

# *Columbus Regional Airport Authority Safety Management System*

## Manual

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CMH | LCK | TZR

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**COLUMBUS**  
REGIONAL AIRPORT AUTHORITY

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**PREFACE**

**What is SMS?**

Airport Safety Management System (SMS) is a structured framework designed to systematically identify, assess, and mitigate safety risks within an airport environment. It encompasses policies, procedures, and practices aimed at ensuring the safety of passengers, staff, and the public. By integrating risk management principles, safety reporting mechanisms, and continuous improvement processes, an SMS enables airports to proactively manage safety hazards, comply with regulatory requirements, and foster a culture of safety throughout all aspects of airport operations.

**Program Design:**

The CRAA SMS Program was created using several resources. The basic layout (sections) is consistent with AC 150/5200-37A and follows the regulations of 14 CFR Part 139 Subpart E.

The four pillars are:

- **Safety Policy:** Statement and/or policy of the airport’s commitment to safety and its overall safety vision.
- **Safety Risk Management:** Outline of how the airport will identify and evaluate risk.
- **Safety Assurance:** Checks and balance of the SMS Program.
- **Safety Promotion:** Outline how the airport establishes and fosters a safety culture.



**Application of SMS:**

CRAA’s SMS efforts indicate a pro-active approach to safety through a continually improving framework of tools and methodologies to identify and address safety issues. These efforts have developed a safety-conscious environment and culture. The system encompasses all personnel (both CRAA staff and tenant staff) as well as the traveling public. It should be clear that this SMS Program does not mean the airport will be accident free, however, it does facilitate a safer airport system, and provides systems to identify and mitigate safety hazards before they escalate.

The following SMS Manual will be all-encompassing for all three of the Authority’s airports: John Glenn Columbus International Airport (CMH), Rickenbacker International Airport (LCK), and Bolton Field (TZR). All individuals with access to the movement and non-movement areas of all stated airports must follow the policies and procedures identified in this Manual. Every individual with this access has a responsibility for safety.

All tenants will ensure that employees with access to movement and non-movement areas that include runways, taxiways, aprons, perimeter roads, and all areas within the airport’s AOA fence line receive proper training or awareness of their roles and responsibilities under the airport’s SMS.

**REVISION LOG**

<b><u>Date</u></b>	<b><u>Description of Changes</u></b>	<b><u>Name of Editor</u></b>

## **DEFINITIONS**

### **Accountable Executive (AE):**

An individual designated by the certificate holder to act on its behalf for the implementation and maintenance of the airport's Safety Management System. The Accountable Executive has control of the certificate holder's human and financial resources for airport operations conducted under an Airport Operating Certificate. The Accountable Executive has ultimate responsibility to the FAA, on behalf of the certificate holder, for the safety performance of operations conducted under the certificate holder's Airport Operating Certificate.

### **Accident:**

An unplanned event or series of events that results in death, injury, damage to, or loss of equipment or property.

### **Airport Safety Management System:**

An integrated collection of processes and procedures that ensures a formalized and proactive approach to system safety through risk management.

### **Authorized Requesting Officer (ARO):**

Representative(s) of a company that may request security badges, keys, and access to the Airport ID Office.

### **Common Cause Failure:**

A failure that occurs when a single fault results in the corresponding failure of multiple system components or functions.

### **Control:**

Anything that mitigates the risk of a hazard's effect. Same as a safety requirement. All controls should be written in requirements language. There are three types of controls:

- **Validated:** Unambiguous, correct, complete, and verifiable.
- **Verified:** Objectively determined to meet the design solution.
- **Recommended:** Have the potential to mitigate a hazard or risk but are not yet validated as part of the system or its requirements.

### **Credibility:**

Refers to a specific system state and sequence of events supported by data and expert opinion that clearly describes the outcome. It implies that it is reasonable to expect the assumed combination of extreme conditions will occur within the operational lifetime of the system.

### **DART:**

DART is an acronym that stands for Days Away, Restricted or Transferred. A metric used to determine how many workplace injuries and illnesses cause employees to miss workdays, perform restricted activities or transfer to another job within one calendar year.

### **Fixed-By-Function Navigation Aid (NAVAID):**

An air navigation aid that must be positioned in a particular location in order to provide an essential benefit for aviation is fixed-by-function. AC 150/5340-13a Table 6-1 gives fixed-by-function designations for various NAVAIDs as they relate to the Runway Safety Area (RSA) and Runway Object Free Area (ROFA). Some NAVAIDs that are not fixed-by-function in regard to

**Gap Analysis:**

A comparison between existing systems, processes, or procedures and SMS requirements.

**Hazard:**

A condition that could foreseeably cause or contribute to: (1) injury, illness, death, damage to or loss of system, equipment, or property, or (2) an aircraft accident as defined in 49 CFR 830.2.

**Hazard Assessment:**

A systematic, comprehensive evaluation of a change, operation, system, or safety issue.

**Incident:**

An occurrence other than an accident, which affects or could affect the safety of airport operations.

**Likelihood:**

The estimated probability or frequency, in quantitative or qualitative terms, of a hazard's effect.

**Lost Time Incident:**

A recordable injury or illness that results in time away from work beyond initial date of injury.

**Movement Area:**

The runways, taxiways, and other areas of an airport that are used for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas.

**Non-Movement Area:**

The area, other than that described as the movement area, used for the loading, unloading, parking, and movement of aircraft on the airside of the airport (including ramps, apron areas, and on-airport fuel farms).

**Recordable Incident:**

Any work-related injury or illness that involves loss of consciousness, restricted work activity, days away from work, or medical treatment beyond first-aid.

**Risk:**

The composite of predicted severity and likelihood of the potential effect of a hazard.

**Risk Analysis:**

The process whereby a hazard is characterized for its likelihood and the severity of its effect or harm. Risk analysis can be either quantitative or qualitative analysis; however, the inability to quantify or the lack of historical data on a particular hazard does not preclude the need for analysis.

**Risk Mitigation:**

Any action taken to reduce the risk of a hazard's effect.

**Safety Assurance:**

The process within SMS that functions systematically to ensure that performance and effectiveness of risk controls or mitigations and that the organization meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

**Safety Evaluation:**

Procedures to monitor performance with safety objectives, SMS requirements, or initiatives.

**Safety Issue:**

A concern of a condition that has an undesirable safety effect or outcome that may not rise to the level of a Hazard.

**Safety Objectives:**

A measurable goal or desirable outcome related to safety.

**Safety Policy:**

The certificate holder's documented commitment to safety, which defines its safety objectives and the accountabilities and responsibilities of its employees in regards to safety.

**Safety Promotion:**

The combination of training and communication of safety information to support the implementation and operation of an SMS in an organization.

**Safety Risk Management (SRM):**

A process within the SMS composed of describing the system, identifying the hazards, and analyzing, assessing, and controlling or mitigating the risk.

**Severity:**

The consequence or impact of a hazard's effect or outcome in terms of degree of loss or harm. Severity is determined by the worst credible outcome.

**Single Point Failure:**

A failure of an item that would result in the failure of the system and is not compensated for by redundancy or an alternative operational procedure.

**System:**

An integrated set of constituent pieces that are combined in an operational or support environment to meet a defined objective. These pieces include people, equipment, information, procedures, facilities, services, and other support services.

**System State:**

An expression of the various conditions, characterized by quantities or qualities, in which a system can exist.

**Validation:**

The process of proving the functions, procedures, controls, and safety standards are correct and the right system is being built (that is, the requirements are unambiguous, correct, complete, and verifiable).





