Definitions and Abbreviations
AvTech – Aviation Technologies
AvTech Operations Area – This includes the Transportation Education Center, Test Cell, Fleet Storage garage, AvTech Helicopter Hangar, Main AvTech Hangar, Main AvTech ramp areas.
AvTech Personnel – Anyone within the Aviation Technologies Department including Professors, Staff, Administrators, and students. Excludes guests.
SIU – Southern Illinois University
SMS – Safety Management System

Purpose
The purpose of this committee it to assist the SIU Aviation Technologies Department in the operation, maintenance, promotion, and further develop the SIU Aviation Technologies Safety Management System.

Goals
The Goals of this committee are as follows:
1. Promotion – Our goal is to continuously promote the AvTech SMS with the AvTech Personnel as well as promote a safe environment for the AvTech Department to operate in.
2. Communication – Our goal is to constantly and efficiently communicate with AvTech Personnel.
3. Development – Our goal is to constantly look for ways to improve the AvTech SMS and develop it as needed to accommodate the ever-changing environment within the AvTech department and SIU.

Positions
- Committee Head
  - The responsibilities of the AvTech SMS Committee Chair are as follows:
    - The head of this committee shall be elected to this position.
    - The Committee Head shall plan, prepare, and run meetings.
    - Ensure the SMS Committee Guidelines are followed and complied with.
    - Receive the AvTech SMS Safety and Hazard Reports.
    - Evaluate all AvTech SMS Hazard and Incident/Accident Reports without bias.
    - Follow all SMS Committee Guidelines
  - AvTech SMS Faculty Advisor Position
    - The responsibilities of the AvTech SMS Committee Faculty Advisor are as follows:
    - Must attend the AvTech SMS Committee Meetings.
    - Must understand this document and its contents.
    - Must represent the AvTech SMS Committee with professionalism and respect for all of its membership.
    - Must communicate with the AvTech Faculty and Administration well and present proposals created by the AvTech SMS Committee.
    - May not vote in elections or votes unless specific circumstances are present as described in this document.
    - Does not count as one of the membership positions (AvTech SMS Committee Membership Positions are reserved for students of AvTech only).
    - May only serve as an advisory role in the AvTech Committee unless specific circumstances are present as described in this document.
- Non-Positioned Committee Members (Not the SMS Committee Chair or Faculty Advisor).
  - Non-Positioned Committee Member responsibilities are as follows:
    - Evaluate all AvTech SMS Hazard and Incident/Accident Reports without bias.

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Follow all AvTech SMS Committee Guidelines.

- Member removal from this committee
  
  - Members of this Committee may be removed by a majority vote of the AvTech SMS Committee Members.
  
  - The removal of the member must be approved by the AvTech SMS Committee Faculty Advisor.
  
  - A new member must be found as soon as possible and the new member must fit the requirements as set forth in this document.
  
  - The AvTech SMS Committee Faculty Advisor may fill the vacant member position until a new member is found and active.

- Membership Regulations
  
  - There shall not be less than three members on this committee at any time.
  
  - There shall not be more than five members on this committee at any time.
  
  - Membership Positions shall be as follows:
    
    - Committee Chair: Sophomore - Senior (Must be enrolled in the majority of non-freshman classes)
    
    - Safety Representative 1: Freshman (Must be enrolled in majority Freshman Level Classes)
    
    - Safety Representative 2: Sophomore (Must be enrolled in majority Sophomore Level Classes)
    
    - Safety Representative 3: Junior (Must be enrolled in majority Junior Level Classes)
    
    - Safety Representative 4: Senior (Must be enrolled in majority Senior Level Classes)

  - All Membership of the AvTech SMS Committee must complete any training deemed necessary by the AvTech SMS Committee, AvTech SMS Committee Faculty Advisor, AvTech Faculty, and or the AvTech Administration.

**Elections**

- Election for the AvTech SMS Committee Chair shall be held within the second to last week before the end of the SIUC Spring semester or the last AvTech SMS Committee Meeting of the SIUC Spring semester. The Location, date and time shall be determined by a majority vote. The election vote may also be held online through means approved by the AvTech SMS Committee Faculty Advisor.

**Meetings**

- AvTech SMS Committee Meetings
  
  - Shall be held at least once per month at the Committee Chair’s discretion. Additional meetings may be held as needed under the discretion of the Committee Chair.

**Reports**

- Incident/Accident Reports and Hazard Reports
  
  - All members of the AvTech SMS Committee (Including the AvTech SMS Committee Faculty Advisor) shall receive all SMS Incident/Accident Reports and will share these reports with the AvTech SMS Committee Members ONLY.
  
  - If deemed necessary the AvTech SMS Committee may publish a(n) Safety Advisory to all AvTech Personnel by means approved by the AvTech SMS Committee and the Faculty Advisor to inform, remind, and or enforce a current policy of AvTech to help avoid a similar situation from occurring in the future.

- Report Requirements
  
  - Safety/Hazard Reports must meet the minimum requirements as listed below:
SIU Aviation Technologies Departmental Safety Management System Committee Guidelines.

- Easily accessible to all AvTech Personnel.
- Easy to understand with ample explanation.
- Report must collect the information required to accomplish proper statistic tracking.
- Any other requirements deemed necessary by the AvTech SMS Committee.

**Report Storage and Access**
- Any and all Incident/Accident and Hazard Reports submitted shall be stored in a database easily accessible to all AvTech SMS Committee Members.
- No Incident/Accident and or Hazard Reports may be accessed by anyone outside of the AvTech SMS Committee without approval from the AvTech SMS Committee Chair and Faculty Advisor.

**Safety and Hazard Statistics Tracking**
- Statistics to be tracked shall be determined by the AvTech SMS Committee.
- Statistics may be published at the AvTech SMS Committee’s discretion with approval from the AvTech SMS Committee Faculty Advisor.

**Actions**

- **Hazard Mitigation Actions**
  - Actions to help mitigate hazards in and around the AvTech operations area shall be approved by the AvTech SMS Committee Faculty Advisor.

- **Incident and Accident Mitigation Actions**
  - Actions to help mitigate safety issues in and around the AvTech operations area shall be proposed to the AvTech Faculty through the AvTech SMS Faculty Advisor if deemed necessary or immediate action (not disciplinary action) may be taken if approved by the AvTech SMS Faculty Advisor.

- **Disciplinary Actions**
  - Disciplinary Actions shall be determined by the AvTech Faculty and or Administration.

- **Safety Initiatives**
  - Safety initiatives may be created and implemented in response to the need for enhanced safety awareness within the AvTech Operations Area. Safety Initiatives may also be created to mitigate risk in and around the AvTech operations area. Safety Initiatives should be actions that are voluntarily followed by AvTech Employees and or Students or whichever it applies to. Safety Initiatives may be discontinued by the AvTech Faculty and or Administration.

- **Safety Regulation**
  - Safety regulations shall be created and implemented by the AvTech Faculty and or Administration. The AvTech SMS Committee shall enforce and and promote the Safety Regulations.

**Changes to the SMS**

- Changes to the AvTech SMS may be proposed to the AvTech SMS Committee from any AvTech Personnel via means approved by the AvTech SMS Committee and its Faculty Advisor. These means shall be published on the AvTech Website for ample access to all AvTech Personnel. After receiving a proposed change the AvTech SMS Committee Shall evaluate the proposal and if deemed necessary the AvTech SMS Committee Faculty shall propose the change to the AvTech Faculty and or Administration for approval.
- Changes to this document may be accomplished by a majority vote and approval of the changes by the AvTech SMS Committee Faculty Advisor.