

CHANGE

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

JO 7200.21
CHG 1

Effective Date:
2/1/2015

Air Traffic Organization Policy

SUBJ: JO 7200.21, Partnership for Safety Program

1. Purpose. This amends the subject order to add Partnership for Safety (PFS) Safety Awareness Discussion requirements and language to allow for the creation of Local Safety Councils above the facility level.

2. Audience. All Air Traffic Organization (ATO) personnel and anyone using ATO directives.

3. Where Can I Find This Order? JO 7200.21 Change 1 is available on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices/ and on the air traffic publications website at http://www.faa.gov/air_traffic/publications/.

4. Explanation of Policy Change. This adds the requirement for PFS Monthly Safety Awareness Discussion to take place at each facility and also adds language to allow for the creation of Local Safety Councils above the facility level.

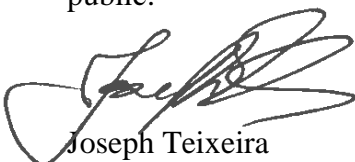
5. Action. Amend JO 7200.21 dated March 5, 2013 as follows.

PAGE CHANGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
Remove pages 2-6	3/5/14	Insert pages 2-7	2/1/15

6. Disposition of Transmittal Paragraph. Retain this transmittal sheet until the directive is cancelled by a new directive.

7. Distribution. Change 1 is distributed to the following ATO service units: Air Traffic Services; System Operations; ATO Safety and Technical Training; Mission Support Services; the William J. Hughes Technical Center; the Mike Monroney Aeronautical Center; National Air Traffic Controllers Association (NATCA); Mission Support, Service Centers and to interested aviation public.



Joseph Teixeira
Vice President for Safety and Technical Training
Air Traffic Organization



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

Air Traffic Organization Policy

**ORDER
NUMBER
JO 7200.21**

Effective Date:
March 5, 2013

SUBJ: Partnership for Safety Program

The Air Traffic Organization (ATO) is responsible for ensuring the safe, expeditious flow of air traffic throughout the National Airspace System (NAS). Safety Programs in the ATO remain a key component of the ATO Safety Management System (SMS).

The mission of the Partnership for Safety (PFS) Program is to facilitate the identification and mitigation of hazards at the local level. This will be accomplished through the support of collaborative Local Safety Councils (LSC) comprised of local Union representatives and management at all facilities in the NAS. These councils encourage facilities to mitigate hazards and participate in a lessons-learned method to share ATO safety information.

To ensure this program's success, each of us must familiarize ourselves with the contents of this order and understand our role in the program. The PFS program requires collaboration between the bargaining unit and management.

We encourage all employees to become safety champions and to increase our collective awareness and understanding of hazards in day-to-day operations. Local Safety Councils, as established in this Order, provide employees an option to address operational safety problems to reduce risk. To ensure the success of this effort, we must become more vigilant and recognize that all employees play a vital role in reducing risk in the NAS.

A handwritten signature in black ink, appearing to read "Joseph Teixeira".

Joseph Teixeira
Vice President Safety and Technical Training
Air Traffic Organization

1. Purpose of this Order. This Order defines the policy and procedures for the Air Traffic Organization (ATO) Partnership for Safety (PFS) Program. It identifies the responsibilities of individuals and organizations including the requirements, expectations, and policy under which the program operates.

2. Audience. This Order applies to all ATO personnel directly engaged in and/or supporting air traffic services.

3. Where can I find this Order? This order is available on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices/ and on the public Web site at http://www.faa.gov/air_traffic/publications/.

4. Distribution. Change 1 is distributed to the following ATO service units: Air Traffic Services; System Operations; ATO Safety and Technical Training; Mission Support Services; the William J. Hughes Technical Center; the Mike Monroney Aeronautical Center; National Air Traffic Controllers Association (NATCA); Mission Support, Service Centers and to interested aviation public.

5. Background. The Partnership for Safety initiative was launched on July 1, 2010 by the ATO and NATCA to address operational safety problems in the NAS. Front line personnel were tasked to identify local safety hazards. Identifying and mitigating risk is crucial to improving safety in the NAS. PFS does not replace mandatory reporting requirements or voluntary confidential safety reporting. PFS provides a framework for facilities to establish Local Safety Councils (LSC's) and encourage employees to become proactively engaged in identifying hazards and developing safety solutions locally before an incident or accident occurs.

