

DATE: July 29, 2011		LOCATION: C-NLOPB, 5 th Floor Meeting Room		
REF No.:		FILE No.:		
Attendees:	Ken Dyer*	Jim Beresford	Ray Dalton	Paul Durdle
	Ralph Evans	Justin Meaney	Peter McKeage	Ronnie Moores
	Justin Tibbo	John Whelan	Mark Williams	Matthew Hawco (support)
Guests:	Max Ruelokke C-NLOPB	Stan Hussey, Terra Nova FPSO	Lesley Rideout C-NLOPB	Daniel Bourgeois C-NLOPB
Additional Dist:				
CHAIRMAN OF MEETING: *				

ITEM	DESCRIPTION	ACTION/FOCAL POINT	DATE RAISED	TARGET DATE
1.	<p><u>Introduction</u></p> <p>The Committee Chair laid out the intent of this first meeting: introductions, discussion of the mandate, and the Committee's place in the industry.</p> <p>C-NLOPB Chairman and CEO Max Ruelokke gave opening remarks. He gave a timeline of the Inquiry and the Board's response to it, which included assembling the Implementation Team. He talked about the "world class" work of the Team and showing it to many different agencies. He stated that the goal of the HOSC is to help make helicopter transport as safe as it can be. The Board takes responsibility for the Committee and will assist as much as possible. Ken talked about communication. Talked about the scope of the Committee. Asserted that the Committee will not micromanage helicopter transport.</p>	For Info.		
2.	<p><u>Review of OHSI Implementation Work and Look Ahead</u></p> <p>Members of the Implementation Team (members Dalton, Durdle, Whelan, and McKeage, plus guests Bourgeois and Hussey) talked about the work they had done. This was very well-received by the Committee. All discussed communication of the Team's work. Having information at the heliport was discussed favorably.</p> <p><i>ACTION:</i> <i>Look into having Communications expert help to publicize Offshore Helicopter Safety Inquiry (OHSI) implementation work (and potentially have this person collaborate with Cougar on reaching passengers at the</i></p>	M. Hawco	29-Jul-11	

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3.	<p><u>Review of Recommendation 20 Advising Document</u></p> <p>Paul lead the Committee through the OHSI Implementation Team's Advising Document for OHSI Recommendation 20, for which the Team recommended that the Committee be formed.</p> <p>Stakeholder engagement was discussed. A helicopter incident from the previous weekend (an unplanned increase and decrease in altitude) was cited as an example of insufficient stakeholder engagement in helicopter transport issues (for instance, the incident was not brought to the attention of workers on other installations).</p> <p><i>ACTION:</i> <i>Later discuss in detail how exactly would be best to communicate such issues to all stakeholders.</i></p>	K. Dyer	29-Jul-11	
4.	<p><u>Review of Research and Development Initiatives</u></p> <p>Peter talked about the Board's new membership in the UK Civil Aviation Authority-run Helicopter Safety Research Management Committee. Peter and Max will be attending another meeting with them in November. He was excited about their work on side flotation, and the C-NLOPB is now collaborating on this research. There is about to be S-92-specific work on this initiative.</p>	For Info.		

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5.	<p><u>Methodology for Reviewing Incidents/Airworthiness Directives (ADs)/Statistics</u></p> <p>Captain Ronnie Moores asked how incidents and ADs should be reported: what format? He pointed out that pilots rarely see directives – just memos when procedures get changed. He doesn't see the relevance of bringing ADs to the HOSC, but should talk about changes to procedure.</p> <p>It was agreed that any changes in pilot procedure should be discussed by the HOSC. Filtering of incidents and ADs was agreed to be important to the effectiveness of the HOSC, so that only information pertinent to S-92 flying in Newfoundland and Labrador comes through.</p> <p>ACTION: <i>The process of reviewing relevant incident and AD information to be discussed by the HOSC in the future.</i></p> <p>ACTION: <i>The HOSC will monitor the Operators' progress with Recommendation 7 to ensure it is implemented well. Note: The OHSI Implementation Team also monitors this work, but will cease doing so once the C-NLOPB approves the Operators' plan.</i></p>	K. Dyer	29-Jul-11	
6.	<p><u>Operator Engagement</u></p> <p>Paul brought up that in addition to looking at incidents the Committee should also monitor the status of corrective actions. The process for engagement with the Operators was discussed.</p> <p>ACTION: <i>At next meeting, discuss engagement of Operators regarding issues with corrective actions.</i></p>	K. Dyer	29-Jul-11	
7.	<p><u>Contact Information</u></p> <p>Peter said that Matthew will keep a contact list. The HOSC will be collaborating between meetings, to keep the information flowing.</p> <p>It was decided that Matthew Hawco will be the primary point of contact among Committee members.</p>	For Info.		
8.	<p><u>Discussion of Recommendations 13 and 14</u></p> <p>Peter lead a review of the Action Plan.</p>	For Info.		

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9.	<p><u>Collaboration with Safety Forum Team on Draft of First Safety Forum Agenda</u></p> <p>Lesley Rideout (C-NLOPB Public Relations) joined Matthew to introduce a draft agenda for the first C-NLOPB Safety Forum (to be held Oct 31-Nov 1 at the Capital Hotel). The Committee liked both the draft agenda and the list of potential stakeholder groups slotted to attend, noting that they would also like the information to be e-mailed for further consideration. Matthew agreed to do so.</p> <p><i>ACTION:</i> Matthew to e-mail Committee members about the Safety Forum and collect feedback. The Forum will continue to be discussed at future HOSC meetings.</p>	M. Hawco	29-Jul-11	
10.	<p><u>Discussion of Committee Mandate and Meeting Frequency</u></p> <p>Matthew presented a draft agenda on the projector, based primarily on the Appendix of the Advising Document. The draft was adjusted to use some text directly from OHSI Recommendation 20. The Committee members agreed that the mandate was taking shape, but wished to review it further via e-mail and at the next meeting.</p> <p>There was a general consensus that, at least until the HOSC is up and running smoothly, the Committee should meet each month. Early in September was put forth as the best time for the next meeting – preferably on a Tuesday or Wednesday.</p> <p><i>ACTION:</i> Matthew to collect schedules and propose a date for the next meeting.</p>	M. Hawco	29-Jul-11	
<p>DATE/TIME OF NEXT MEETING: September 07, 2011 / 9AM</p>				
<p>LOCATION: C-NLOPB, TD Place (140 Water St.) – 5th Floor Meeting Room</p>				