



Aviation Safety Network for Self Administration Organisations

PROJECT
DEVELOPED BY



SPONSORED BY



Australian Government
Civil Aviation Safety Authority

what is it?

What is the Aviation Safety Network

The Aviation Safety Network is an international based program designed to provide the support to implement safety management systems and risk management best practice within aviation organisations. The ASN has utility across all aspects of the aviation industry, but has recently developed and implemented an approach that caters directly for the Self Administration Organisations.

The Aviation Safety Network is best described as an ongoing, facilitated program designed to drive and support the implementation of your organisations' integrated approach to risk and safety. This trademarked program was designed by Aerosafe Risk Management and is now delivered as part of the Civil Aviation Safety Authority's support program for Self Administration Organisations.

Aerosafe has a team of Risk Advisors, Accident Investigators, Safety Promotion specialists and Trainers that deliver the ASN program so that your organisation receives a 'one-stop-shop' for support. Based in Aerosafe's head office in Sydney, the ASN's Operations Support Centre (or 'OSC') provides a central point for all your requests; 24 hours, 7 days per week.

This program is designed so that you get access to a leading team of safety and risk professionals that augment your internal capability ensuring that it takes your organisation beyond compliance. Think of the ASN like an extension of your organisation – your own dedicated safety & risk management department!

Those organisations that are a part of the Aviation Safety Network have the opportunity to access and use:

- 24 hour risk & safety support and assistance
- ASN Rep training
- ASN Executive training
- ASN Safety promotion package
- ASN Operations Support Center – your safety & risk department
- Benchmarking against others within the ASN
- Networking with other like organisations
- Shared incident & accident data and analysis
- Safety & risk management specialist
- Toolbox: Governance & oversight
- Toolbox: Risk management
- Toolbox: Safety management systems
- Toolbox: IRIS™



How does it work?

The ASN program provides each participating organisation with tools and resources, implementation support and facilitated access to the network. To get up-and-running as an ASN member the following steps are required:

1. Appoint an ASN Executive Representative: This should be a senior person from the organisation who will be the key point of contact to the organisation's accountable executive
2. Select an ASN Representative Group: Nomination of 2-3 key personnel within your organisation who are responsible for the implementation of safety and risk management activities. These people will form the 'implementation team' and will receive dedicated support and training to help them in this role.
3. Meet your Aerosafe Risk Advisors: Aerosafe will appoint a dedicated Risk Advisor for your organisation who will work along side you on all your implementation activities. In addition to this, Aerosafe's CEO fulfils the role of an Executive Risk Advisor that will work closely with the ASN Executive Group in their activities.
4. ASN Induction Activities: As a new member of the ASN, Aerosafe has an induction process that provides an overview of the program and will set you up with access to the right resources and will confirm your organisations details.
5. Annual Activity Plan: Your Risk Advisor will work with you to confirm the schedule of activities for the next twelve months. This annual activity plan is a key tool of the ASN program that provides a road map of focus and priority.
6. The support begins! Once the above steps are complete, your organisation is now part of the Aviation Safety Network program and can access our ongoing support program



The ASN "Network Connect" program is specifically designed to facilitate the opportunity for ASN members to connect on a regular basis, on a range of topics that helps your organisation benchmark your practices and progress.

Objective of the ASN Program

We all recognise that risk is inherent in the aviation industry and a proactive approach to the management of risk, both real and perceived is part of good corporate governance and oversight. The ASN program is focused toward overcoming the known challenges associated with effective implementation of governance, risk management and safety management frameworks, systems and practices for self administration organisations. **We all know it is nice to have some help!**

[Tools & Resources](#)

[Implementation Support](#)

[Network Connect](#)

What do you get?

Your annual activity plan will outline the exact schedule of activities for each twelve month period. As a synopsis the ASN program delivers a number of modules targeted to meet your needs.

Annual Activity Plan	Your annual activity plan is the key planning document that outlines the framework of activities, priorities and resourcing. Used on a monthly basis, this tailored tool provides a documented record of your formalised approach to proactively managing risk.
Annual Brief to	We know that having buy-in from the top is critical to the success of effective oversight. As part of the governance module of the ASN program, your Board of Directors will receive an annual brief.
Annual Aviation Safety Forum	The ASN Executive Group combine with the CEO and other senior staff from CASA will meet annually via the Aviation Safety Forum to receive training, share practices and discuss the performance of the self administration organisations. This is a great forum for the group to strategically interact at an executive level.
ASN Rep Training	Every six months, a three day training course is conducted for the ASN Representative Group. During these training courses, tailored tools and resources are provided along with practical training on how to implement the tools within your organisation. The ASN Program has four training courses that include: 1) Oversight & Governance, 2) Risk management, 3) Safety management systems and 4) Integration and Assurance Monitoring.
Annual Presentation to Member Conference	Each year the ASN team is available to present at your organisation's annual conference. This is a great opportunity to launch new concepts and ideas and provide your members with a targeted education session on your organisations' approach to managing its risk.
Monthly ASN Team Meeting	Your dedicated Risk Advisor will work with you on a monthly basis to track implementation efforts and work with your team to provide the help and support needed. These regular catch-ups are critical in maintaining momentum and provide a good checkpoint for trouble shooting, issues identification and resolution.
Monthly ASN Executive Network Connect	One of the key features of the ASN program is the opportunity via a facilitated forum to connect with other like minded organisations and 'share and compare'. Each month Aerosafe schedules an ASN Executive session webinar as part of the 'Network Connect' component of the ASN.
Bimonthly Safety Promotion Package	Communication is vital to any successful initiative. As part of the ASN program, a dedicated dedicated safety promotion package is released to ASN members as a key education tool that promoted awareness, and in turn, adds to the cultural development of your organisation. This package is released by the ASN's Operations Support Centre.
Tools & Resources	One of the challenges with implementing your program is having the right tools, resources and templates. One of the goals of the ASN is to achieve consistency of practice so that information can be readily compared, tracked and shared. The ASN provides tools and resources in the following modules 1) Governance & Oversight package, 2) Risk management, 3) Safety Management Systems. Tools and resources are delivered in electronic, hard copy and online format.
Special Support Activities Network Connect	The ASN team is constantly monitoring the progress of the ASN group and regularly schedules extra activities which are of value. These additional support activities are conducted under the ASN 'Network Connect' program.