**ACRONYMS**

<b>AAS:</b>	Airport Safety and Standards
<b>AC:</b>	Advisory Circular
<b>ACC:</b>	Airport Communications Center
<b>ACM:</b>	Airport Certification Manual
<b>ACRP:</b>	Airport Cooperative Research Program
<b>ADO:</b>	Airport District Office (FAA)
<b>ADG:</b>	Airplane Design Group
<b>AEP</b>	Airport Emergency Plan
<b>ALP:</b>	Airport Layout Plan
<b>AOA:</b>	Aircraft Operations Area
<b>ARFF:</b>	Aircraft Rescue and Fire Fighting
<b>ARO:</b>	Authorized Requesting Officer
<b>ASP:</b>	Airport Security Program
<b>ATC:</b>	Air Traffic Control
<b>ATCT:</b>	Air Traffic Control Tower
<b>CMH:</b>	John Glenn Columbus International Airport
<b>CRAA:</b>	Columbus Regional Airport Authority
<b>FAA:</b>	Federal Aviation Administration
<b>FBO:</b>	Fixed-base Operator
<b>FOD:</b>	Foreign Object and Debris
<b>FOIA:</b>	Freedom of Information Act
<b>FSDO:</b>	Flight Standards District Office (FAA)
<b>GIS:</b>	Geographical Information Systems
<b>ICAO:</b>	International Civil Aviation Organization
<b>LCK:</b>	Rickenbacker International Airport
<b>LDA:</b>	Landing Distance Available
<b>LOA:</b>	Letter Of Agreement
<b>MOA:</b>	Memorandum Of Agreement
<b>NAVAID:</b>	Navigational Aid
<b>NTSB:</b>	National Transportation Safety Board
<b>NOAA:</b>	National Oceanic and Atmospheric Administration
<b>NOTAM:</b>	Notice To Air Missions
<b>NWS:</b>	National Weather Service
<b>OFA:</b>	Obstacle Free Area
<b>OFZ:</b>	Obstacle Free Zone
<b>RA:</b>	Risk Assessment
<b>SIDA:</b>	Security Identification Area
<b>SMS:</b>	Safety Management Systems
<b>SRA:</b>	Safety Risk Assessment
<b>SRM:</b>	Safety Risk Management
<b>TRACON:</b>	Terminal Radar Approach Control
<b>TSA:</b>	Transportation Security Administration
<b>TZR:</b>	Bolton Field Airport



## SECTION 1: SAFETY POLICY

### 1.0 Accountable Executive

The Chief Operating Officer is the Accountable Executive at Columbus Regional Airport Authority.

### 1.1 Safety Policy Statement

CRAA is committed to holding safety as the top priority. Management’s commitment to safety, as declared in the Safety Policy Statement (*see Appendix 2*), focuses on four main points: Leadership Commitment, Continual Improvement, Communicating Safety, and Providing Resources. The signed CRAA Safety Policy Statement can also be found on the CRAA external website at [www.FlyColumbus.com](http://www.FlyColumbus.com).

### 1.2 Safety Organizational Structure

The Airport Operations Department will have the primary responsibility of administering the SMS Program. However, safety is the responsibility of all employees. All employees are empowered to identify and report safety hazards. Supervisors and managers are empowered to support their employees and make decisions to reduce risk and minimize hazards. The Accountable Executive and Senior Leadership are responsible to ensure the culture of the organization is safety oriented. Additionally, the airport actively encourages business partners to participate in safe practices. The SMS Committee will also sponsor the Safety Committee, a group of members from various departments to discuss, review, and act on safety-related issues. Individual departments are encouraged to develop safety related procedures.



### **1.3 Management Responsibility and Accountability for Safety Issues**

#### Accountable Executive

The Accountable Executive ensures that the necessary assets and financial support are available for successful SMS development, implementation, operation, and continuous improvement. In carrying out those duties, the Accountable Executive is responsible for accepting and providing executive level leadership of the Safety Policy. The Accountable Executive is also responsible for:

- Accepting and signing the Safety Policy Statement
- Providing adequate resources to ensure implementation and management of the SMS
- Providing leadership in safety related issues by actively participating in safety significant events
- Ensuring that all managers are aware of, and held accountable for their roles and responsibilities under the SMS
- Promoting and encouraging a positive safety culture within the airport
- Ensuring ongoing effectiveness of the SMS by facilitating, participating, or reviewing periodic reviews and evaluations
- Reviewing SMS related data provided by the SMS Committee

#### SMS Committee

The SMS Committee is responsible for the development and implementation of safety-related plans, budgeting, operation, and oversight of SMS related activities and initiatives. The SMS Committee is comprised of two Airport Operations Supervisors and the Program Manager, Safety and Health. In carrying out those duties, the SMS Committee is responsible for:

- Revising and maintaining the SMS Manual
- Reviewing the various safety data inputs, analyses the data, and provides recommendations for safety policy updates, safety goals, and provides various safety related reports on a monthly basis
- Providing leadership in safety related issues by actively participating in safety significant events
- Ensuring ongoing effectiveness of the SMS by facilitating, participating, or reviewing periodic reviews and evaluations
- Direct the safety programs to reduce accidents, injuries, and exposure to health hazards

#### Program Manager, Safety and Health (part of the SMS Committee)

The Program manager chairs the safety committee and is the primary point of contact for incident reports, reviews safety related data to generate safety reports, and focuses on employee safety.

- Defining, deploying, and monitoring safety strategies and compliance
- Daily oversight of safety initiatives
- Collect safety data
- Leads the Safety Committee
- Adds, updates, and closes out objectives.

### Safety Committee

Airport establishes a Safety Committee comprised of representatives of various airport departments and chaired by the Program Manager, Safety and Health. The Safety Committee meets monthly, and attendance is taken to ensure proper participation based off listed committee members. If a committee member is unable to attend a meeting, then a fill-in from their respective department should be chosen. The Safety Committee is responsible for:

- Promote and maintain the interest of employees in safety related issues
- To educate managers, supervisors, and employees through awareness and training activities that they are primarily responsible for the prevention of workplace accidents
- To help make safety activities an integral part of the organization's operating procedures, culture, and programs
- To provide an opportunity for the open discussion of and safety related problems and possible solutions
- To inform and educate employees and supervisors about safety related issues, new standards, research findings, etc.
- To help reduce the risk of workplace injuries and illnesses
- To provide a problem-solving forum for current and future safety issues
- The CRAA Safety Committee will include both management and non-management employees, representing a cross-section of departments and work groups. The committee will assemble monthly, and members are encouraged and expected to participate

### Department Heads

Safety is critical for all aspects of the airport functions. Thus, department heads are empowered to establish department specific safety focused plans and systems to align with the Authority's overall SMS plan.

- Take ownership and accountability for all matters related to the safety of employees
- Commit to continuously improving workplace safety performance
- Provide sufficient resources to implement effective safety and health programs and address program deficiencies when they are identified
- Set an example through their own actions that safety is valued and important
- Encourage and support safety training and employee development
- Establish organizational safety goals and objectives
- Communicate and enforce safety rules and expectations consistently

### Employees

All employees have a responsibility to maintain a safe operating environment. Employees shall

- Work in a safe manner to ensure the safety of themselves and others
- Read, understand, and follow all safety and health rules and procedures
- Wear personal protective equipment as required in areas where there is risk for injury
- Operate equipment or machinery only after receiving instruction and authorization
- Notify their supervisor of any concerns regarding safety and health in the workplace
- Attend all safety and health training as required
- Report all accident and incidents to their supervisor (or management team) immediately

## **1.4 Safety Objectives**

CRAA strives to operate its facilities efficiently, economically, and above all, safely. Performance indicators have been developed to measure, promote, and target continuous

improvement. Ideally, these measures will be a combination of leading and lagging indicators. Leading indicators measure tasks and activities that improve safety, reduce risk, and contribute to safety excellence. Our list of leading indicators is referenced in *Appendix 3* and include:

- Safety Committee Attendance Rate – 90%
- Safety Inspections Completed – 90%
- Safety Suggestions Implemented Within 30 Days (*suggestions are first evaluated to determine validity for implementation*) – 90%
- Safety Work Orders Completed Within 48 Hours – 90%

Conversely, lagging indicators measure incidents and injuries after the fact and reflect consequences of unsafe behavior and conditions. Our list of lagging indicators include:

- Recordable Incident Rate
- Lost-Time Incident Rate
- DART Rate

When used in combination, leading and lagging indicators can foster sustained improvement in overall workplace safety efforts over the long term and provide essential elements to a successful safety program. These baseline safety objectives are the same for both John Glenn International Airport and Rickenbacker International Airport.

