

CHF DDH AIR SAFETY OFFICER (DASO) TERMS OF REFERENCE

References:

- A. Manual of Air Safety
- B. MRP RA 1022/23

1. The CHF DASO is responsible to CO CHF for the coordination and supervision of all Air Safety activities within the AoR and is to have direct access to the DDH. Due to the nature of the duties undertaken by this individual, supplementary tasks are not to be delegated to this post. The CoC are responsible for nominating a deputy for periods of extended absence.
2. The DASO is responsible for the maintenance of the Air System Safety Case (ASSC) including identification of risks, arranging for sentencing activity (ultimately undertaken by the DDH), and informing JHC of changes to the ALARP and Tolerable status of Cdo Me operations.
3. The DASO is available to all departments and Squadrons to provide help and advice regarding all Air Safety and FOD prevention matters. Whenever possible, the DASO is to attend Sub-Unit Flight Safety meetings.
4. The DASO is to promote a positive Engaged Air Safety Culture¹ across the Force.
5. The DASO may liaise directly with HQ JHC, Royal Navy Flight Safety, RAF Flight Safety, the Army Avn Stds Flight Safety Team and the MAA on all Air Safety matters of a non-contentious nature.
6. The DASO is responsible for the CHF ASMP. DASO is to maintain a robust and auditable amendment process, and is also responsible for the distribution and publicity of the document. This also includes the interpretation and incorporation of MAA RI & RNs and follow on processes.
7. The DASO is responsible for the CHF HQ element of the RTS and CLE process, and is to review evidence, staff paperwork and organise SQEP panels to accept or challenge changes to the RTS.
8. The DASO is to act as the Cdo Me DDH Representative for the Ship-Air Release process iaw RA 1229 and RA 1395. This includes attending the required meetings and preparing combined evidence statements for DDH approval.
9. The DASO is to supervise the CHF AST BowTie Manager and oversee the quality and maintenance of CHF BowTies iaw the JHC BowTie User Manual. This is to include routine reviews of the CHF BowTies (including reviewing sentencing of RtL), and arranging for sentencing of new RtL when identified.
10. The DASO is to provide statistical and trending information from ASIMS to CAMO on request – noting that the CAMO TDE team conduct analysis of engineering-related HF occurrences.
11. The DASO is to coordinate and conduct 1st Party Assurance (1PA) visits to CHF units, CLOCKWORK, other detachments as deemed necessary or directed by DCOMD.
12. The DASO is to liaise with VL FSO to organise Squadron personnel to take part in regular RNAS Yeovilton table top and real time exercises.
13. The DASO is to carry out formal investigations into air or ground incidents when directed by CO CHF or by higher authority. When it is possible that an Air Safety lesson may be learned, the DASO is also to carry out informal “quick look” investigations into air or ground incidents, publishing findings through the most suitable medium.

¹ Engaged Air Safety Culture comprises: Questioning, Flexible, Learning, Reporting and Just cultures.

14. The DASO is responsible for the ongoing Human Factors (HF) training within the Force. DASO is to instigate regular training periods and ensure that currencies are updated on JPA. Additionally DASO should chair the quarterly HF Sub Unit Co-ordinators meeting and to produce minutes of this meeting.
15. The DASO is responsible to CO CHF for coordinating Foreign Object Damage (FOD) education, awareness and prevention measures within the Station.
16. The DASO is responsible for active risk management and mitigation strategies for all matters at the DDH level in reducing the risk to ALARP. This includes the management and archiving of evidence in support of decisions to produce a clear auditable trail. DASO is also responsible for the management of the Unit Risk Registers and the contribution to the QUA vR & JHC Unified Air Risk Register. The DASO will advise CO CHF on all matters that may require elevation to the ODH level.
17. The DASO is responsible for all aspects of Air Safety data analysis and the production of statistical reports on all incidents utilising Air Safety Information Management System (ASIMS) occurrence management system and other available data sources. The DASO is also responsible for the publication of lessons learned identified during DASOR analysis.
18. The DASO is responsible for ensuring that Force personnel are suitably trained to assume Air Safety roles.
19. The DASO is to complete the courses /training detailed in Annex F prior to, or within 6 months of, assuming appointment².
20. This is to be a permanent staff appointment within CHF HQ. Given the often-complex Air Safety JHC and MAA requirements, the candidate should be hard working, proactive and appreciate the broader tri-Service / 4 Worlds Air Safety perspective. A thorough working knowledge of the aviation environment is essential.
21. You are to confirm in writing that you have read and understood these Terms of Reference by XX XXX XX. Your confirmation should set out any constraints and limitations inherent in executing the above duties.

Name
Capt RN/Col RM
CO CHF

² It is recognised that the 6-month time limit can be difficult to achieve and is largely dependent on CoAST course capacity and loading priority.