



NMI 1156.14

December 7, 1967

*Effective date*

# Management Instruction

**SUBJECT:** AEROSPACE SAFETY ADVISORY PANEL

1. PURPOSE

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

2. AUTHORITY

The Aerospace Safety Advisory Panel (hereafter called the "Panel") was established under Section 6 of the National Aeronautics and Space Administration Authorization Act, 1968 (PL 90-67, 90th Congress, 81 Stat. 168, 170). Since the Panel was established by statute, its formation and use are not subject to the provisions of Executive Order 11007 or of NMI 1150.2, except to the extent that such provisions are made applicable to the Panel under this Instruction.

3. DUTIES

- a. The duties of the Panel are set forth in Section 6 of the National Aeronautics and Space Administration Authorization Act, 1968, 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."

- b. Pursuant to carrying out its statutory duties, the Panel will review, evaluate, and advise on all elements of NASA's safety system, including especially the industrial safety, systems safety,

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and public safety activities, and the management of these activities. These key elements of NASA's safety system are identified and delineated as follows:

- (1) Industrial Safety. This element includes those activities which, on a continuing basis, provide protection for the well being of personnel and prevention of damage to property involved in NASA's business and exposed to potential hazards 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 activities include, but are not limited to, such functions as:
  - (a) Determination of industrial safety criteria.
  - (b) Establishment and implementation of safety standards and procedures for operation and maintenance of facilities, especially test and hazardous environment facilities.
  - (c) Development of safety requirements for the design of new facilities.
  - (d) Establishment and implementation of safety standards and procedures for operation of program support and administrative aircraft.
- (2) Systems Safety. This element includes those activities specifically organized to deal with the potential hazards of complex R&D systems that involve many 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, manned or unmanned, including associated ground-based research, development, manufacturing, and test activities. Systems safety activities include, but are not limited to, such functions as:
  - (a) Determination of systems safety criteria, including criteria for crew safety.
  - (b) Determination of safety data requirements.
  - (c) Performance of systems safety analyses.

- (d) Establishment and implementation of systems safety plans.
- (3) Public Safety. This element includes those activities which, on a continuing basis, 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 include, but are not limited to, such functions as:
- (a) Determination of public safety criteria.
  - (b) Establishment and control of public safety hazards associated with facility and systems tests and operations.
  - (c) Establishment and implementation, as required, of emergency or catastrophe control plans.
- (4) 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:
- (a) The authorities, responsibilities, and working relationships of the organizations involved in safety activities, and the assessment of their effectiveness.
  - (b) 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.
  - (c) The plans and procedures for accident/incident investigations, including those for the follow-up on corrective actions and the feedback of accident/incident information to other involved or interested organizations.
  - (d) The analysis and dissemination of safety data.

4. PROCEDURES

- a. The Panel will function in an advisory capacity to the Administrator, and, through him, to those organizational elements responsible for management of the NASA safety activities.
- b. The Panel will be provided with all information required to discharge its advisory responsibilities as they pertain 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 Administrator. The Panel will thus be enabled to examine and evaluate not only the general status of the NASA safety system, but also the key elements of the planned and on-going activities in this system.

5. ORGANIZATIONa. Membership .

- (1) The Panel will consist of a maximum of nine members, who will be appointed by the Administrator. Appointments will be for a term of six years, except that, in order to provide continuity of membership, one-third of the members appointed originally to the Panel will be appointed for a term of two years, one-third for a term of four years, and one-third for a term of six years.
- (2) Not more than four members of the Panel shall be employees of NASA, nor shall such NASA members constitute a majority of the composition of the Panel at any given time.
- (3) Compensation and travel allowances for Panel members shall be as specified in Section 6 of the NASA Authorization Act, 1968.

b. Officers

- (1) The Officers of the Panel shall be a Chairman and a Vice Chairman, who shall be selected by the Panel from their membership to serve for one-year terms.
- (2) The Chairman, or Vice Chairman in his absence, shall preside at all meetings of the Panel and shall have the usual powers of a presiding officer.