Safety Objectives are tracked using the four leading indicators on a Safety Metrics Scorecard monthly by the Safety Committees for each respective airport. As the Safety Committee is responsible for tracking the objectives, the Program Manager, Health and Safety is responsible for adding, updating, and closing out objectives. A sample Safety Metrics Scorecard is attached in *Appendix 3*. Any updates to safety objectives are brought forward to the Accountable Executive by the SMS Committee for evaluations and questions.

## **SECTION 2: SAFETY RISK MANAGEMENT (SRM)**

### **2.0 Safety Risk Management Overview**

Safety Risk Management (SRM) is the core operational component of the SMS Program. CRAA's Safety Risk Management is a combination of identifying hazards, analyzing risk, and determining either the acceptability or mitigation for any specific hazard. The SRM process is both reactive from a historical perspective and proactive from a speculative or anticipatory analysis. By reviewing past occurrences, the airport can implement proven mitigations and avoid repeating ineffective ones. SRM provides an organized process to quickly and consistently evaluate hazards and the risks associated with them.

Throughout the SMS Program, and more specifically this section, it is important to clarify and define the difference between "hazard" and "risk":

*Hazard: Existing or potential conditions that can lead to injury, illness, or death to people; damage to or loss of a system, equipment, or property; or damage to environment. A hazard is a condition that is a prerequisite of an accident or incident. A hazard might or might not result in a situation of high risk.*

*Risk: Risk is a composite of the predicted severity and likelihood of a hazard's effect. For the purpose of this SMS Program CRAA categorizes risk into four categories: Low Risk, Moderate Risk, High Risk, and Extreme Risk.*

### **2.1 Decision Making Levels**

All employees are empowered to identify hazards and safety concerns in processes. Processes and procedures have been established to evaluate hazards. This sample decision making capability is fluid as hazard assessment is ongoing during some situations. When possible, hazards and risk mitigation procedures can be addressed in advance by completing a Safety Risk Assessment (SRA), pre-construction meetings, winter operations briefings, among other pre-coordination efforts. The decision-making levels that CRAA follow are defined based of their severity of the hazard at hand. The three levels are defined as Small Hazards, Medium Hazards, and Large Hazards.

Small Hazards can be designated to Field Personnel (Operations Coordinators, Airfield Maintenance Supervisors, Building Maintenance Supervisors, Engineering Project Manager, etc.) who are empowered to make "tactical" level safety decisions. For example, an Operations Coordinator can delay the start of a project on the airfield if the weather is foggy.

Medium Hazards that may impact flight operations or passenger operations would generally fall to a supervisor or manager. For example, during winter operations, an Incident Command System is implemented and the "Snow Command" (typically staffed by a manager or highly experienced supervisor) would have ultimate responsibility in determining if continued operations were safe for all involved.

Large Hazards are classified by CRAA as a hazard that will result in activation of the Emergency Operations Center (EOC) and potential activation of the Policy Group (Senior Leadership Team). For example, activation of the EOC for an Alert III or natural disaster would be classified as a large hazard.

## **2.2 Identification of Hazards**

Hazards on CRAA facilities are identified in a variety of different ways. The most common ways are by:

### **2.2.1 Airport Operations Daily and Supplemental Airfield Inspections**

At John Glenn Columbus International Airport and Rickenbacker International Airport, the Airport Operations departments conduct at least two daily safety checks of the airfield and the airfield lighting systems. Bolton field is inspected by the FBO on-site at Bolton. All safety concerns observed are immediately reported and remedied in a timely manner. The level of response to an issue will be determined by the severity of the issue. All hazards are reported using AeroSimple, the Authority's Part 139 compliance tracking software.

### **2.2.2 Construction meetings (both Pre-construction and weekly progress meetings)**

Prior to any construction on the airfield that will affect aircraft operations or the traveling public, multiple pre-construction meetings are held to discuss topics that identify and search to mitigate safety hazards. Also, during the construction, weekly progress meetings are held to discuss the current state of the project, future work to be done and any safety issues that current occur or did occur.

### **2.2.3 Online Safety Hazard Reporting and Safety Suggestion System**

The Online Hazard Reporting and Safety Suggestion System is available to CRAA staff, tenants, and the general public via the Authority's public website at [www.FlyColumbus.com](http://www.FlyColumbus.com). Safety reports can be submitted both anonymously, or with contact information (at the submitter's discretion). Each submission is then processed and tracked by a member of the SMS Committee. The SMS Committee is also the responsible party for monitoring the entire system.

### **2.2.4 Aviation Security Patrols**

Security patrols are completed by Airport Operations, the Airport Police Department, and Allied Security daily to spot any safety issues on the ramps and perimeter roads. All safety issues can then be immediately addressed.

### **2.2.5 As a result of an incidents or accidents**

Hazards can sometimes be identified by an accident or incident that has already occurred. Those specific hazards that may have caused the accident or incident can then be addressed and corrected so that the risk of it happening again is diminished.

### **2.2.6 Weekly Supervisor Safety Observations**

Supervisors within the Operational Division (Operations, Airfield Maintenance, Building Maintenance, Custodial, etc.) conduct a safety behavior checklist on a weekly basis by observing employees at work and validating appropriate safety precautions are utilized.

### **2.2.7 Monthly Safety Committee Inspections**

These inspections are conducted monthly by members of the safety committee. The inspections focus on areas of higher risk within the airport and actively look for safety hazards, areas of concerns, or identify safety suggestions. Committee



members are encouraged to bring other team members along with them on their inspections. Any safety hazards that are identified will have a work order filed.

**2.2.8 Vehicle Walk Arounds**

All operators of vehicles on the airfield are required to complete a vehicle walk around prior to operating that vehicle. This ensures that no potential hazards with the vehicle could cause an accident or incident while operating it.

**2.2.9 Police Report**

Hazards can be identified through Airport Police Reports. These reports show the cause of a particular incident or accident and therefore it can be mitigated in the future.

**2.2.10 Casual conversations (in person, email, phone calls, etc)**

A casual conversation with an airport employee or even a passenger is a valuable way to gather safety related information for hazard identification. For example, employees working in a certain area of the airport have a heightened awareness of issues that the SMS Committee or Airport Authority may not be aware of.

**2.2.11 Airline Station Managers Meeting/TSA Meeting**

The Airport Authority conduct regularly schedules meeting with both the Airline Station Managers and TSA to have a forum for open discussion. Current and future safety concerns are a regular topic at these meetings.

Although the SMS Committee holds the ultimate responsibility over the SMS Program and Safety Risk Assessment, all personnel at any one of the CRAA facilities are able to request an SRA. They are encouraged to do so through the Safety Promotion section of the SMS Program.

**2.3 Safety Risk Assessment (SRA)**

The SRA process is designed to proactively and/or reactively assure that hazards are identified, evaluated, documented, eliminated, or controlled. The process is based off a worksheet (*see Appendix 1*) for CRAA's evaluation of risk for any alteration. The SMS Committee will take the lead SRA role on all operational issues at CRAA facilities. The SMS Committee will hold primary responsibility for all documentation, records keeping, and enlisting the appropriate staff members to perform and review the SRA process for any given issue. Mitigations are tracked until completion of the SRA by the SMS Committee. An SRA might not be required for every hazard identified, as mentioned previously, small hazards can be identified and mitigated by field personnel. Because of situations like this, hazard assessment can either be categorized as hazard triage or an integrated hazard assessment.

Hazard triage is when the SMS Committee or a designee individually conducts the 5-step hazard assessment process to quickly determine if a hazard presents unacceptable risk and requires immediate mitigation. The 5-step process that CRAA uses is:

- 1. Describing the System**
- 2. Identifying Hazards**
- 3. Analyzing Risk**
- 4. Assessing Risk**
- 5. Mitigating Risk**



For more complicated situations or hazards, then an integrated hazard assessment is conducted. The SMS Committee will then gather a panel of subject matter experts to further analyze the hazards and risks.

Individuals or panels conducting hazard assessment use the following definitions and tables for analysis. It is important to note that any Extreme Risk will not be accepted without mitigation.

