



# USHST

United States  
Helicopter Safety Team

Charter

Revision History		
Rev	Description of Change	Date
0	Original	
1	<ul style="list-style-type: none"> <li>a. The name Executive Committee was changed to Steering Committee.</li> <li>b. Joint Helicopter Safety Analysis Team (JHSAT), Joint Helicopter Safety Implementation Team (JHSIT), and Joint Helicopter Implementation Measurement Data Analysis Team combined into the Safety Analysis Team (SAT).</li> <li>c. Created Occurrence Category Work Groups, Helicopter Industry Focus Groups, and a Special Emphasis Area Groups.</li> <li>d. Eliminated the JHSIT Work Groups.</li> <li>e. Changed Communication Specialist (one person) to Communication/Marketing Specialists (two people).</li> <li>f. Changed the single coordinator to two coordinators.</li> <li>g. Added Appendices.</li> </ul>	11/01/2018
2	<ul style="list-style-type: none"> <li>a. USHST Steering Committee: Number of voting members increased by one (1).</li> <li>b. Appendix C, Organizational Chart, updated.</li> </ul>	12/17/2018
3	Minor changes throughout	09/26/2019
4	<ul style="list-style-type: none"> <li>a. Multiple grammatical and style and readability changes throughout the entire document</li> <li>b. Updated vision statement</li> <li>c. Updated five-year goal</li> <li>d. Added Issue Analysis Team (IAT)</li> <li>e. Updated definitions of focus groups and functional groups</li> <li>f. Removed marketing from communications/marketing team</li> <li>g. Updated all-hands meetings to occur every two months</li> <li>h. Official meeting minutes changed to meeting notes</li> <li>i. Added meeting agenda</li> <li>j. Added electronic and anonymous voting for steering committee</li> <li>k. Appendix B, Goals updated</li> <li>l. Appendix C, Organizational Chart, updated</li> <li>m. Appendix D, USHST Groups, updated</li> </ul>	03/27/2020

# Charter for the United States Helicopter Safety Team (USHST)

## 1.0 WHO WE ARE

The US Helicopter Safety Team (USHST) is a volunteer team of US government and industry stakeholders formed to improve the safety of civil helicopter operations in the National Airspace System. The USHST is a partner of the International Helicopter Safety Foundation (IHSF). The principles of USHST participation are included in Appendix A.

## 2.0 VISION

The USHST's vision is a civil US registered helicopter community with zero fatal accidents.

## 3.0 MISSION

Through data-driven accident and flight safety data analyses, the USHST's mission is to understand the US helicopter community's safety issues and use that understanding to promote the development and implementation of voluntary, consensus-based risk mitigations.

## 4.0 GOAL

The USHST adopts goals of achieving specific reductions in the civil US registered helicopter fatal accident rate (*e.g.*, percentage) over specified periods. Current and past goals are included in Appendix B.

## 5.0 BACKGROUND

In 1997, the White House Commission on Safety and Security set a goal of an 80% reduction in the aviation fatal accident rate within ten years and identified the need for strong government/industry partnerships to support the aviation system of the future. This effort resulted in the organization that became the Commercial Aviation Safety Team (CAST), which focuses on commercial air travel. In 2005, attendees at the International Helicopter Safety Symposium (IHSS) created the International Helicopter Safety Team (now IHSF), modeled after CAST, to reduce the helicopter accident rate. With continued expansion of IHSF regional partner teams, a decision was reached in 2013 to establish a US-based regional partner team and formed the USHST.

## 6.0 STRATEGIC APPROACH

The USHST uses a data-driven approach to identify safety issues and develop voluntary, consensus-based, risk mitigation recommendations. The USHST also executes publicity and outreach programs to disseminate its safety recommendations and establishes safety metrics to monitor and evaluate the effectiveness of its efforts.