c. Committees

- (1) The Panel is authorized to establish special committees, as necessary and as approved by the Administrator, to carry out specified tasks within the scope of duties of the Panel.
- (2) All such committee activities will be considered an inseparable extension of Panel activities, and will be in accordance with all applicable procedures and regulations set forth in this Instruction.
- (3) The Chairman of each special committee shall be a member of the Aerospace Safety Advisory Panel. The other committee members may or may not be members of the Panel, as recommended by the Panel and approved by the Administrator.
- (4) Appointment of Panel members to committees as officers or members will be either for one year, for the duration of their term as Panel members, or for the lifetime of the committee, whichever is the shortest. Appointments of non-Panel members to committees will be for a period of one year or for the lifetime of the committee, whichever is shorter.
- (5) Compensation and travel allowances for committee members who are not members of the Panel shall be the same as for members of the Panel itself, except that compensation for such committee members appointed from outside the Federal Government shall be at the rate prescribed by the Administrator for comparable services.

d. Meetings

- (1) Regular meetings of the Panel will be held as often as necessary and at least twice a year. One meeting each year shall be an Annual Meeting. Business conducted at this meeting will include selecting the Chairman and the Vice Chairman of the Panel, recommending new committees and committee members as required or desired, approving the Panel's annual report to the Administrator, and such other business as may be required.
- (2) Special meetings of the Panel may be called by the Chairman, by notice served personally upon or by mail or telegraph to the usual address of each member at least five days prior to the meeting.

- (3) Special meetings shall be called in the same manner by the Chairman, upon the written request of three members of the Panel.
- (4) If practicable, the object of a special meeting should be sent in writing to all members, and if possible a special meeting should be avoided by obtaining the views of members by mail or otherwise, both on the question requiring the meeting and on the question of calling a special meeting.
- (5) All meetings of special committees will be called by their respective chairmen pursuant to and in accordance with performing their specified tasks.
- (6) Minutes of all meetings of the Panel, and of special committees 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 or committee. The accuracy of all minutes will be certified to by the Chairman of the Panel (or by the Vice Chairman in his absence) or of the committee.

e. Reports and Records

- (1) The Panel shall submit an annual report to the Administrator.
- (2) The Panel will submit to the Administrator reports on all safety reviews and evaluations with comments and recommendations as deemed appropriate by the Panel.
- (3) All records and files of the Panel, including agendas, minutes of Panel and committee meetings, studies, analyses, reports, or other data compilations or work papers, made available to or prepared by or for the Panel, will be retained by the Panel.

f. Avoidance of Conflicts of Interest

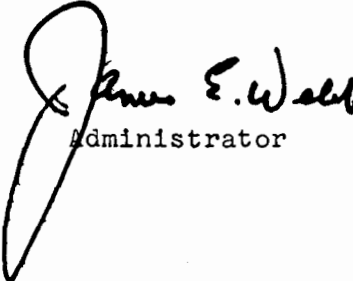
- (1) Nongovernmental members of the Panel, and of special committees established by the Panel, are "Special Government Employees" within the meaning of NHB 1900.2A, which sets forth guidance to NASA Special Government Employees regarding the avoidance of conflicts of interest and the observance of ethical standards of conduct. A

copy of NHB 1900.2A and related NASA instructions on conflicts of interest will be furnished to each Panel or committee member at the time of his appointment as a NASA consultant or expert.

- (2) Nongovernmental members of the Panel or a special committee will submit a "NASA Special Government Employees Confidential Statement of Employment and Financial Interests" (NASA Form 1271) prior to participating in the activities of the Panel or a special committee.

6. SUPPORT

- a. A staff, to be comprised of full-time NASA employees, shall be established to support the Panel. The members of this staff will be fully responsive to direction from the Chairman of the Panel.
- b. The director of this staff will serve as Executive Secretary to the Panel. The Executive Secretary of the Panel, in accordance with the specific instructions from the Chairman of the Panel, shall:
  - (1) Administer the affairs of the Panel and have general supervision of all arrangements for safety reviews and evaluations, and other matters undertaken by the Panel.
  - (2) Insure that a written record is kept of all transactions, and submit the same to the Panel for approval at each subsequent meeting.
  - (3) Insure that the same service is provided for all special committees of the Panel.

  
Administrator

CFR Title 14, Chapter 5, Subpart 1209.5.