrol Operations Center when possible. The contracting organization shall ensure advanced notification with the Hanford Patrol Operations Center prior to a contracted flight entering Hanford Site airspace.	I	Hanford Site Aviation Implementation Plan Section 10.2
9.	Contracted or leased Aviation Services PICs shall provide detailed safety and emergency in-flight briefings for Hanford Site passengers participating in aerial flight. Special safety equipment & communications headgear required for a particular operation will be specified & provided by the aviation services contractor.	I	Hanford Site Aviation Implementation Plan Section 10.2

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#	Requirement	Type V or I	Source
10.	The aviation services contractor shall acknowledge responsibility for reporting accidents/incidents in accordance with the requirements of 49 CFR 830.	I	Hanford Site Aviation Implementation Plan Section 10.2

### 6.8 Requirements for Post Flight Surveys

#	Requirement	Type V or I	Source
1.	When possible, the APOCs will complete or request the lead passenger or project lead to complete an <i>Aviation Customer/Sponsor Satisfaction Survey</i> (Site Form A-6004-723) after the flight. When the same CAS provider is used, a satisfaction survey need only be completed annually.	I	Hanford Site Aviation Implementation Plan Section 10.1

### 6.9 References

None

### 7.0 APPENDIXES

Appendix A – Point of Contact Information

Appendix B – Aviation Notification Chart

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### Appendix A – Point of Contact Information

Name	Company	Organization	Phone Number
<b>Procedure Function Area Manager</b>			
OS&IH Manager Kim Roueche	CHPRC	OS/IH	(509) 372-3310
<b>Procedure Technical Authority (TA)</b>			
Eric Stairet	CHPRC	OS/IH	(509) 376-2354
<b>Other Points of Contact</b>			
Activity/Name	Company	Organization	Phone Number
Procedure Author, Eric Stairet	CHPRC	OS/IH	376-2354
CHPRC APOC Eric Stairet	CHPRC	OS/IH	376-2354
CHPRC ASPOC Eric Stairet	PNNL	OS/IH	376-2354
CHPRC ACPOC Pat Marmo	CHPRC	Contract Support	376-1383
Aviation Safety Office/Chairman Aviation Safety Committee Roger M. Gordon	DOE/RL	AMSE	372-2139

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### Appendix B – Aviation Notification Chart

	ONC	DOE-MGRS	AM/ASO	FAA	NTSB	BCSO/Police
Aircraft Accident	X	X	X	X	X	X
Aircraft Overdue or believed involved in an accident	X	X	X	X	X	X
Fatality Injury	X	X	X	X	X	X
Serious Injury	X	X	X	X	X	X
Flight Crew member injury or illness on Duty	N	X	X	O	O	N
Substantial damage	X	X	X	X	X	N
In-flight fire	X	X	X	X	X	N
Engine or flight control failure	N	N	X	X	X	N
Bomb threat or hijacking	X	X	X	X	X	X
Aircraft ground damage	N	X	X	X	N	N
Engine shutdown	N	N	X	O	N	N
Substantial system malfunction	N	N	X	N	N	N
Diversions	N	N	N	N	N	N

X - Notify immediately

O - Notify within 24 hours

N - Notification not required

Important Phone numbers:

AM/ASO Roger Gordon Office: 509-372-2139 Home: 509-582-8347 Cell: 509-521-5279	Agencies: FAA: 614-237-1039 NTSB: 614-237-1039 Police: 911 or 509-943-7340 ONC: 509-373-2800
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