

## Appendix 3: Project Aviation Safety Plan

### Project Aviation Safety Plan Instructions

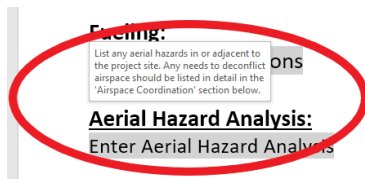
The intent of the NPS Project Aviation Safety Plan (PASP) is to standardize a safety plan for all special use missions not covered by a park aviation plan.

The PASP contains information applicable to all aviation missions within the NPS and meets the requirements of [OPM-06, DOI National Aviation Management Plan and Project Aviation Safety Plan Requirements](#), and RM-60, *Aviation Management*.

Aviation Managers should utilize the [OAS-112 Aviation Operations Checklist](#) when planning aviation missions. In addition, all aviation projects should consider the following questions:

- Will the use of aviation conflict with the park’s enabling legislation or the purposes for which the park was established?
- Does compliance with NEPA need to be conducted?
- If the proposed project is in the wilderness, has a Minimum Requirements Analysis been completed?
- If the project will use UAS, is the aircraft NDAA and Cybersecurity compliant?

The standardized PASP has “screen-tips” that provide information in a text box when you hover your mouse above it.



The PASP was designed to be flexible to the user’s needs, if extra boxes are needed for multiple parks, additional reviewers, participants, or aircraft, the user should add them. If additional information is needed where there is no text box it should be added next to it.

Exact dates may not be known during the planning phase, dates may be approximate however the PASP cannot be approved for more than one year.

Other information such as aircraft type, pilot information, and participants might not be known at the time of approval; however, this must be completed as information becomes available and prior to the commencement of operations.

Once completed, the PASP can be converted to PDF for electronic signatures. The PASP should be reviewed at the local level however must be approved by the Park Superintendent or designee. The RAM can review as requested and should be consulted if any questions can’t be answered at the local level.

# NPS Aviation

## Project Aviation Safety Plan



Project Name: \_\_\_\_\_

Region: \_\_\_\_\_

Park Unit: \_\_\_\_\_

Project Date(s): \_\_\_\_\_ to \_\_\_\_\_

Prepared by (Name):

Title of Preparer:

Reviewed by (Name):

Title of Reviewer:

Reviewed by (Name):

Title of Reviewer:

Reviewed by (Name):

Title of Reviewer:

Approved by (Name):

Title of Approver:

**Note: Approval of this PASP also approves the Risk Assessment.**

**Project Description:**

**Project Objectives:**

**Justification:**

**Location:**

**Fueling:**

**Aerial Hazard Analysis:**

**Airspace Coordination** *(enter any airspace coordination that needs to be completed):*

**Projected Cost of Aviation Resources:**

Cost Code:

Projected Flight Hours:

Hourly Cost:

Misc. Expenses:

Total Projected Cost:

**Aircraft Type:**

**Procurement:**

**Vendor:**

FAA Registration (N) number:

Card/LOA Expiration Date:

Aircraft Make:

Aircraft Model:

Missions for which the aircraft is approved:

**Pilot Information:**

Name:

Aircraft types approved:

Expiration date:

Mission(s) approved:

Expiration date:

**Participants:**

**Project Lead: Name:**  
**Contact Information (phone, etc.):**

**Participant: Name:**  
**Position:**  
**Date of Qualification Expiration:**

**Participant: Name:**  
**Position:**  
**Date of Qualification Expiration:**

**Participant: Name:**  
**Position:**  
**Date of Qualification Expiration:**

**Participant: Name:**  
**Position:**  
**Date of Qualification Expiration:**

**Participant: Name:**  
**Position:**  
**Date of Qualification Expiration:**

**Personal Protective Equipment (PPE) (Reference [ALSE Handbook](#)) *Enter PPE requirements here:***

**Communication Plan *Enter communication plan here:***

**Flight Following *Enter flight following information here:***

**Emergency Search and Rescue *Enter search and rescue plan information here:***

**Weight & Balance / Load Calculations:**

Provide information as to how, who, when and where the performance planning will be completed. Enter aircraft load/performance capacity if the aircraft is known. As a reminder, the pilot is responsible for the accurate completion of weight and balance load calculations. The flight manager is responsible to ensure they are completed accurately.

**Map (including Aerial Hazards) - Required**

Risk Assessment – For an example of how to complete a risk assessment please refer to the [Aviation Risk Management Workbook](#). While this is a wildland fire centric website, it provides good examples of how to complete a risk assessment.

If additional assistance is needed, please contact your Park or Regional Aviation Manager. To access the Aviation Risk assessment form go to the [Aviation Management](#) page within InsideNPS.