## CRITICALITY MATRIX

L Low Risk	M Moderate Risk
H High Risk	E Extreme Risk

Likelihood	5 - Almost Certain	H	H	E	E	E
	4 - Likely	M	H	H	E	E
	3 - Possible	L	M	H	E	E
	2 - Unlikely	L	L	M	H	E
	1 - Rare	L	L	M	H	H
		1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Catastrophic
		Consequence				

	Regulatory	Financial	Aircraft Damage	Staff	Air Service	Media	Environmental	Users (PAX, non-CRAA employees)
Catastrophic (5)	Revocation of Operating Certificate	>\$20 Million	Hull loss/AC OTS for months	Multiple deaths	Stopped for >4 weeks	National Headlines	Long term significant release with impact	Multiple Deaths
Major (4)	Fine/Additional enforcement/forced update manuals	\$2-\$20 Million	Engine Ingestion/AC OTS for several days	A death/Multiple lost time injuries	Stopped for 1-4 weeks (additional impacts)	State Headlines/ Social Media "going viral"	Release with evacuations/specific clean up procedure requirement	1 death/multiple significant injuries
Moderate (3)	LOI	Insurance Deductible-\$2 Million	Observed Damage (Dent/ Punctures/ Broken components/ damaged tires)	Single Lost Time Injury	Stopped for 1-7 days	Local Headlines/Increased social media attention/ Social Media Services shut-off	Release, with local impact/impact to watershed	multiple significant injuries
Minor (2)	Briefings/Inspector updates	\$50K-Insurance Deductible	Out of service for MX check	Multiple recordable (not lost time) injuries	Interruption over several days	Social Media Attention (several posts regarding same/similar issues/event)	Reportable release	multiple injuries/ one significant injury
Insignificant (1)	Courtesy heads up to Inspector/No FAA involvement	<\$50K	No damage	Single recordable Injury	minor service disruption	Social Media Post(s)	Non-reportable release	minor injuries

Likelihood	Frequency
Almost Certain (5)	More than once per year
Likely (4)	Once per year.
Possible (3)	Once every 5 years
Unlikely (2)	Once every 10 years
Rare (1)	Once in 30 years (if at all)

Criteria	Financial	Staff	Users	Air Service	Media	Environmental
<b>Catastrophic (5)</b>	> \$20 Million	Multiple deaths	2+ incidents w/ deaths/injuries (CRAA Neg)	Stopped >4 weeks	Nat'l headlines/ Gov't investigation	Catastrophic harm
<b>Major (4)</b>	\$2-20 million	A death / multiple injuries	1 incident w/ death /injuries (CRAA Neg)	Stopped 1-4 weeks add'l impacts	State headlines / investigation	Significant harm
<b>Moderate (3)</b>	\$500k - \$2 million	Multiple lost - time injuries	Single event / serious injury	Stopped 1-7 days / add'l impacts	Local headlines / regulator inquiry	Significant release
<b>Minor (2)</b>	\$50k - \$500k	Single lost-time injury		Interruption over several days	Local headlines (not front page)	Minor transient harm
<b>Insignificant (1)</b>	Less than \$50k	No injury		Minor service disrupt	Local report (not front page)	Pollutions - no measurable harm

**Extreme Risk** level occurrences are unacceptable and should be promptly mitigated to an acceptable level of safety

**High Risk** level of occurrences are generally unacceptable, but with the implementation of appropriate controls, the occurrence could become an acceptable risk.

**Medium** level of occurrences are generally acceptable providing the appropriate safety controls have been established.

**Low** level occurrences pose little or no risk and have adequate levels of control established.

## 2.4 Record Keeping

The SMS Committee is responsible for all record keeping of SRA documentation. Documentation will be maintained in accordance with the CRAA Records Retention Policy. SRAs and related documentation will be saved electronically on the CRAA Intranet Resource Center under the Airport Operations TeamSite.

## 2.5 Performance Assessments

Assessing the performances of SRAs are essential for determining the validity of concerns and effectiveness of action plans. It also assists in preventing the Airport Authority in repeating bad decisions and inefficient tactics. After an SRA has completed its life cycle the SMS Committee will gather feedback from those involved. The SMS Committee will create a summary report of an SRA to include the performance assessment and lessons learned. Mitigations to SRA hazards would be tracked using the process outlines in Section 3.2 of this Manual.

## **SECTION 3: SAFETY ASSURANCE**

### **3.0 Safety Assurance Overview**

Safety Assurance is the Airport Authority's checks and balances system for all things safety and compliance related within the SMS Program. This section will cover:

- What reporting systems the Airport Authority uses to identify hazards,
- How the Airport Authority tracks and validates hazards and performance indicators,
- How the Airport Authority summarizes and disseminates findings and other relevant safety information, and
- Ensures the processes and procedures within the SMS Program are valid.
- How hazard mitigation is tracked and validated

### **3.1 Reporting Systems**

- **Daily 139 Field Inspections and Supplemental Inspections**

(Reference section 2.2.1)

- **Safety Committee Inspections**

(Reference section 2.2.7)

- **Supervisor Safety Observations**

(Reference section 2.2.6)

- **Online Hazard Reporting and Safety Suggestion System**

(Reference section 2.2.3)

- **Accident/Incident Reports**

CRAA employees (or direct contractors) involved in an accident or incident are required to complete an Accident/Incident report. The employee's supervisor can then review the report and add their comments and corrective actions. These reports are then sent to the Safety Program Manager to be reviewed, and when necessary, followed up on.

- **Airport Police Reports**

As part of CRAA's goals of providing a safe environment for passengers and employees, property damage and/or injury reports that occur on the movement/non-movement areas are also collected and reviewed.

- **Notice of Violation (NOV)**

Any safety related violation noted by Operations, Airport Police, or Allied Security will be issued a NOV in order to address the issue with the responsible party to ensure the unsafe act is not conducted in the future.

### **3.2 Hazard Mitigation Tracking**

The intent of the SMS Program is to look forward and identify and resolve issues before they result in an accident or incident. To do so, the Airport Authority, specifically the SMS Committee, must look at past incidents and the lessons learned from those incidents to ensure that negative results do not repeat themselves. Performance indicators must also be implemented on

new Safety Risk Assessments and the actions plans associated with them. The collection and analyzing of both will provide the tools needed to indicate both positive and negative trends that may be occurring.

This section will cover how the Airport Authority intends to track and analyze hazard and mitigation trending. It will also cover the tools and reporting functions that will be used to do such tasks.

**3.2.1 Data Collection:** To properly identify and analyze data to track trends, the appropriate data must be collected. The SMS Program has multiple sources from which this data will be collected from. Although the data can and is collected from a multitude of sources, the primary ways the Airport Authority collects data are listed below:



**AeroSimple:** AeroSimple is primarily used by the Airport Operations and Airfield Maintenance Departments as a central database for all things happening on the facility that the department is involved with and Part 139 compliance tracking. Information entered into the system includes, but is not limited, to FAR Part 139 airfield discrepancies, accident/incident reports, severe weather event reports, issuance of field condition reports during winter operations, and issuance of NOTAMs into the national system used to advise pilots of non-standard conditions.

**Safety Risk Assessment (SRA):** SRAs are used to analyze possible hazards; the risks created by them; and create action plans for mitigating those risks. See Section 2 for more details.

**Safety Committee Meetings:** Monthly, the CMH and LCK Safety Committee will meet to discuss various safety related concerns and past events including leading safety indicators, safety inspection results, year-to-date accident/incident



summary, current/future safety related projects and other safety related issues noted by the committee.

**Operations Shift Briefings:** Operations staff will conduct daily shift briefings between first, second, and third shifts. Briefings will consist of updating the operations status boards, uploading a shift briefing into AeroSimple, and a verbal briefing to the oncoming operations personnel including information consisting of staff on duty, active runways, time of previous Part 139 airfield inspection, status of the airfield surfaces, current or upcoming airfield activity (construction, maintenance, work in progress, etc.), charter flight schedule, departure and passenger counts, active NOTAMs, current and upcoming weather, pavement temperatures (winter), and any other pertinent notes needed to operate a safe airport.

**Voluntary Safety Reports:** The non-punitive safety reporting system available to all personnel of the Airport Authority's facilities. (See item 3.1.4 of this section)

**Post Incident/Accident Debriefs:** After any major accident or incident, the appropriate entities involved in the incident will debrief on what had happened, document lessons learned, and create an after-action report. A debrief in reference to a Letter of Investigation (LOI) for a Vehicle/Pedestrian Deviation (VPD) would be an example of an event needing a debrief.