## 7.0 USHST STRUCTURE

The USHST is comprised of the following elements:

- Steering Committee
- Support Teams
  - Safety Analysis Team (SAT)
  - Outreach Team
  - Communications Team
  - Coordination Team
- Helicopter Safety Enhancement (H-SE) Focus Groups
- Functional Groups
- Special Emphasis Areas
- Work Groups

The Aviation Safety Information Analysis & Sharing (ASIAS) Rotorcraft Issue Analysis Team (IAT) collaborates with the USHST through the SAT to provide risk information and analysis to assist the mission of the USHST. See Section 7.3 for more details about the IAT.

When fully staffed, all entities will include government and industry representatives. An Organizational Chart is located in Appendix C.

### 7.1 USHST Steering Committee

A volunteer Steering Committee governs the USHST. The Steering Committee is comprised of two co-chairs, voting members, and non-voting members, as detailed in this section. The Steering Committee provides strategic guidance to the USHST, including review and approval of safety priorities, reports, recommendations, and communication strategies. The USHST's support elements (*e.g.*, Support Teams, Focus Groups, Work Groups, Functional Groups, and Special Emphasis Area Teams, etc.) are created and removed at the discretion of the Steering Committee. The Steering Committee solicits and designates industry and government volunteer representatives to lead support elements as needed. The Steering Committee is also responsible for coordination and communication between the USHST and the IHSF.

#### 7.1.1 Co-Chairs

The Steering Committee is led by two volunteer co-chair positions, one from industry and one from the government. Co-chairs are voting members. The government co-chair position is appointed by the FAA. The industry co-chair is selected from industry individuals nominated by the Steering Committee and approved by a majority of the Steering Committee's voting members.

USHST co-chair positions have a two-year term limit. Co-chairs approaching the end of their first term may voluntarily elect to serve one additional consecutive two-year term, with approval from the majority of the Steering Committee.

### **7.1.2 Voting Members**

The Steering Committee consists of up to eight additional voting members for a maximum of ten voting members (including the co-chairs). The FAA appoints government voting members. Industry voting members are selected from individuals nominated by the Steering Committee and approved by a majority of the Steering Committee's industry voting members. When considering new voting members, the Steering Committee will seek to maintain a balance of representation from operations, manufacturing, technical, safety, and other rotorcraft industry stakeholders. Nominees are screened to confirm the following essential qualifications listed below are met before selection:

- Ability to advocate on behalf of the USHST by establishing and maintaining relationships with all levels of helicopter stakeholders (from the executive level to the working level).
- Ability to contribute to strategic-level decisions of the USHST based on findings from data-driven analysis.
- Ability to understand past challenges to improving US helicopter safety and offer constructive solutions to overcoming these challenges to successfully implement USHST safety recommendations.

Voting members not serving in a co-chair position do not have term limits. Voting members no longer able to serve on the Steering Committee are requested to inform the co-chairs in writing with a planned departure date that allows enough time to reasonably identify a replacement member.

### **7.1.3 Non-Voting Members**

Based on a majority vote, the voting members of the Steering Committee may approve participation on the Steering Committee of additional non-voting seats. Although an exact number is not prescribed, the expectation is that the number of non-voting seats should be limited. Some examples of possible non-voting members include team or group chairs, communications specialists, former Steering Committee members, and coordinators.

### **7.1.4 Alternates**

Steering Committee voting members may designate alternates to attend Steering Committee meetings on their behalf. Alternates may vote only when serving as a designated a proxy as described in Section 8, Meetings and Voting.

## **7.2 Support Teams**

### **7.2.1 Safety Analysis Team (SAT)**

The SAT analyzes helicopter safety data and makes strategic recommendations to the Steering Committee, including goals, studies, focus areas, and specific safety mitigation efforts. The SAT also develops mechanisms to assess progress on and effectiveness of USHST's work. Additionally, the SAT provides data/analytic support for Work Groups and Focus Groups.

### **7.2.1 Outreach Team**

The Outreach Team is responsible for assisting in the development of strategies to promote and implement USHST safety recommendations and ensuring a consistent, cohesive safety message. The Outreach Team will work with the Steering Committee, Communications, and Marketing Team, and other teams and groups to target specific areas/industry segments of interest.

### **7.2.1 Communications and Marketing Team**

The Communications and Marketing Team is responsible for the distribution of USHST information, news updates, media outlet articles, and tracking and gathering of user metrics on the USHST website.