<b>RISK ASSESSMENT MATRIX</b>			<b>PROBABILITY</b>				
			<b>Likelihood of Mishap if Hazard is Present</b>				
			<b>Almost Certain</b> (Continuously experienced)	<b>Likely</b> (Will occur frequently)	<b>Possible</b> (Will occur several times)	<b>Unlikely</b> (Improbable; but has occurred in the past)	<b>Rare</b> (Remotely possible; but highly improbable)
<b>SEVERITY</b>	<b>Consequence if Mishap Occurs</b>	<b>Catastrophic</b> (Death, Loss of Asset, or Mission Capability, or Unit Readiness)	<b>Extremely High</b>	<b>Extremely High</b>	<b>Extremely High</b>	<b>High</b>	<b>Medium</b>
		<b>Critical</b> (Permanent Disabling Injury or Damage, Significantly Degraded Mission Capability or Unit Readiness)	<b>Extremely High</b>	<b>Extremely High</b>	<b>High</b>	<b>Medium</b>	<b>Medium</b>
		<b>Moderate</b> (Non-Permanent Disabling Injury or Damage, Degraded Mission Capability, or Unit Readiness)	<b>High</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Low</b>
		<b>Negligible</b> (Minimal Injury or Damage, Little, or No Impact to Mission Capability or Unit Readiness)	<b>Medium</b>	<b>Medium</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>
			<b>Risk Assessment Codes (RAC)</b>				
			<b>Extremely High=1, High=2, Medium=3, Low=4</b>				

**Risk Assessment Codes**

RAC Value	Risk Category	Action Required
1	<b>Extremely High</b>	Stop, Mitigation Required
2	<b>High</b>	Mitigation Needed, Consider Stopping
3	<b>Medium</b>	Mitigation Recommended
4	<b>Low</b>	Possible Acceptance, Mitigation Optional

*\*Reference specific agency policy regarding action required based on risk category*

A day of risk assessment such as a GAR shall be completed prior to flight operation. Below is an example that can be used.

## Aviation Risk Assessment

System		Pre-Mitigation				Post-Mitigation		
Sub System	Hazard(s)	Probability	Severity	Risk Level	Mitigation(s)	Probability	Severity	Risk Level

**[This page intentionally left blank]**

**THE INFORMATION BELOW IS TO BE COMPLETED THE DAY OF THE MISSION****Final Mission Checklist - Reminders to Ensure Everything is Completed Before the Mission Begins**

<b>Aviation Manager Checklist</b>	<b>Yes</b>	<b>No</b>
Approved / Signed / Current Aviation Management Plan		
Approved / Signed / Current Project Aviation Safety Plan (PASP)?		
Approved / Signed / Current Mishap Resonse Plan?		
Dispatch has a copy of PASP, Mishap Response Plan, and has been notified?		
Briefing Checklist		
Manifests completed?		
Flight Hazard Map reviewed with pilot(s) and flight hazards identified?		
Risk Assessment from PASP reviewed?		
Required Aviation Life Support Equipment (ALSE) inspected and used?		
Flight Following procedures identified and confirmed?		
HazMat identified, stowed correctly, and pilot notified?		
All participants understand the mission and their roles?		
Current and forecasted weather is suitable for the mission?		
<b>Pilot reminder:</b> Flights made in confined areas (e.g., deep, narrow canyons) require that a prior ground and/or aerial survey of hazards be made. Perform a high recon prior to low level flight to identify wires/ obstacles Any conflicting air traffic noted?		
Performance planning, weight and balance, and load calculations completed?		
Unimproved LZs require pilot approval (prior or onboard)		
Crew for Overwater missions A312 qualified and current?		
<b>COMPLETE GAR THE DAY OF THE MISSION</b>		

The flight manager will sign below to attest that all personnel participated in the mission briefing.

The signatures below are not required by NPS policy but are included here if a region or park would like to document who participated in the mission briefing.

Pilot Signature


Flight Manager Signature

Participant Signature



A day-of risk assessment such as a GAR shall be completed prior to flight operation. Below is an example that can be used.

**MISSION RISK ASSESSMENT WORKSHEET**

<b>MISSION:</b>					
<p>Risk rated 1-10 for each category (Mitigations should be considered for any category rated higher than 5)</p> <p><b>OVERALL MISSION RISK</b></p>  <p>1-35      36-60      61-100</p> <p>GREEN      AMBER      RED</p>	<b>Individual Assessment</b>	<b>Group Discussion</b>	<b>New Assessment</b>	<b>Mitigation</b>	<b>New Assessment</b>
<b>Supervision:</b> Presence, accessibility, and effectiveness of leadership/ supervision for all teams and personnel. Clear chain of command.					
<b>Planning:</b> Current SOP/Operational Guidelines, team trained in accordance with same. Adequate mission planning time. Required equipment and training is provided. Briefs/de-briefs planned, team input solicited.					
<b>Team Selection:</b> Level of individual training and experience. Cohesiveness and atmosphere that values input/self critique.					
<b>Team Fitness:</b> Level of overall physical fitness of team. Level of team member's rest/fatigue and overall morale. Team members with major life distractions.					
<b>Communication:</b> Infrastructure: Radio communications possible throughout area of operations (presence of portable repeaters). Communications plan established and rehearsed. Good CRM techniques in place.					
<b>Contingency Resources:</b> MOUs in place with participating cooperators. Planning accomplished with cooperators. Shared communications plan and frequencies.					
<b>Environment:</b> Extreme temperatures, elevation, difficulty of terrain (aspect, foliage, slope, etc.), long approach, remoteness.					
<b>Incident Complexity:</b> Severity and probability of mishap. Potential for incident that would tax the current staffing levels.					
<b>TOTAL</b>					