**Weather Event Debriefs:** Post all significant weather events the appropriate entities involved in the incident will debrief on what had happened, document any lessons learned, and alter procedures as deemed necessary. This type of event happens most regularly after all winter weather events between the Airport Operations and Airfield Maintenance Departments.

**Construction Meetings:** On any major construction project, appropriate representatives from Airport Operations Department, Planning & Engineering Department, and the contractors will meet to discuss upcoming activity as well as any issues that have occurred or are foreseen to occur. These meetings will occur both before the project is to begin as well as on a weekly basis throughout the life of the project.

**Weekly Airfield Work Plan Meetings:** Similar to the weekly construction meeting, this meeting is between Airfield Maintenance and Airport Operations to look at all work happening in the upcoming week and forecast all potential issues.

**Airfield Safety and Efficiency Meetings:** This is a weekly meeting between the FAA Air Traffic Control Tower, FAA Airways Facilities Maintenance, and the Airport Authority (Airport Operations, Planning & Engineering, and Airfield Maintenance) intended to discuss upcoming activity that will affect normal operations of the airfield. It is also an opportunity to discuss any issue either of the entities may be having with another or an incident that may occurred.



**Weekly Safety Hazard Meetings:** This is a weekly meeting held between the SMS Committee and the Senior Manager, Airport Operations to discuss any and all safety related incidents that occurred in the last week. Topics discussed will also include any mitigation strategies to implement moving forward in order to reduce incidents that are commonly seen.

The SMS Committee will be responsible for collecting all information from the above sources. CRAA is tracking various reports through the use of an Excel spreadsheet kept in the Operations Department intranet while evaluating the use of future system. An example of this Excel document is listed as Appendix 8. At this time in the initial stages of the SMS program the Airport Authority feels it would be wise to see what data is coming in prior to buying or creating a system. This will allow us to properly design a system that meets the needs of the Airport Authority.

**3.2.2 Monthly Reports:** Data collected from all the above listed sources will be collected and summarized in a monthly report by the SMS Committee. The SMS Committee is in the process of creating a report that best suits both the needs of the recipients as well as a format that accurately exhibits the safety state of each airport. At a minimum, the reports will include a Part 139 regulatory compliance posture, summary of any major incidents, and summary of any Voluntary Hazard Reports submitted.

**3.2.4 Executive Summary:** A quarterly and yearly summary of the safety posture of the Airport Authority's safety program will be provided to the Accountable Executive and those individuals the Accountable Executive sees fit for review. See Appendix 7 for a sample of the yearly Executive Summary.

### **3.3 Annual Review**

Each year in November, the SMS Committee will meet to:

- Review the SMS Program
- Propose any changes to the plan
- Review the previous year's SMS findings
- Set goals for the upcoming year
- Prepare an annual summary

The SMS Committee will moderate this committee meeting and ensure all documentation of the meeting is maintained, follow up on any open issues, make noted changes, and create all final reports.

## **SECTION 4: SAFETY PROMOTION**

### **4.0 Safety Promotion Overview**

The Columbus Regional Airport Authority is committed to fostering a safe and secure culture for our employees, tenants and traveling public. This is not exclusively embedded in this SMS Program but is also in our security badging procedures, driver's training, and the Mission Statement of the Airport Authority:

*“To develop and operate our aviation system assets in a manner that provides passengers, businesses, and the community the highest level of service, safety, satisfaction and economic benefit.”*

This section of the SMS Program covers the components of the SMS Program that promotes safety on our airfield. Sections included will be the SMS Program specific training, general airfield safety training, and the various forms of communication used by the Authority to inform employees and tenants of safety related information in a timely manner.

### **4.1 SMS Program Training:**

#### **4.1.1 SMS Awareness Orientation**

Per Part 139.402 (d)(1), during the initial CRAA badging application process, all badge applicants will, in addition to normal badging application paperwork, review and sign an SMS Awareness Orientation Training document. The document will serve as a general awareness training of CRAA's SMS Program to all employees who will be conducting work on one of the Authority owned airports. The document will outline:

- What is Airport SMS?
- What are the sections/pillars of SMS?
- CRAA's commitment to safety
- Hazard identification and how to report unsafe conditions or safety suggestions

The signed document will then be retained by the Airport ID Office in each applicant's file folder. The SMS Awareness Orientation Training document will be reviewed and updated as necessary every 12 consecutive calendar months, and all material records will be maintained for 24 consecutive calendar months, per Part 139.402 (d)(2). Reference *Appendix 6* for the current SMS Awareness Orientation Training document issued during the badging process at CRAA.

#### **4.1.2 Job Specific SMS Training**

Although all employees working at or around the airport should be aware of the Authority's SMS Program and how to identify and report safety hazards, some roles require a more in depth understanding of SMS and its implementation. These roles, mainly those that revolve around the movement and non-movement areas of the airport require specialized training based off their specific job and can be broken down into three categories: CRAA employees, airline employees, and tenants/contractors.

CRAA Employees – CRAA employees who require safety training on SMS requirements and their responsibilities under the SMS Program will include all Airport Operations, Planning and Engineering, and Airfield Maintenance personnel. Training will be conducted via either a PowerPoint video assigned to the employee on Workday or an in-person training session. The training must be conducted, at a





minimum, every 24 consecutive calendar months per Part 139.402(d)(2). All records of training will be retained for 24 consecutive calendar months per Part 139.402(d)(4).

Airline Employees – To account for training all of the various airline employees at both CMH and LCK, the ‘*train-the-trainer*’ method will be utilized. Airline Station Managers will be given the initial SMS training conducted by the SMS Committee, who will then be responsible for disseminating that information down to their own personnel. Training will consist of an airport SMS overall, the CRAA SMS program specifics, hazard reporting, disseminating safety related training to employees, and various other safety topics. Airlines employees will also receive new safety information via the Ramp Safety Advisories posted each quarter (*see Section 4.3.1*). It is known that each airline utilizes their own variation of the SMS model, so this training on CRAA’s SMS Program will be used to supplement theirs. Training will be conducted initially upon implementation of the SMS Program and then to all new Airline Station Managers moving forward. All trainings and briefings will be retained for 24 consecutive calendar months.

Tenants/Contractors – To ensure all airport tenants and contractors working on the airfield also receive relevant safety training, especially those who already have badges at the time of the SMS Program implementation, will be provided an SMS overview bulletin. The bulletin will provide all relevant SMS material and include instructions on how to identify and report all safety hazards.

All training will be reviewed and updated as necessary every 12 consecutive calendar months.

## **4.2 General Airfield Training**

**4.2.1 Training Overview:** The Columbus Regional Airport Authority requires all individuals with unescorted access to the airfields of both John Glenn International Airport (CMH) and Rickenbacker International Airport (LCK) to receive both security and driver training (if applicable) administered by the Airport Authority. All training covers safety and security requirements for operating on the airfield. Specific security training and requirements are contained in the Airport Security Program for each airport.

### **4.2.2 CMH Training:**

**4.2.2.1: ID Office Badging Process:** Only those personnel with an operational need to have unescorted access to the Air Operations Area (both SIDA and AOA as defined by TSA and the ASP) are approved to obtain the appropriate identification badge and need specific access. All other individuals are required to be escorted by an approved badge holder. Those that receive badges are first required to go through an FBI background check and TSA Security Threat Assessment. Once all background information comes back approved, the individual will receive Security Awareness Training via computer administered Interactive Employee Training (IET).

### **4.2.2.2: Drivers Training**

**4.2.2.2.1: Movement Area Training:** Unescorted access to the movement areas at CMH is restricted to personnel with an operational need for it. Personnel with movement area access are identified by an orange bar on their CMH ID badges labeled “Full Driving”. Prior to receiving training, requesting personnel must be authorized by their company as well as the Director of Airport Operations.



Movement area training is conducted in a multiple tier system:

IET (Interactive Employee Training): Trainees must first pass an Interactive Employee Training (IET) administered by the Airport ID office.

Classroom: Trainees will then have a “classroom” training session with the Airport Operations, typically Operations Coordinators, which includes training on airfield layout, procedures for operating in the movement area, and basic Part 139 requirements.