Annual Activity Planner

A synopsis of key network activities is presented in the annual activity planner below. These activities will be included in your annual activity plan for your organisation along side your own individual activities.

MONTH	ACTIVITY OVERVIEW*
October 2009	Annual Activity Plan Preparation ASN Induction Sheets ASN Rep Training Course 1 SMS, Canberra
November 2009	ASN Rep Team Planning Session ASN Exec Webinar: Network Connect Toolbox Release 1
December 2009	ASN Rep Team Planning Session ASN Exec Webinar: Network Connect ASN Board Webinar ASN Safety Promotion Package
January 2010	ASN Rep Team Planning Session ASN Exec Webinar: Network Connect Toolbox Release 2
February 2010	ASN Rep Team Planning Session ASN Exec Webinar: Network Connect ASN Board Webinar ASN Safety Promotion Package
March 2010	ASN Rep Team Planning Session ASN Exec Webinar: Network Connect ASN Board Webinar Toolbox Release 3
April 2010	ASN Rep Team Planning Session ASN Exec Webinar: Network Connect ASN Board Webinar ASN Rep Training Course 2 (14-16 April, Canberra) ASN Safety Promotion Package
May 2010	ASN Rep Team Planning Session ASN Exec Webinar: Network Connect ASN Board Webinar Toolbox release 4
June 2010	ASN Rep Team Planning Session ASN Exec Webinar: Network Connect ASN Board Webinar ASN Safety Promotion Package
July 2010	ASN Rep Team Planning Session ASN Exec Webinar: Network Connect ASN Board Webinar Aviation Safety Forum (6th July)
August 2010	ASN Rep Team Planning Session ASN Exec Webinar: Network Connect ASN Board Webinar ASN Safety Promotion Package
September 2010	ASN Rep Team Planning Session ASN Exec Webinar: Network Connect ASN Board Webinar
October 2010	ASN Rep Team Planning Session ASN Exec Webinar: Network Connect ASN Board Webinar ASN Safety Promotion Package

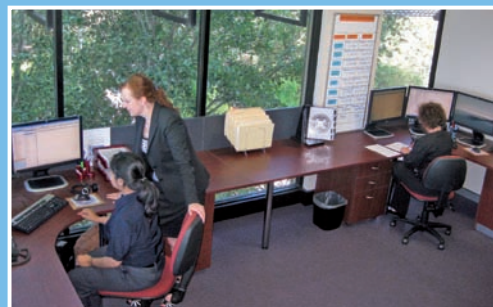
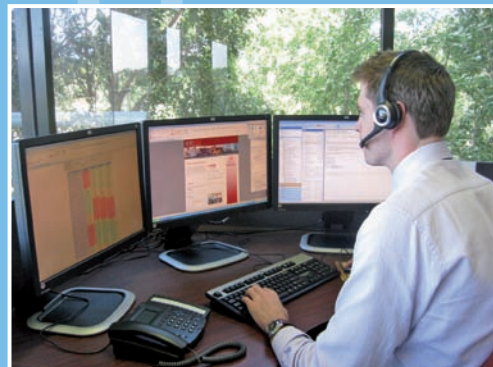
Note: Individual activities to be scheduled and listed on the annual activity plan. (eg annual brief to the Board of Directors, annual presentation to member conference)

The Faces Behind the ASN – the Aerosafe Support Team

The Aerosafe team is made up of Executive Risk Advisors, Risk Advisors, Accident Investigators, Subject Matter Experts (SME), Research Assistants, IT Specialists and Trainers. These staff are supported by our dedicated Administration Department. Aerosafe's capability is supported by the fact that all our team members have the skill sets and experience to enable service delivery to our clients when they need it most. The ASN Operations Support Centre (OSC) is also another dedicated hub that is available to all ASN Members for tracking inquiries and requests for assistance. Whether it is a 24hr response team for accidents or incidents or simply a tuition session on how to best apply risk practice, the Aerosafe team sets the standard for on demand safety and risk management support.

The Aviation Safety Network Operations Support Centre (OSC)

support



For Further Information

For further information on the ASN program for self administration organisations please contact:

OPERATIONS SUPPORT CENTRE

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