6. Definitions.

a. ATCInfohub – Web-based database used for the storing and sharing of safety information best practices and lessons learned. This database will be used by LSCs to retrieve and upload information about the identification of and actions taken regarding local safety problems.

b. Local Safety Council (LSC) – A collaborative team comprised of at least one union representative and one management representative. By mutual agreement, the Parties at the local level may designate additional representatives to participate on the LSC. After coordinating with the National Partnership for Safety Program Office, LSCs may be formed at higher levels within the FAA by mutual agreement of the Union and the Agency.

c. PFS Safety Awareness Discussions – A monthly, face-to-face discussion conducted by members of the LSC, or other mutually agreed upon facility personnel. It is comprised of content obtained from the National PFS office as well as augmented with local discussion items, which the LSC may want to include. Discussions should range between 15 to 30 minutes depending on the content and must be attended by all operational personnel. The discussions are intended to generate discussions and raise awareness around identified safety issues. The safety issues to be included in the discussions will be comprised of Air Traffic Safety Action Program (ATSAP) Briefing Sheets, Fatigue Awareness Bulletins, Quality Assurance Bulletins, and other nationally identified safety trends.

d. Local Scoping Document – A collaboratively created and signed document that establishes a LSC and defines the mission, meeting frequency, number and type of members, type of work and responsibilities, Facility commitment, and the possible outcomes of work performed. (Sample document is included as Appendix A.)

e. PFS website (www.facilitysafety.org) – Primary user interface to gain access to the safety data portal and ATCInfohub, permission-based access governed by the PFS national program office.

f. Safety Data Portal – Web-based database which contains safety trend and facility-specific information gathered through various sources including Mandatory Occurrence Report (MOR), electronic occurrence reports (EOR), National Off-load Program (NOP), weather providers and aggregated Air Traffic Safety Action Program (ATSAP) data.

g. Safety Problem - Issues at a local, regional, or national level dealing with policies, procedures, equipment, automation or publications used to provide air traffic control services. They are not normally related to individuals and may be determined to be systemic in nature.

7. Roles and Responsibilities.

a. ATO Safety and Technical Training (AJI) will:

(1) Support the ATO PFS Program through the development and maintenance of policies, tools, processes, and documents.

(2) Provide the PFS Website, Safety Data Portal, ATCInfohub and program office support.

(3) Promote use of Voluntary Safety Reporting Programs (VSRP) provided by AJI to identify and report NAS safety issues. Promote the use of ATCInfohub.

b. The PFS Team Lead (AJI-11) will work collaboratively to:

(1) Provide policy, guidance, and support for the PFS program.

(2) Plan, and coordinate the PFS program.

(3) Promote communications and data sharing to help identify safety risks.

(4) Serve as the focal point for information and inquiries concerning the status of PFS initiatives.

(5) Create and distribute content for the PFS Safety Awareness Discussions.

(6) Conduct two monthly teleconferences to discuss the PFS Safety Awareness Discussion talking points and any other mutually agreed upon agenda items.

c. Facility Manager will:

- (1) Establish a LSC in partnership with local union representative.
- (2) Work in collaboration with Union representatives to identify and mitigate local safety problems.
- (3) Provide a place to meet as needed and access to computer(s) with internet access for the LSC.
- (4) Ensure the LSC meets as scheduled.
- (5) Meet with the Principal facility Representative to discuss the issues presented by the LSC.
- (6) Mitigate identified issues using the collaborative workgroup process.
- (7) Ensure the SMS/SRM process is followed for all changes to the NAS.
- (8) Ensure LSC, or other mutually agreed upon designated facility personnel, are provided the appropriate time and resources to conduct Monthly PFS Safety Awareness Discussions utilizing the content provided by the National Office along with any local discussion items incorporated by the LSC.
- (9) Ensure attendance by at least one facility representative to the Partnership for Safety Monthly Teleconference.

d. Local Safety Councils will:

- (1) Utilize the safety data portal to collaboratively identify and mitigate local safety hazards.
- (2) Review safety problems and perform post occurrence analysis at the direction of the facility manager and the Union's principal facility representative to determine systemic causal factors and risk.
- (3) Meet once per month or as mutually determined by the parties at the local level.
- (4) If requested, assist facility Quality Control office (QC) with the performance and documentation of System Service Reviews (SSR), Traffic Management Reviews (TMR), Covered Event Reviews (CER), Systemic Issue Reviews (SYSIR), Internal Compliance Verifications (ICV), analysis of Quality Control Operational Skills Assessments (QC OSA) data to monitor facility compliance with ATO directives, establishment of facility emphasis items (EI) and Quality Control Checks (QCC) in accordance with FAA Order JO 7210.634, Air Traffic Organization (ATO) Quality Control .
- (5) Collaborate with other LSCs as appropriate when a proposed change or mitigation will affect another facility.
- (6) Document all identified safety issues, mitigations, and lessons learned / best practices.