### **7.2.1 Coordination Team**

The Coordination Team is responsible for supporting USHST meetings, functions, and other activities, including providing logistical support, preparing agendas, taking meeting notes.

## **7.3 Helicopter Safety Enhancement (H-SE) Focus Groups**

H-SE focus groups implement H-SEs in accordance with the detailed plans that were developed by the workgroups, reviewed by the SAT, and approved by the Steering Committee. The preference is for each focus group to be sponsored by an organization that will provide a person, referred to as the focal, to lead the focus group. The expectation is not for the focal to complete the H-SE activities on their own. Instead, the focal is responsible for assembling a team necessary for completing the H-SE and coordinating the work effort among team members and key organizations cited in the implementation plan. The focal must regularly communicate the progress of the H-SE back to the SAT. Each H-SE Focus Group will have a Steering Committee member designated as a champion. The Steering Committee member's role is to assist the sponsor organization and, more specifically, the focal in overcoming any obstacles or challenges encountered during implementation.

## **7.4 Functional Groups and Special Emphasis Area Teams**

The Functional Groups and Special Emphasis Area Teams work with specific communities and industry segments to develop, implement, and promote awareness of USHST safety recommendations. A list of Functional Groups and Special Emphasis Area Teams is located in Appendix D.

## **7.5 Work Groups**

USHST work groups conduct specific, in-depth analyses and research at the direction of the Steering Committee and with the support of the SAT. Work groups develop data-driven safety recommendations and draft reports on their studies. Work groups will submit analyses and recommendations to the SAT for review and recommend to the Steering Committee for

implementation. Work groups are not permanent teams; instead, they typically serve distinct purposes and exist for the limited times needed to conduct their analyses and submit their recommendations to the SAT.

## **7.6 Issue Analysis Team (IAT)**

The Rotorcraft IAT represents the rotorcraft community within the Aviation Safety Information Analysis and Sharing (ASIAS) program. The IAT receives study guidance from the ASIAS Executive Board, with which the USHST Steering Committee communicates for analytical requests based on available ASIAS data. The IAT will acquire, integrate, and analyze data to provide insights into systemic safety issues that could not be otherwise identified. In accordance with ASIAS core principles, the IAT performs detailed data analyses to proactively discover vulnerabilities and develop new capabilities within the rotorcraft community.

## **8.0 MEETINGS AND VOTING**

The USHST will usually schedule meetings once every two months, or as activity warrants. Two meetings per year will be in-person, the remainder may be by teleconference.

### **8.1 Meetings**

A proposed agenda will be made available at least three days before the meeting. Meeting notes will be taken during each meeting by a meeting coordinator or other designated representative. Steering Committee, All-Hands, and Face-to-Face Meetings may include, but are not limited to, the following agenda items:

- I. Introductions: Industry and Government co-chairs
- II. Review previous meeting action items. Complete discussion, decision, or vote as appropriate.
- III. Safety Analysis Team (SAT) Update
  - a. Monthly accident review
  - b. Helicopter Safety Enhancement (H-SE) review
  - c. Action item review
- IV. Issue Analysis Team (SAT) Update
- V. Outreach Team Update
- VI. Communications/Marketing Team Update
- VII. Coordination Team Update
- VIII. New Business
- IX. Action Item Review (include the following for each item)
  - a. Action/milestone item
  - b. A primary point of contact by name

- c. Action/milestone date
- X. Upcoming USHST Events
  - a. Next SC meeting (date, time, desired agenda items)
  - b. Next AH meeting (date, time, topics, speakers, issues w/POC to resolve)
  - c. Other USHST-supported events (date, time, support required)
- XI. Any other Business (AOB)
- XII. Adjournment

## **8.2 Process and Voting**

Meetings generally will be governed by Robert's Rules of Order. Motions are used to introduce new pieces of business or propose decisions or actions. A second motion must be made, after which there is limited discussion and, if applicable, a Steering Committee vote. USHST decisions are approved by a simple majority, unless the Steering Committee determines otherwise. A quorum is 2/3 of voting members must be present before a vote may proceed.

