

National Aeronautics and Space Administration
Charter of the
Aerospace Safety Advisory Panel

1.0 PURPOSE

This charter sets forth the authority for, and the duties, procedures, organization, and support of, the Aerospace Safety Advisory Panel.

2.0 AUTHORITY

2.1 Establishment: The Aerospace Safety Advisory Panel (hereafter called the "Panel") was established as an advisory committee under Section 6 of the National Aeronautics and Space Administration Authorization Act, 1968, as amended (Pub. L. 90-67, codified at 42 U.S.C. 2477). The NASA Administrator, having determined that it is in the public interest in connection with the performance of Agency duties under the law and with the concurrence of the General Services Administration, hereby renews the Panel pursuant to the Federal Advisory Committee Act, 5 U.S.C. App. §§ 1 et seq.

2.2 Other Statutory Authorities: 5 U.S.C. Appendix, "The Federal Advisory Committee Act" (Pub. L. 92-463). 5 U.S.C. § 3109, Employment of experts and consultants.

2.3 Executive Orders: Executive Order 12024, dated 1 December 1977. Executive Order 12838 (58 FR 8207, 2/12/93), dated 10 February 1993.

3.0 DUTIES

3.1 Statutory Duties: The duties of the Panel are set forth in 42 U.S.C. § 2477, as follows:

"The Panel shall review safety studies and operations plans referred to it and shall make reports thereon, shall advise the Administrator with respect to the hazards of proposed or existing facilities and proposed operations and with respect to the adequacy of proposed or existing safety standards and shall perform such other duties as the Administrator may request." In the pursuit of these duties, the Panel will review, evaluate, and advise on those program activities, systems, procedures, and management policies that contribute to risk and provide identification and assessment for management. Priority will be given to those programs that involve the safety of human flight.

3.2 Specified Duties: In order to perform their tasks, members of the Panel and Panel consultants must become familiar with relevant NASA plans, policies, and guidelines including applicable NASA Policy Directives, and NASA Procedures and Guidelines (NPG); the NASA Strategic Plan; the Strategic Management Handbook, NPG 1000.2; applicable Center Implementation Plans; and NASA's Agency Safety Initiative (ASI) guidelines of Safety for the Public, for Astronauts and Pilots, for Employees, and for High-Value Equipment. Pursuant to carrying out its statutory duties, the Panel will review, evaluate, and advise on those program activities that in its judgment contribute to safety risk and provide identification and assessment of these for the NASA Administrator. Priority will be given to those programs that involve the safety of human flight. As part of its duties, the Panel may examine any element of NASA's activities that it believes involves safety, including the elements listed below--

3.2.1 Public Safety: This element includes those activities which provide protection for the well-being of people and prevention of damage to property not involved in NASA's business, but which may nevertheless be exposed to potential hazards associated with

carrying out this business. Public safety activities performed within the Agency include, but are not limited to, such functions as--

- 1) Determination of public safety criteria.
- 2) Establishment and control of public safety hazards associated with facility and systems tests and operations.
- 3) Establishment and implementation, as required, of emergency or catastrophe control plans.

3.2.2 Astronauts and Pilots: This element includes those activities which provide protection for the well-being of NASA's Astronauts and Pilots. Astronaut and Pilot safety activities performed within the Agency include, but are not limited to, such functions as--

- 1) Determination of flight operations safety criteria.
- 2) Establishment and control of Astronaut and Pilot safety hazards associated with flight systems tests and operations.
- 3) Establishment and implementation, as required, of emergency or catastrophe control plans.
- 4) Establishment and implementation of safety standards and procedures for operation of program support and administrative aircraft.