This data and documentation will be uploaded to ATCInfohub. Provide as much detail as possible and attach all supporting documentation. Include the processes and products that have been generated to help mitigate or reduce risk and increase collaboration, participation and reporting (e.g. training materials, briefing materials, reports, etc.)

(7) Promote use of VSRP provided by AJI to identify and report NAS safety issues.

(8) Obtain the National PFS Safety Awareness Discussions content and add any local discussion items. Facilitate the monthly PFS Safety Awareness Discussion, unless other designated facility personnel are facilitating the discussion, and then ensure that the facilitator(s) has/have the content for that discussion.

e. ATO Employees will: Report safety occurrences and problems through established mandatory and voluntary reporting mechanisms (e.g. MOR or ATSAP.) This information will be incorporated in the tools available to LSCs.

8. Local Scoping Document. Local scoping documents are recommended to assist facilities in documenting the structure and processes that the LSC will use to operate.

Appendix A. Sample Scoping document for Local Safety Council

(Facility Name) Safety Council Scope

Mission: The Facility Local Safety Council (LSC) will serve as a collaborative workgroup that will identify safety concerns, hazards and risk to the NAS as well as assist the Quality Control office (QC) with compliance verifications and identification of compliance issues. The LSC will not act as a substitute for Voluntary or Mandatory reporting systems or requirements.

Local Safety Council Members

Sample Facility Management Lead name

Sample Facility NATCA Lead name

(This is the minimum number required; other members as necessary or feasible)

Subject Matter Experts (SMEs) (As required)

1-2 Front Line Managers per Area of Specialization and Traffic Management Unit (TMU)

1-2 Employees per Area of Specialization and TMU

1-2 Support specialists from Staff Offices

The Scope: The LSC will utilize the safety data portal to identify and mitigate local safety hazards.

Development of ad hoc teams for identified safety issues is within the purview of the LSC after consultation with the Facility Manager/ Union Principal Facility Representative (or designees). If an additional scoping document is necessary, the Facility Manager/ Union Principal Facility Representative (or designee) shall be responsible for its creation.

When changes to the current procedures are required, the LSC, after approval from the Facility Manager/ Union Principal Facility Representative (or designees), will forward the change to the appropriate office for implementation. The LSC is tasked to develop a detailed implementation plan which includes Standard Operation Procedure and Letter of Agreement changes, briefings, and other items as necessary. A completion date for implementation shall be defined and coordinated as required.

Document all identified safety issues, mitigations, and lessons learned / best practices. This data and documentation will be uploaded to ATCInfohub. Provide as much detail as possible and attach all supporting documentation. Include the processes and products that have been generated to help mitigate or reduce risk and increase collaboration, participation and reporting (e.g. training materials, briefing materials, reports, etc.).

The LSC will:

Meet once per month or as jointly determined.

Perform all work on duty time.

Utilize consensus for all decisions. Consensus does not mean that all group members believe that the best possible decision may have been reached. It does mean that all members are committed to support it.

Analyze data from the safety data portal, QC data (OSA, SSR, SYSIR etc.) and reported safety occurrence data (MOR, EOR, Replays etc.) to identify potential safety hazards.

Conduct briefings to inform the workforce of any mission critical items.

Issue briefing items through the training department if necessary

Utilize SMEs from the operation and staff offices to provide technical expertise or assist the group when needed. The use of SMEs in this regard shall be coordinated with the facility manager and Union Principal Facility Representative.

Any safety related problem or occurrence may be reported by any Bargaining Unit Employee or Management member, via the Voluntary or Mandatory reporting processes. The LSC will not supersede existing requirements and obligations of the QC Office.

The LSC may coordinate activities which include, but are not limited to: inviting Pilots, Aviation Group Representatives, Private Industry Representatives, or other FAA employees to participate in discussions or give briefings on their respective field. The workgroup may assist in the coordinating of local familiarization trips in accordance with the Collective Bargaining Agreement and any pertinent Orders or regulations.

Outcome: *(Recommended Outcome Options)*

Option 1 Non-binding: The LSC Team Advocates will ensure that all recommendations are written and signed by all members of the LSC. This document will be presented to the Joint Sponsors for consideration of the issues described. The Joint Sponsors will address all LSC recommendations within (agreed to number) days of receipt to ensure a timely response to facility safety issues.

Option 2 Binding: The LSC will ensure that all agreements and resolutions are written and signed by all members. This document will be presented to the Joint Sponsors for implementation and resolution of the issue described.

Facility Commitment: The undersigned authorize this LSC to operate within the scope as described above in seeking to resolve safety concerns, hazards and risk. Either or both parties may withdraw from this agreement at any time.

FAA Manager

Union Principal Facility Representative

Date Signed