Practical: Trainees will be taken out on the airfield for practical training where they will first observe how the Operation Coordinator drives and communicates on the movement area. The Trainee will then have several sessions monitored by the Operations Coordinator where the trainee drives and communicates with ATCT. Number of training session is dependent on the confidence of both the trainee and trainer that the trainee can operate safely and independently in the Movement Area but the standard is five training sessions.

Testing: Trainees will take a written procedural and airfield layout map exam. Once both exams are passed the trainee will have a final check-ride with either an Operations Supervisor or Operations Manager.

Record Keeping: All signoff and tracking forms are kept in the employee’s security file located in the Airport ID Office and in the Airport Operations office. All training related documentation is also logged and tracked by Airport Operations using AeroSimple.

**4.2.2.2.2: Non-Movement:** Unescorted driving access within the AOA (excluding the movement area) is limited to those with operational need determined by that personnel’s company. Requirements on procedures and vehicle requirements are outlined in the *Rules and Regulations of the Columbus Regional Airport Authority*. All personnel must pass Interactive Employee Training (IET) administered by the Airport ID Office. Companies are then required to conduct practical training with their own employees. All Columbus Regional Airport Authority employees and contractors receive this training from the Airport Operations Department. Length and number of training sessions with the Airport Operations Department is dependent on the confidence of both the trainee and trainer. All records are kept in the employee’s security file in the Airport ID Office.

**4.2.2.3: Recurrent Part 139 Training and Movement Area Driver’s Training:** In accordance with FAA Regulations Part 139.303(c) all personnel with movement area driving capabilities and duties within the movement area and safety areas of CMH receive annual training on Part 139 requirements and Movement Area driving procedures. Training consists of a PowerPoint presentation and videos administered by a member of the Airport Operations Department. Training is conducted in October of each year to ensure compliance with the “at least once every 12 consecutive calendar months” requirement of the regulation. Records are maintained by the Airport Operations Department.

#### **4.2.3 LCK Training:**



**4.2.3.1: ID Office Badging Process:** Only those personnel with an operational need to have unescorted access to the Air Operations Area (both SIDA and AOA as defined by TSA and the ASP) are approved to obtain the appropriate identification badge and need specific access. All other individuals are required to be escorted by an approved badge holder. Those that receive badges are first required to go through an FBI background check and TSA Security Threat Assessment. Once all background information comes back approved the individual will receive Security Awareness Training administered by the ID Office or Airport Operations staff in a classroom session.

#### **4.2.3.2: Drivers Training**

**4.2.3.2.1: Movement Area Training:** Unescorted access to the movement areas at LCK is restricted to personnel with an operational need for it. Personnel with movement area access are identified by an orange bar on their LCK ID badges labeled “Full Driving”. Prior to receiving training requesting personnel must be authorized by their company as well as the Director of Airport Operations.

Movement area training is conducted in a multiple tier system:

Classroom: The trainees will then have a “classroom” training session with the Airport Operations, typically Operations Coordinators, which includes training on airfield layout, procedures for operating in the movement area, and basic Part 139 requirements.

Practical: Trainees will be taken out on the airfield for practical training where they will first observe how the Operation Coordinator drives and communicates on the movement area. The Trainee will then have several sessions monitored by the Operations Coordinator where the trainee drives and communicates with ATCT. Number of training session is dependent on the confidence of both the trainee and trainer that the trainee can operate safely and independently in the Movement Area.

Testing: When both the trainee and Operations Coordinator are confident in the trainee’s ability to operate independently in the Movement Areas, the trainee will take a written procedural and airfield layout map exam administered by an Operations Coordinator. Once both exams are passed the trainee will be signed off by the Operations Coordinator to operate independently in the Movement Area.

Record Keeping: All signoff and tracking forms are kept in the employee’s security file located in the Airport ID Office and Airport Operations office. All training related documentation is also logged and tracked by Airport Operations using AeroSimple.

**4.2.3.2.2: Non-Movement** Unescorted driving access within the AOA (excluding the movement area) is limited to those with operational need determined by that personnel’s company. Requirements on procedures and vehicle requirements are outlined in the *Rules and Regulations of the Columbus Regional Airport Authority*. All personnel must attend class-room non-movement driver training administered by the Airport ID Office. Companies are then required to conduct practical training with their own employees. All Columbus Regional Airport Authority employees and contractors receive this training from the Airport Operations Department. Length and number of training sessions with the Airport Operations Department is dependent on the confidence of both the trainee and



trainer. All records are kept in the employee's security file in the Airport ID Office.

**4.2.3.3: Recurrent Part 139 Training and Movement Area Driver's Training:** In accordance with FAA Regulations Part 139.303(c) all personnel with movement area driving and duties within the movement area and safety areas of LCK receive annual training on Part 139 requirements and Movement Area driving procedures. Training consists of a PowerPoint presentation and videos administered by a member of the Airport Operations Department. Training is conducted in November of each year to ensure compliance with the "at least once every 12 consecutive calendar months" requirement of the regulation. Records are maintained by the Airport Operations Department.

## **4.3 Safety Communication**

### **4.3.1 Ramp Safety Advisories**

**4.3.1.1 Intent:** The Airport Operations Division publishes a Ramp Safety Advisory distributed quarterly to tenants with access to and perform operations on the AOA. The standard Ramp Safety Advisory is distributed quarterly in the months of February, May, August, and November. Special Release editions are also published throughout the year. The intent of the Ramp Safety Advisory is designed to increase safety awareness of airside personnel, advice of new or amended safety procedures, provide safety critical information, announce events, and provide any other information deemed necessary. (*See Appendix 4*)

**4.3.1.2 Content:** The layout of the document is intended to make it to be "bulletin board" material. The main section of the Ramp Safety Advisory is comprised of 2-3 separate topics relevant to the upcoming quarter. The left-hand column (secondary section) of the Ramp Safety Advisory includes the following information:

Security Reminders: Reminder of a specific rule from the Rules and Regulations of the Columbus Regional Airport Authority on any relevant topic the Manager, Aviation Security deems necessary.

FOD of the Quarter: This segment discusses and shows pictures of any interesting pieces of FOD found on the airfield during the previous quarter. It provides a reminder to airside personnel of the importance of a FOD free environment.

Contact information: Lists the contact information of the Airport Communications Center which handles all emergency response dispatching at all three airports for all emergency and non-emergency activity. It also lists the number of Airport Operations to report any safety concerns.

**4.3.1.3 Special Release:** Separate special edition Ramp Safety Advisories may be issued for special events and short-term notices of current or upcoming issues. Some examples include rebadging, construction projects, closures, recovery after a natural disaster, and change in security procedures. Distribution of Special Release Ramp Safety Advisories is dependent on the subject matter.

### **4.3.2 Daily Operations Safety Briefings**

An Operations Division call is held daily Monday through Friday using Webex or Zoom with various personnel from the operations division. During this meeting the Program



Manager, Health and Safety, or anyone who fill in for them, will discuss various safety related topics daily. Topics discussed include, but is not limited to, past incidents/accidents, slip and fall prevention, proper ladder usage, current health topics, lessons learned, etc. A formal summary of topics discussed during the meeting are then sent out to all Operations division personnel to view.

#### **4.3.3 Airline Station Managers Meeting**

Meetings between all the Station Managers of the airlines and the Operations Division of CRAA occur on a quarterly basis in order to discuss any current issues or upcoming impacts to operations. These meeting are a great opportunity to communicate between the airlines and the Authority issues such as upcoming construction on the airfield that could cause operational impacts, changes to operational procedures, safety concerns or changes, etc. This in person meeting is a great opportunity to hear feedback from both sides, allowing the positive flow of ideas and information between airline and airport.

#### **4.3.4 Safety Communication Record Retention**

All records will be maintained for 12 consecutive calendar months as outlined in Part 139.402(d)(6).



