



Aviation Safety Program

Safety at Leading Edge Aviation

Our Commitment

Safety is of paramount concern in all aspects of our business. Every workplace must be maintained in a safe condition, and every employee must perform his or her work according to the best safety procedures.

We believe that each one of us – from senior managers to front-line employees – has the responsibility to make our workplaces safer for everyone.

The company strives to provide employees with a safe and healthy workplace, and comply with all applicable occupational safety and health laws. All employees are required to practice safety first in your work habits.

We support the open sharing of information on all safety issues and encourage all employees to report significant safety hazards or concerns.

We thank you for being part of the team.

Sincerely,

Scott Weaver
President

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A. ORGANIZATION

There will be an Aviation Safety Committee comprised of directors from each department and location of the company. In the event a department does not have a director then an appointed member will be voted on the committee by the committee. The president will serve the committee chair. The committee shall elect a member to perform as the Aviation Safety Manager.

The committee will meet at the call of the chair, but no less than quarterly. The committee will serve the following purposes:

1. Review the status of current accidents and incidents. Review of actions taken.
2. Review of status of hazard reports. Review of actions taken.
3. Review of aviation safety audit reports. Review and approval of audit response and actions taken.
4. Review and resolution of any aviation safety matters that may be brought before the committee.

The committee may approve, reject, or recommend action on any matter brought before them.

Aviation Safety committee records will be maintained by the chair.

B. RESPONSIBILITY

Leading Edge Aviation is committed to provide, to the best of our ability, a safe, accident-free, and healthy work environment for all employees and customers. Leading Edge Aviation Shall:

- 1- Furnish each employee, a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm.
- 2- Comply with occupational health and safety standards and rules, regulations, and orders applicable to company business and operations.

Every employee at all levels is responsible for accident prevention and implementation of this program. Each employee shall be responsible for the following:

1. Be familiar with and comply with proper health and safety practices.
2. Use the required safety devices and proper personal protective safety equipment when appropriate.
3. Be pro-active in keeping the hangars, doorways, floors, and stairs clear and clean in all work areas.
4. Clean up a hazardous situation.
5. Mark any hazardous situation with some sort of "Caution" sign.
6. Wear safety glasses and hearing protective gear when appropriate.
7. Notify your supervisor immediately of any unsafe condition or act.
8. Report all accidents or incidents to your supervisor as soon as possible.

Directors and supervisors are responsible for:

1. Becomes familiar with health and safety regulations related to his/her area of responsibility.
2. Directs and coordinates health and safety activities within his/her area of responsibility.
3. Ensures arrangements for prompt medical attention in case of serious injury have been provided, to include transportation, communication, and emergency telephone numbers; and that a person with valid, certified first aid training is available if required.
4. Requires all employees to use appropriate individual protective equipment and safety devices.
5. Ensures that safety equipment is available, maintained, used, and stored correctly.
6. Conducts frequent and regular health and safety inspection of workplaces. Directs correction of unsafe conditions. Submits report to Aviation Safety Manager.

The Aviation Safety Manager is responsible for:

1. Maintenance, review, and revision of this program.

2. Providing timely advice and assistance on aviation safety matters to Directors and Supervisors.
3. Maintaining a reporting system for accidents, incidents, and hazards.
4. Distribution of aviation safety information.
5. Conducting regular aviation safety audits.
6. Conducting regular safety training to new personnel.
7. Maintaining an aviation safety awards program.
8. Developing and maintaining a pre-accident plan.
9. Conducting accident and incident investigations.

C. COMMUNICATION

It is important that communication is open between management and employees at all times. Workers who notice any type of safety hazards, or feel that they need additional training, must notify their immediate supervisor.

Employees will never knowingly be required to go into any unsafe or hazardous situation.

Directors and supervisors are required to address employee's concerns about hazards or requests for additional training, and take immediate corrective action when warranted. Any corrective action taken will need to be reported to the Aviation Safety Manager.

Leading Edge Aviation pledges that no disciplinary action will be taken against any employee for reporting a safety hazard or concern to Leading Edge Aviation management.

D. TRAINING

Training and education cannot be over-emphasized as a means of learning a healthful and safe approach to employee work effort. Knowledge of the safety rules and how and when to function under the rules, supplemented by compliance, is essential to safety.

1. Employees scheduled for any safety and health training must attend such training.
2. New employees will be provided orientation training and will be furnished information and literature covering the company safety policies, rules, and procedures. This orientation training will be provided prior to the employee's exposure to the work environment.
3. Individual job/task training, to include the applicable regulations/standards for their job, will be provided to all employees. Included in this training is: recognition, avoidance, and prevention of unsafe conditions, areas and activities that require personal protection, equipment, and how to use protective equipment.
4. Monthly/Quarterly on-going safety training sessions will be conducted to provide information and training on new equipment, new procedures, new chemicals, refresher/remedial training in specific areas, or meet annual requirements. Such training may be held in conjunction with other company meetings.

