**FLIGHT SAFETY FOUNDATION**

## COVID-19 SAFETY PUNCH LIST—
## SAFETY ASPECTS OF REDUCTION/CESSATION OF OPERATIONS

### General Considerations

- ☐ Consider all operations as non-normal and therefore a threat to safety
- ☐ Consider a progressive and coordinated reduction/cessation of operations
- ☐ Ensure cost pressures do not unduly reduce acceptable safety levels
- ☐ Consider possible culture change as the company or organization goes into financial survival thinking
- ☐ Ensure sufficient staff available commensurate with the actual level of operations
- ☐ Ensure continued use of your safety management system (SMS) to its full potential
  - Be aware that risk levels of each flight will change from locality to locality and with each type of operation due to the state of the crisis progression
  - Consider the threat of increased risk acceptance (get the job done, save the airline, less loss of jobs)
  - Consider the risk of missed or reduced safety or quality assurance (audits, etc)
  - Share risk assessments and experiences with other operators
- ☐ Ensure effective internal and external communication
- ☐ Ensure continued facility access for staff (i.e., expiry of access badges, pass codes etc.)
- ☐ Consider staff involvement in process improvements
- ☐ Consider training
  - Use any down time for training and safety education
  - Use all available means to deliver training (video, video conferencing, etc)
  - Consider training intervals depending on staff experience
- ☐ Consider opportunities provided by reduction or shutdown of operations
  - Consider developmental and learning opportunities
  - Revision of processes and regulations
  - Maintenance of aircraft and ground equipment
- ☐ Consider IT systems
  - Ensure critical software and hardware updates are made
  - Have a back-up for when IT systems fail
  - Avoid non-critical software and hardware updates
- ☐ Consider intensifying shared safety working across the industry through communication
- ☐ Consider level of staff turnover