

Canada-Newfoundland and Labrador Offshore Petroleum Board  
Terms of Reference: Aviation and Safety Advisory Teams  
January 24, 2011

**Introduction:**

In November 2010, Commissioner Robert Wells released the final report for Phase I of the Offshore Helicopter Safety Inquiry (OHSI) which contained 29 recommendations. With the exception of recommendations #12 and #29, all were accepted as proposed.

Recommendation #12, which dealt with the present moratorium on night flying, was accepted in principle, with a caveat that the moratorium would be re-examined when and if the criteria that had led to the moratorium had changed.

With regard to recommendation #29, dealing with a separate and independent regulatory body, it was deemed by the Canada-Newfoundland and Labrador Offshore Petroleum Board (C-NLOPB) to be outside the purview of their legislated mandate; however, the Board agreed to consider the re-structuring of its Safety Group to more closely align with the thrust of the Recommendation, and the Aviation and Safety Advisory Teams have been tasked to develop recommendations on how it can be incorporated inside the current C-NLOPB structure.

**Mandate:**

The C-NLOPB has created two broadly-based teams to review the Commission's Phase I recommendations and advise the C-NLOPB on the best way to implement them.

**Objectives:**

The primary responsibility for implementing some of the recommendations of the OSHI rests with the operators. The Aviation and Safety Advisory Teams will review the proposed mitigation plans developed by the operators and assess them with regard to their soundness, appropriateness and effectiveness. These assessments will form the basis for the teams' advice to the C-NLOPB.

The most important task for the Aviation and Safety Advisory Teams will be to develop and recommend implementation plans to the C-NLOPB for the remaining recommendations.

**Method:**

1. The teams will measure the proposed mitigation resulting from each recommendation against the following criteria:
  - a. Soundness; does the proposed mitigation plan present a reasonable foundation to mitigate the system safety deficiencies (SSD), hazards and risks in the future?

Canada-Newfoundland and Labrador Offshore Petroleum Board  
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- b. Appropriateness; does the proposed mitigation take reasonable account of the predictable circumstances that can be encountered (e.g., technical, operational, human factors and organizational factors)?
    - c. Effectiveness; will the proposed mitigation be effective?
  2. The teams will determine the most effective short, medium and long term mitigation strategy to achieve As Low As Reasonably Practicable (ALARP). For example, they will consider the advisability of introducing regulations with performance-based standards or prescribed standards; or of including the requirements as criteria for Operator Authorization or as a contractual requirement; etc.
  3. The Aviation and Safety Advisory Teams will make recommendations to the C-NLOPB regarding the implementation of those recommendations based on their analysis and review of the mitigation.
  4. The team will meet regularly for the purpose of consolidating and exchanging research as well as developing and reviewing implementation strategies.
  5. Communication for the Team Members will be predominantly via e-mail and telephone when not in session at the C-NLOPB offices. Over the first two months (January and February) individuals can anticipate some responsibilities and deliverables which could involve research and other activities outside normal working hours.
  6. The Teams' success depends on the close collaboration of key stakeholders, and on demonstrating the progress of the teams. To this end, periodic updates and communiqués will be provided to team members and C-NLOPB Public Affairs so that information can be distributed to individual (operators) and public domain networks as required.
  7. A consensus within the Teams is desirable when developing advice to the C-NLOPB. However, if consensus is not possible, the Team Leads will adjudicate the recommendation to the Board.

**Roles and Responsibilities:**

**Aviation Safety Team:**

The aviation safety team will primarily focus on recommendations 2, 4, 7, 8, 9, 10, 11, 12, 13, 16 and 20. Their role will be either to constructively review the mitigation provided by the operators, or to develop mitigation strategies, and to advise the

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Terms of Reference: Aviation and Safety Advisory Teams  
January 24, 2011

C-NLOPB on proposed courses of action. Additionally, recommendations 23, 25, 26, 27 and 28 will be reviewed by both Safety Teams.

Team Composition:

Aviation Advisor & Team Lead: Peter McKeage  
Team members: TBD

**General Safety Team**

The General Safety Team will primarily focus on recommendations 5, 6, 14, 17, 18 and 19. Their role will be either to constructively review the mitigation provided by the operators, or to develop mitigation strategies, and to advise the C-NLOPB on proposed courses of action. Additionally, recommendation 23, 25, 26, 27 and 28 will be reviewed by both Safety Teams.

Team Composition:

Safety Advisor & Team Lead: Terry Kelly  
Team members: TBD