3.2.3 Industrial Safety for Employees and High-Value Equipment: This element includes those activities which provide protection for the well-being of personnel and prevention of damage to property involved in NASA business and exposed to potential associated with carrying out this business. Industrial safety relates especially to the operation of facilities in the many programs of research, development, manufacture, test, operation, and maintenance. Industrial safety performed within the Agency include, but are not limited to, such functions as--

- 1) Determination of industrial safety criteria that protect employees and high-value equipment.
- 2) Establishment and implementation of safety standards and procedures for operation and maintenance of facilities, especially test and hazardous environmental facilities.
- 3) Development of safety requirements for the design of new facilities.

3.2.4 Systems Safety: This element includes those activities specifically organized to deal with the potential hazards of complex research and development systems that involve highly specialized areas of technology. It places particular emphasis on achieving safe operation of these systems over their life cycles, and it covers major systems for aeronautical and space flight activities, including associated ground-based research, development, manufacturing, and test activities. Systems safety activities performed within the Agency include, but are not limited to, such functions as--

- 1) Determination of systems safety criteria, including criteria for crew safety.
- 2) Performance of systems safety analyses.
- 3) Establishment and implementation of systems safety plans.

3.2.5 Safety Management: This element includes both the program and functional organizations of NASA and its contractors involved in the identification of potential hazards and their elimination or control as set forth in the foregoing description of safety activities. It also includes the management systems for planning, implementing, coordinating, and controlling these activities. These management systems include, but are not limited to, the following:

- 1) The authorities, responsibilities, and working relationships of the organizations involved in safety activities, and the assessment of their effectiveness.
- 2) The procedures for insuring the currency and continuity of safety activities, especially systems safety activities which may extend over long periods of time and where management responsibilities are transferred during the life cycles of the systems.
- 3) The plans and procedures for accident/incident investigations, including those for the followup on corrective actions and the feedback of accident/incident information to other involved or interested organizations.
- 4) The analysis and dissemination of safety data.

4.0 PROCEDURES

4.1 Panel and NASA Administrator: The Panel will report to and function in an advisory capacity to the NASA Administrator.

4.2 Information Gathering and Reviews: The Panel will be provided with information necessary to discharge its advisory responsibilities which pertains to both NASA and its contractors' safety activities. This information will be made available through the mechanism of appropriate reports and by means of in situ reviews of safety activities at the various NASA and contractor sites, as deemed necessary by the Panel and arranged through the Executive Director for the Administrator. The Panel shall send observers to NASA safety reviews to the maximum extent possible including Prelaunch Assessment Reviews/Joint Prelaunch Assessment Reviews and Flight Readiness Reviews/Joint Flight Readiness Reviews.

5.0 ORGANIZATION

5.1 Membership:

5.1.1 Panel Members: The Panel will consist of a maximum of nine members, who will be appointed by the NASA Administrator. Appointments will be for a term of 6 years. The NASA Administrator may, at his discretion, choose to extend a member's term by no more than 6 years beyond that member's original term limit.

5.1.2 Consultants: The NASA Administrator may appoint consultants at the request of the Panel for a specific task. A consultant must have expert knowledge for the specific task assigned. A consultant shall serve no longer than required for the effort defined by the Panel Chairperson, or 1 year, whichever is lesser.

5.1.3 NASA Membership: Not more than four members of the Panel can be current employees of NASA, nor shall NASA members constitute a majority of the composition of the Panel and its consultants at any given time.

5.1.4 Ex Officio Membership: The NASA Headquarters Associate Administrator for Safety and Mission Assurance shall serve as the sole Ex Officio member of the Panel. In this capacity, this member may participate in the Panel's activities but not as a voting member.

5.1.5 Membership Selection Process: The Executive Director shall maintain a database of candidates for members and consultants to the Panel. The process of adding a member to the Panel is described in "Appointment of New Aerospace Safety Advisory Panel (ASAP) Members," HOWI 3300-Q025.

5.1.6 Member's Expertise: Membership of the Panel shall be balanced fairly in terms of expert knowledge, professional and/or academic background, diversity, and recent professional experience in their area of technical expertise.