If any vote decision is required, each Steering Committee voting member will be openly or anonymously polled, and his/her vote recorded. Voting may be conducted in person, by telephone, in writing, or through any other method considered acceptable to the Steering Committee (including e-mail or polling software). If a voting member is unable to attend, his or her vote may be submitted electronically or by proxy. Only another voting Steering Committee member may serve as proxy. If a proxy is voting, the member will inform the Steering Committee in writing of the name of the proxy and the specific subject on which he/she has the authority to vote.

**9.0 MODIFICATIONS TO THIS CHARTER**

The USHST Steering Committee has the authority and responsibility to modify this charter in order to meet the goals of the USHST. The modification may be in the form of an appendix to this charter and signed by both USHST Steering Committee Co-Chairs.

\_\_\_\_\_  
USHST Steering Committee Industry Co-Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
USHST Steering Committee Government Co-Chair

\_\_\_\_\_  
Date

## **Appendix A: Principles of USHST Participation**

The strength of the USHST lies in its extensive membership, proactive commitment to safety, and the ability to initiate change. The USHST has proven effective because it is a voluntary association of key stakeholders in helicopter safety.

USHST will maintain an infrastructure to ensure a high level of commitment, collaboration, and responsibility with government and industry, and a consistent approach to issues. USHST also will manage and maintain an effective and responsive infrastructure. This infrastructure will ensure that the USHST has the processes in place necessary to provide consistent, effective leadership to the vital task of improving helicopter safety.

USHST member organizations will provide the resources to support the USHST's efforts within reasonable budgetary constraints. Each USHST member shall be responsible for providing personnel as well as organizational time, travel, and effort. The USHST will adopt processes that maximize the use of pre-existing helicopter safety initiatives.

USHST members may designate alternate representatives to facilitate consistent organizational participation. Other individuals and observers may attend meetings in the capacity of reporting on or discussing USHST actions, or as part of providing direct administrative support to USHST members.

USHST members will, as practical:

- Come to meetings prepared, having reviewed pre-meeting materials and ready to engage and make decisions;
- Complete assigned tasks;
- Maintain communications and coordination with parent organization or constituencies;
- Deliberate and raise issues;
- Actively support USHST decisions and enlist parent organization support;
- Be prepared to commit personal time and energy to USHST priorities;
- Be prepared to commit time and resources of parent organization;
- Share respective parent organization inputs with other members;
- Work to minimized or eliminated duplication of effort;
- Use approved USHST presentations to represent USHST objectives and products to external organizations;
- Stay focused on the USHST vision, goal, and strategic approach;
- Recognize and monitor the actions of each team, work group or focus group; and
- Review, approve and endorse safety products.

## Appendix B: USHST Goals

### A. Current Goal (2020 – 2025)

**Reduce the US helicopter 5-year average fatal accident rate to 0.55 by 2025 (5 years)**

#### Additional Notes:

1. The USHST vision remains a civil US registered helicopter community with zero fatal accidents.
2. The USHST five-year goal is a civil US registered helicopter five -year average fatal accident rate of 0.55 per 100,00 flight hours
3. The five -year average fatal accident rate includes civil US registered helicopter accidents that experience one or more fatalities on board the helicopter.
4. The baseline for measurement is a five-year average from 2014-2018 of 0.62 per 100,000 flight hours.
5. Annual updates will be provided using the following five-year averages:
  - 2016-2020
  - 2017-2021
  - 2018-2022
  - 2019-2023
6. Final measurement will be based on a five -year average from January 1, 2020, and ending on December 31, 2024, with a goal of 0.55 fatal accidents per 100,000 flight hours.