E. REPORTING OF ACCIDENTS, INCIDENTS, AND HAZARDS

ACCIDENTS. All accidental damage to Leading Edge Aviation aircraft, injury to Leading Edge Aviation personnel or customers resulting from aircraft operation; or damage to non – Leading Edge Aviation property or injury to other personnel resulting from Leading Edge Aviation operations will be reported to the company headquarters by telephone immediately. The company headquarters will notify the company President and Aviation Safety Manager.

INCIDENTS. The following incidents will be reported to the company headquarters by telephone:

- 1- Flight control system malfunction or failure.
- 2- Inability of any required flight crewmember to perform normal flight duties as a result of injury or illness.

- 3- All cases of departure from the intended takeoff or landing surface.
- 4- Flight control events resulting in an unexpected, hazardous change of flight attitude, altitude, or heading.
- 5- In-flight loss of all pitot-static instrument indications.
- 6- In-flight loss of all normal gyro-stabilized attitude indications.
- 7- Physiological mishaps including any episodes that produces abnormal physical, mental, or behavioral symptoms that are noticed by other individual crewmembers. Specific physiological mishaps include:
 - a. Decompression sickness.
 - b. Illness causing incapacitation in-flight.
 - c. Hypoxia.
 - d. G-induced loss of consciousness.
 - e. Trapped gas disorders.
 - f. Spatial disorientation of any type.
 - g. Symptoms or health effects caused by toxic, noxious, or irritating materials such as smoke, fumes, or liquids.
- 8- Any near mid-air collision.
- 9- Any instance of inadequate terrain separation
- 10- Any unstabilized approach, which was continued.
- 11- Missed approach below decision height.
- 12- Inadvertent engine shutdown.
- 13- Critically low fuel quantity.
- 14- Aborted takeoff above 100 knots.
- 15- Any runway incursion.

- 16- Any landing on wrong airport or wrong runway.
- 17- Injury to any person while in or on the aircraft.
- 18- Damage to non-company property.
- 19- Lightning or bird strike.
- 20- Damage to aircraft by ground equipment.

HAZARDS. Any employee or customer that observes a hazardous situation that could affect aviation safety is encouraged to report it to the Aviation Safety Manager or to an aviation safety representative by any available means. The Aviation Safety Manager will provide hazard-reporting forms, which may be used for this purpose.

On receipt of a hazard report, the Aviation Safety Manager will verify the existence of the hazard, and route it to the appropriate department manager for investigation and resolution. Under normal circumstances, the department manager will have ten days to provide the Aviation Safety Manager with results of the investigation and action will be taken or contemplated. The Aviation Safety Manager will maintain a log reflecting the status of all hazards.

F. DISTRIBUTION OF AVIATION SAFETY INFORMATION

The Aviation Safety Manager is responsible for obtaining and distributing pertinent aviation safety information. Critical information will be distributed through the company e-mail or posted on the on-line scheduler. Non-critical information will be distributed to the aviation safety representatives with instructions on how it is to be sub-distributed.

G. AVIATION SAFETY AUDITS

Leading Edge Aviation will maintain an aviation safety audit program to verify compliance with safety standards and determine the effectiveness of the overall aviation safety program.

Each Department will receive a safety audit at least annually. The audits will be conducted will be conducted by the Aviation Safety Manager using other team members as appropriate. The Aviation Safety Manager will provide a detailed report to the department director of the results of the audit. Items requiring action or response will be identified in the report.

Reports and responses will be submitted and reviewed by the safety committee for adequacy.

H. AVIATION SAFETY AWARDS

Individuals who contribute significantly to the company aviation safety program will be recognized. The contribution may be a single act, which prevented damage, or it may be in the form of an investigation, hazard resolution, service on a safety committee, or anything that significantly enhances the safety program.

Nominations for the award will be initiated by the department head in the form of a one-page memo to the Aviation Safety Manager. If the Aviation Safety Manager agrees, the nomination will be forwarded to the Aviation Safety Committee for final review. If the nomination is consistent with the intent and purpose of the awards program, the Aviation Safety Manager will provide the award to the President for presentation to the individual. The Aviation Safety Manager will also provide for appropriate company-wide publicity.

I. AVIATION ACCIDENT OR INCIDENT INVESTIGATION

In the event of an aircraft accident, the Aviation Safety Manager will ensure that the FAA and NTSB are notified and will coordinate company

participation in the NTSB investigation. To facilitate this, the Aviation Safety Manager will maintain a roster of personnel in both flight operations and aircraft maintenance who are qualified to participate in an investigation.

In addition, there will be an internal company investigation of any aircraft accident and selected aircraft incidents. The investigation serves two purposes: it establishes the facts of the matter and it provides recommendations on what should be done to prevent that accident or incident in the future. The President will designate the person in charge of the investigation and the investigation team will include the Aviation Safety Manager. If there was an NTSB investigation, company personnel participating in that investigation may expect to continue as part of the internal investigation.

The company investigation is authorized access to any company records relevant to the accident and can interview any personnel with knowledge of the accident. At the request of the person being interviewed, the results of the interview may be held in confidence.

The report will be addressed to the President and will include a summary of the facts and the investigating teams analysis, conclusions, and recommendations. Dissenting members of the investigating team may prepare a minority report stating their disagreement.

Management of the investigation and preparation of the report will be done through the Aviation Safety Manager.