**APPENDIX 1:**  
CRAA Safety Risk Assessment Sample (SRA)

<b>CRAA-CMH: 5K Event</b>													
	A. Hazard Description	A. Cause	A. By Whom/Where	A. Existing Controls	A. Existing Controls	A. Effect	A. Consequence Rating	A. Consequence Rating	A. Likelihood Rating	A. Likelihood Rating	A. Official Zone	A. Consequence Category	A. Action Plan/Procedure/Control
1	Loss of Situational Awareness: Aircraft landing on the closed runway.	Human Error (Pilot or ATC); NOTAMs not issued; Visual indicators absent (i.e. runway closed).	(not applicable)	ATIS broadcasts; NOTAMs issued; Lighted "X"s; Pig lighting disabled/turned off; ILS turned off.	ATC checks and balances; Airport Ops issuance and review of NOTAMs; Airport Ops monitoring ATC Tower frequency.	Multiple injuries and/or fatalities.	Catastrophic [5]	Aircraft landing on the "race course" with many people on it would cause many injuries and deaths.	Rare [1] - Once every 30 yrs (if at all).	Many existing controls would be in place.	High Risk		needed, at this point, as we have many in place as we have in the past with similar type projects. Event is classified as Rare. Not in the Extreme Risk Category.
2	Loss of Situational Awareness: Participant going off of the race course.	Race course not marked well; instructions not adequate; intentionally deviating from the race course.	(not applicable)	Barricades, signage, cones, etc. outlining and marking race course. Security escorts and personnel directing participants to the proper route.	Security escorts, race organizers ensuring that the race course is well marked and adequately staffed by trained individuals.	Security Escort violation;	Insignificant [1]	Race participant going off the course, assuming unintentional and no ill will, should be inconsequential.	Possible [3]	With many race participants on the course (est. 500+), a few may wander off course inadvertently.	Low Risk		
3	Loss of Situational Awareness: Aircraft (taxiing) collision with a race participant.	Human Error (Pilot, ATC or race participant); NOTAMs not issued; Lack of visual aids on the airfield.	(not applicable)	Barricades in place. Escorts/Ops personnel in place. NOTAMs issued. ATC advisories, cessation of aircraft activities on the North Airfield [?].	Airfield inspections to ensure proper set-up of barricades and aircraft taxi routes vs. race course.	Injury or death to race participant.	Major [4]	Aircraft would cause considerable injury to a person (propeller or struck by landing gear).	Rare [1] - Once every 30 yrs (if at all).	Taxi routes delineated by barricades/other means; NOTAMs issued; Race course areas will be closed to aircraft (general thought is that aircraft and race participants will, naturally, stay far away from each other as one doesn't want	High Risk		Race route will be segregated from N-jets and Nationwide taxi paths. T-Hangars will be closed.
4	Security: Inadvertent entry by the public onto the airfield/racecourse.	Perimeter fencing gate left open (unguarded). People not properly vetted by race officials.	(not applicable)	Gates/entry points onto the race course will be guarded. Access only by registered participants, volunteers and workers.	Security personnel (gate guards, AQA escorts, APD) will watch/monitor access onto the airfield.	Security Escort violation;	Insignificant [1]	Assuming no ill intent, the inadvertent entry shouldn't cause any harm.	Possible [3]	Many existing controls will be in place such as vetting of participants, volunteers and workers. Designated personnel to prevent inadvertent entry.	Low Risk		
5	Security: Escort violation and/or unauthorized	Loss of visual and verbal control by	(not applicable)	Escort training, briefing to race participants, volunteers, etc. by the race officials;	Periodic checks for proper escort/security	Security Escort violation;	Insignificant [1]	Assuming no ill intent, the inadvertent entry	Possible [3]	Security training in place for escorts; briefing done for race	Low Risk		



**APPENDIX 2:**  
Safety Policy Statement



**Safety Policy**

Leadership Commitment

Columbus Regional Airport Authority's (CRAA) leadership recognizes that safety is essential to all business functions and will maintain a consistent commitment to safety. This commitment is not just for CRAA employees, but also for our business partners and the traveling public. CRAA leadership is committed to ensuring safety is considered a foundational value that is embedded in our culture. It is the primary responsibility of leadership to foster a safety culture through outreach, initiatives, and accountability. Those in leadership positions have the authority and duty to make decisions that promote and advance a safe operating environment each day.

Continuous Improvement

Every member of CRAA will strive for continuous improvement, which means that refining safety never ends. Whether learning lessons from incidents, injuries, near-misses, or emergency exercises, there are many opportunities for employees to improve safety. Forums like the Safety Committee, departmental shift meetings, or after-incident debriefings are used to communicate actual performance and opportunities for improvement. Additionally, safety metrics are discussed during the Facilities, Services & Innovation Committee meetings, which allows for Board level review and input of Safety programs.

Communicating Safety

CRAA maintains written safety programs for various facility operations. These programs are accessible to all CRAA employees using the organization's intranet site. While the provisions within the programs will be communicated by supervisors, it is the responsibility of all employees to read, understand, and comply with the safety programs that affect their duties. Periodic training on safety programs and topics is provided as appropriate and safety briefings are an essential part of the organizational daily brief. The Safety Committee, work order line, online hazard reporting system, shift start up briefing, and shift close out briefing are of few of the means by which employees can communicate safety matters. Supervisors serve as an immediate conduit for safety concerns and are empowered to resolve concerns as quickly as practical. Monthly performance measurement and reporting allow for supervisory and management review of safety issues and resolutions. CRAA does not tolerate reprisal against employees who raise safety or health concerns in good faith.

Providing Resources

To ensure the path toward safety is free from impediment, CRAA pledges to continue to allocate appropriate resources towards injury prevention and continuous safety improvement. These resources may be financial, educational, operational, or administrative.

  
Casey Denny, A.A.E.,  
Chief Operations Officer

10/3/2022  
Date

4600 International Gateway | Columbus, Ohio 43219 | 614.239.4000  
columbusairports.com

**JOHN GLENN**   **RICKENBACKER**   **BOLTON**  
INTERNATIONAL   INTERNATIONAL AIRPORT   FIELD



**APPENDIX 3:**

Sample Safety Metrics Scorecard



**APPENDIX 4:**

Sample Ramp Safety Advisory

# Ramp Safety Advisory

Spring Quarter, 2024

## Security Reminder

All tenant and contractor vehicles **MUST**:

- 1.) Display a decal or sign with the agency name or logo in contrasting colors on both sides of the vehicle, or
- 2.) Be marked with a temporary vehicle identification, or
- 3.) Display an Airfield Vehicle Permit on the lower left (driver's side) area of the windshield



For Emergencies, call:  
**614-238-7800**

Non-Emergency Police:  
**614-239-4029**

Report any other safety or security issues to Airport Operations at:

**614-778-2447**

Airport Work Orders:  
**614-239-3001**

## Spring Weather

Springtime in Ohio can bring rapidly changing meteorological conditions, and thus increased hazards on the ramp. Driving ground service equipment on the ramp in wet conditions requires an increased level of caution. Remember to:

- Slow down
- Be aware of your surroundings
- Allow plenty of room to stop

Additionally, as the weather warms up, more thunderstorms will be moving through. Be sure to review your companies' lightning procedures and stay up to date on current weather conditions and forecasts.

## FOD Hotspots

Trash hotspots are areas around the AOA that are susceptible to the buildup of trash and debris. It is crucial that these areas are checked and cleared frequently to avoid accumulation. Trash Hotspots at CMH include:

- Jet bridges
- Trash compactors
- Trash bins

When using the trash compactor, make sure all items successfully make it into the bin, especially during windy days. This will prevent the buildup of trash and FOD in the AOA.


## Radar Speed Signs

Two radar speed signs have been placed on both the north and south side of the tug tunnel to encourage operators to follow the speed limits in the tug tunnels. The speed limits are as follows:

- 25 mph on perimeter roads
- 15 mph on ramp
- 5 mph in tug tunnels



**APPENDIX 5:**  
Online Hazard Reporting and Safety Suggestion System



**Safety & emergency services**

**Submit a safety hazard**

We work hard to maintain a safe airport experience for all. In the event you observe a safety hazard or have a safety suggestion, we encourage your feedback.

[Submit a safety hazard](#)

(www.FlyColumbus.com)

**Columbus Regional Airport Authority - Safety Management**

Voluntary Safety Report


Report ID Number: \_\_\_\_\_  
(To be filled out by Airport Staff)

**\* Type of Report**

Safety Hazard Report

Suggestion/Recommendation for Improvement

[Prev](#) [Next](#)

Powered by  
 SurveyMonkey

See how easy it is to [create surveys and forms](#).