5.2 Officers:

5.2.1 Chairperson/Vice Chairperson: The officers of the Panel shall be a Chairperson and a Vice Chairperson who shall be selected by the Panel from their membership to serve for a 2-year term which may be extended with the written approval of the NASA Administrator.

5.2.2 Powers: The Chairperson, or Vice Chairperson in his/her absence, shall have the usual powers of a presiding officer. The Chairperson may organize the Panel as he/she deems appropriate to accomplish their statutory duties.

5.3 Meetings: Regular meetings of the Panel will be held as often as necessary and at least once a year. One meeting each year shall be designated as the Annual Meeting. The purpose of the Annual Meeting is to present the Panel's Annual Report to the Administrator and the Public. The Chairperson will propose the meeting agenda, to be approved by the Executive Director, and will officiate at the Annual Meeting.

5.4 Reports and Records:

5.4.1 Annual Report: The Panel shall submit an annual report to the Administrator. Instructions on this report's preparation may be found in "Prepare Aerospace Safety Advisory Panel (ASAP) Annual Report," HOWI 1156-Q026.

5.4.2 Safety Reviews and Evaluations: The Panel will submit to the Administrator, at his/her request, reports on all safety reviews and evaluations with comments and recommendations.

5.4.3 Congressional Correspondence/Testimony: The Panel may be requested to provide written responses to congressional inquiries and/or testimony before Congress on specific NASA safety issues.

5.4.4 Files/Records: All records and files of the Panel, including agendas, minutes of Panel meetings, studies, analyses, reports, or other data compilations or working papers, made available to or prepared by or for the Panel, will be retained by the Panel.

5.4.5 Minutes of Meetings: Minutes of all meetings of the Panel, established by the Panel, will be kept. Such minutes shall, at a minimum, contain a record of persons present, a description of matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the Panel. The accuracy of all minutes will be certified by the Chairperson (or by the Vice Chairperson in his/her absence).

5.6 Compensation: Members of the Panel and Panel consultants will be compensated for their services in accordance with 42 U.S.C. § 2477 and will be allowed travel and per diem expenses as authorized by 5 U.S.C. § 5701 et seq.

5.7 Avoidance of Conflicts of Interest:

5.6.1 Nongovernmental Members: Nongovernmental members of the Panel and Panel consultants are "Special Government Employees" within the meaning of 18 U.S.C. § 202.

5.6.2 Financial Disclosure: Nongovernmental members of the Panel and Panel consultants will submit an "Executive Branch Confidential Financial Disclosure Report" (Form 450) prior to participating in the activities of the Panel or acting as a Panel consultant.

6.0 SUPPORT

The NASA Headquarters Office of Safety and Mission Assurance will provide a staff, to be comprised of full-time NASA employees, to provide support to the Panel. The members of this staff shall be fully responsive to direction from the Chairperson of the Panel.

6.1 Executive Director: The Executive Director is appointed by the NASA Administrator and serves as the Designated Federal Official. The Executive Director will serve as the Executive Secretary and Technical Assistant to the Panel. The Executive Director shall have the responsibility for agenda approval, administration of the affairs of the Panel, general supervision of all arrangements for safety reviews and evaluations, maintaining a written record of all transactions, Panel meeting minutes, and trip reports.

6.2 Staff Assistant: The Panel's Staff Assistant shall be responsible for general staff support for the Executive Director, the coordination of personnel and legal forms for the Panel, and other duties as assigned.

6.3 Secretary: The Panel's secretary shall be responsible for general administrative support for the Panel members, Staff Assistant, and Executive Director. The secretary will provide correspondence support, travel support, schedule maintenance and support, and support for personnel and payroll forms.

6.4 Budget: The NASA Headquarters Office of Safety and Mission Assurance will provide the budget for operation of the Panel. The estimated annual operating cost totals \$555,000, including 3.0 workyears for staff support.

7.0 CHARTER RENEWAL

This Panel shall terminate 2 years from the date of this charter, unless terminated or renewed by the NASA Administrator.



Administrator

MAY 1 2001

Date