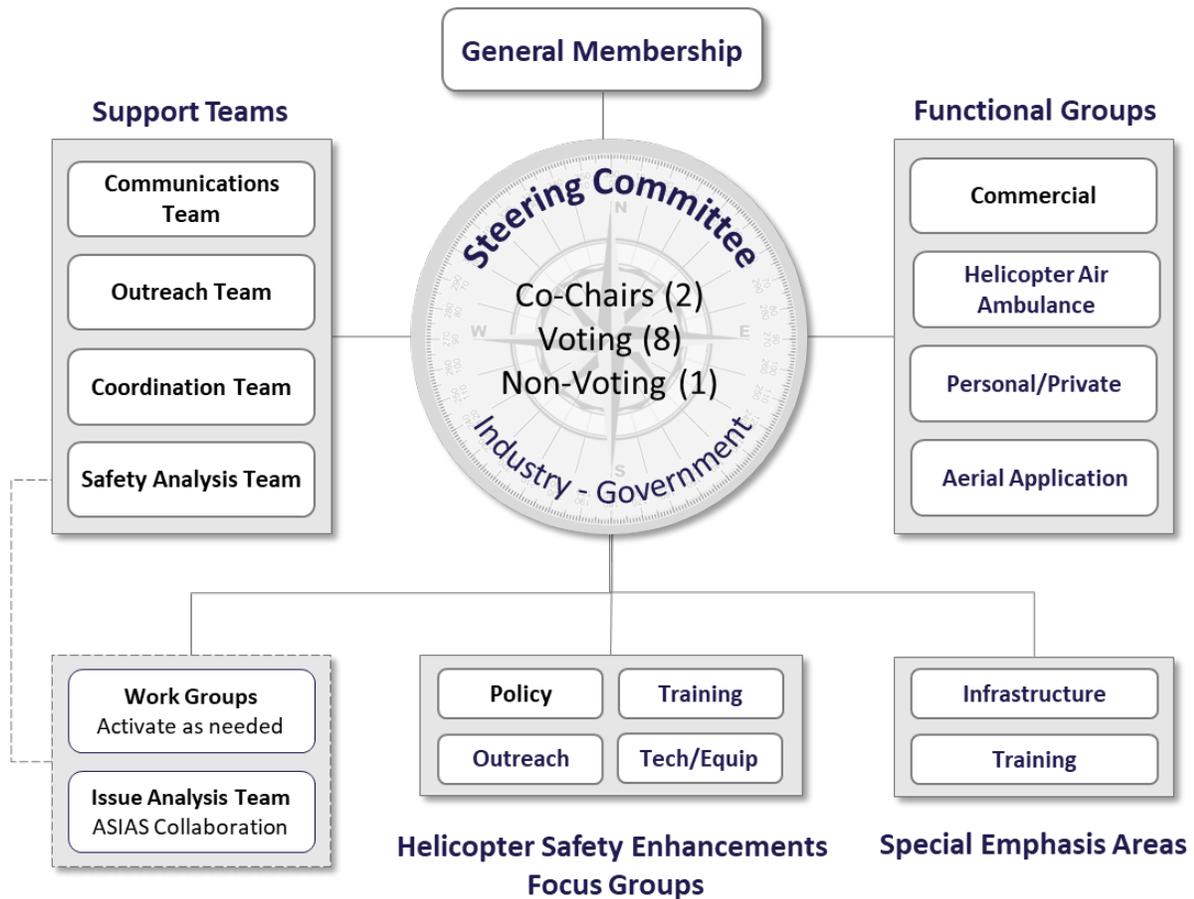
### B. Previous Goal (2016 – 2020)

The USHST adopted a goal of a 20% reduction in the helicopter fatal accident rate by the end of 2019. This equated to 0.61 fatal accidents per 100,000 flight hours by the end of 2019 from the USHST 2.0 Baseline of 0.76.

## Appendix C: Organizational Chart



The USHST is a regional partner of the International Helicopter Safety Foundation



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## **Appendix D: USHST Groups**

### **USHST Helicopter Safety Enhancement Focus Groups**

- Policy H-SE
- Outreach H-SEs
- Technology/Equipment H-SEs
- Training H-SEs

### **USHST Functional Groups**

- Personal/Private
- Helicopter Air Ambulance
- Commercial Operations
- Aerial Application

### **Active Special Emphasis Areas**

- USHST Infrastructure Working Group
- USHST Training Working Group

Refer to [www.USHST.org](http://www.USHST.org) for more details