**Columbus Regional Airport Authority - Safety Management**

**Voluntary Safety Report**

**\* Description of the Incident or Observed Hazard:**

(Provide date, time, and location, as applicable. Include a detailed and accurate description while being as concise as possible.)

**Suggestion/Recommendation for Improvement:**

**\* From:**

- CRAA Employee
- Airline Employee
- Tenant Employee
- Traveler/Other

**\* Airport:**

- CMH - John Glenn Columbus International Airport
- LCK - Rickenbacker International Airport
- TZR - Bolton Field

**\* Area(s) Involved:**

- Ramp/Apron
- Airfield
- Terminal
- Landside (Public Roadway, Parking Lot, etc...)

**\* Do you want to submit this report anonymously?**

- Yes, anonymously
- No

Prev

Next



**APPENDIX 6:**

SMS Safety Awareness Orientation Training Document

**Columbus Regional Airport Authority's  
Safety Management System (SMS)**

**What Is SMS?**

SMS is a collection of company-wide processes that provide effective risk-based decision-making in order to keep our airports and personnel safe. An SMS is comprised of four main components which all share importance, which are; Safety Policy, Safety Assurance, Safety Risk Management, and Safety Promotion.

**CRAA's Commitment to Safety**

The Columbus Regional Airport Authority (CRAA) is committed to providing a safe working environment for all through the creation of a safety-first culture. CRAA's safety efforts indicate a pro-active approach to safety through a continually improving framework of tools and methodologies to identify and address safety issues. These efforts have developed a safety-conscious environment and culture. The system encompasses all personnel (both CRAA staff and tenant staff) as well as the traveling public.

**The Four SMS Components**



**What Does This Mean for Me?**

**SEE SOMETHING? SAY SOMETHING!**

*(Report all unsafe conditions/hazards so they can be properly addressed and fixed/mitigated.)*

**How or Where Do I Report Hazards?**

1. To your supervisor or manager
2. To the Airport Communications Center (614) 239-4029
3. On the [FlyColumbus.com](http://FlyColumbus.com) website  
*(You can even suggest a safety improvement to be made)*
4. Scan the QR code



For more information regarding safety at CRAA, visit the [FlyColumbus.com](http://FlyColumbus.com) website to view our Safety Management System (SMS) Manual.

I understand my role in keeping the airport safe for all.

\_\_\_\_\_  
Signature of Badge Holder

\_\_\_\_\_  
Date

**APPENDIX 7:**  
Yearly Executive Summary



**APPENDIX 8**  
Safety Hazard Reporting Log

 <p style="text-align: center;">Safety Hazard Reporting Log</p>												
285	4/11/23	7:59	Recommendation	Report of a shuttle bus driver driving in a reckless manner and providing poor customer service concerning their luggage.	CMH	Landside	Traveler/Other	Anonymous	YES	Mike Taylor	4/11/23: Info. forwarded onto P&GT (follow up requested). 4/12/23: Contact with the passenger was made and addition information provided by him. 4/13/23: After additional information was provided, P&GT reviewed audio and video of the interaction. They interpreted the interaction as cooperative and different than what was reported by the passenger. 4/15/23: More info. requested from the report submitter. 4/21/23: Additional information received and forwarded onto P&GT. 5/1/23: Follow-up sent to P&GT 5/2/23: Per P&GT, the shuttle bus driver was counseled and was re-trained on appropriate procedures. Mr. Justus was notified of this. 4/24/23: Infor forwarded onto P&GT 4/25/23: P&GT reported that they have no intention of placing a port-a-potty but may provide trash cans in the cell phone lot.	CLOSED
286	4/18/23	19:37	Safety Hazard Report	Report of a shuttle bus that merged into another lane forcing another vehicle into another lane.	CMH	Landside	Traveler/Other	Gary Justus	YES	Mike Taylor	4/21/23: Additional information received and forwarded onto P&GT. 5/1/23: Follow-up sent to P&GT 5/2/23: Per P&GT, the shuttle bus driver was counseled and was re-trained on appropriate procedures. Mr. Justus was notified of this. 4/24/23: Infor forwarded onto P&GT 4/25/23: P&GT reported that they have no intention of placing a port-a-potty but may provide trash cans in the cell phone lot.	CLOSED
287	4/23/23	7:43	Recommendation	Request to put a Port-A-Potty in the cell phone lot.	CMH	Landside	Traveler/Other	Anonymous	NO	Mike Taylor	4/26/23: Information forwarded onto CRAA Fleet. Jay Stowe reported that the the strobe is working fine.	CLOSED
288	4/25/23	14:46	Safety Hazard Report	Report that the strobe lights on CRAA Van were inoperable.	CMH	Airfield	CRAA EE	Anonymous	NO	Mike Taylor	4/26/23: Information forwarded onto CRAA Fleet. Jay Stowe reported that the the strobe is working fine.	CLOSED
289	5/3/23	4:46	Recommendation	Report of no open restrooms (ticketing and baggage claim) after an arrival at 3:00 am.	CMH	Terminal	Traveler/Other	Robert Stephens	YES	Mike Taylor	5/22/23: Report forwarded onto Tim Allen for additional information prior to responding to the submitter. 6/5/2023: Follow-up sent to Tim Allen. He reported that they try to have at least one restroom open during flights (to include late flights). He'll work with his team to stav coenzimant of late flights. 5/22/2023: Additional information requested from APD and Legal, Cust. Serv., and P&GT. 5/21/2023: Marcus Elliott and Chadle Goodwin bus aboard contacted Mr. Morgan and 5/22/2023: Work order submitted. 6/5/23: Follow-up sent to workorders. Issue resolved.	CLOSED
290	5/6/23	20:16	Safety Hazard Report	Car vandalized while parked in the LCK Terminal parking lot.	LCK	Landside	Traveler/Other	Melinda Morgan	YES	Mike Taylor	5/22/2023: Additional information requested from APD and Legal, Cust. Serv., and P&GT. 5/21/2023: Marcus Elliott and Chadle Goodwin bus aboard contacted Mr. Morgan and 5/22/2023: Work order submitted. 6/5/23: Follow-up sent to workorders. Issue resolved.	CLOSED
291	5/19/23	5:23	Safety Hazard Report	Water fountain in A Concourse needs a new filter.	CMH	Terminal	Traveler/Other	Anonymous	NO	Mike Taylor	6/5/2023: Information forwarded onto Lt. Bekemeier. He will have a Sgt. Investigate. 7/20/23: A report was taken by APD and no charges were filed.	CLOSED
292	5/26/23	19:07	Safety Hazard Report	Airline employee report of a manager pulling a knife on employees.	CMH	Ramp/Apron	Airline	Anonymous	NO	Mike Taylor	5/30/2023: Email sent to Amy inquiring about addtl. information. 6/5/2023: Follow-up email sent to Amy. Came back as undeliverable. 6/13/2023: Information forwarded onto P&GT	CLOSED
293	5/30/23	7:52	Recommendation	(no content)	CMH	Terminal	Tenant	Ann	YES	Mike Taylor	5/30/2023: Email sent to Amy inquiring about addtl. information. 6/5/2023: Follow-up email sent to Amy. Came back as undeliverable. 6/13/2023: Information forwarded onto P&GT	CLOSED
294	6/5/23	17:25	Complaint	Complaint about the bus service (rude driver, inadequate signage & stanchions, needs organized) from the terminal to the rental car facility.	CMH	Landside	Traveler/Other	Eric Mayer	NO	Mike Taylor	6/13/23: CRAA work order submitted.	CLOSED
295	6/12/23	7:44	Safety Hazard Report	Report of a light pole near gate A3 that seems to be loose from its base (observed swaying in the wind a great deal).	CMH	Landside	Traveler/Other	Anonymous	NO	Mike Taylor	6/13/23: CRAA work order submitted.	CLOSED
296	6/20/23	22:49	Safety Hazard Report	CRAA employee reported that an AAL	CMH	Terminal	CRAA EE	Gustavo	YES	Mike Taylor	6/21/2023: Response went to Mr. Palomo with an inquiry for	CLOSED