Chapter 02: FBO Services

# 10. Safety and Security Inspections

Conduct systematic safety and security inspections to maintain facility compliance, prevent incidents, and ensure safe operations for all team members and clients.

## Purpose

This process establishes procedures for conducting safety and security inspections to maintain regulatory compliance, prevent safety incidents, and ensure secure facility operations while protecting team members, clients, and facility assets.

## Roles and Responsibilities

**Safety Officer:**

- Monitor safety compliance across all operations
- Conduct safety investigations and reporting
- Coordinate safety training and certification
- Ensure regulatory safety compliance
- Authorize safety equipment and improvements

**Operations Leader:**

- Oversee daily operations and coordinate between departments
- Authorize emergency response procedures and resource allocation
- Monitor safety compliance and operational excellence
- Coordinate scheduling across departments for operational coverage
- Review billing disputes and approve service adjustments
- Ensure regulatory compliance across all operations

## Process Steps

**Step 1: Daily Safety Inspection Planning**

Plan daily safety inspection routes and coordinate with operations team to minimize disruption to ongoing activities

**Step 2: Facility Perimeter Inspection**

Inspect facility perimeter including fencing, lighting, access points, and security systems for proper operation and integrity

**Step 3: Ramp Area Safety Assessment**

Conduct ramp area inspection including surface conditions, lighting, signage, and ground support equipment positioning

**Step 4: Hangar Safety Inspection**

Inspect hangar facilities including door operation, lighting, ventilation, fire suppression systems, and emergency equipment

**Step 5: Fuel System Safety Check**

Inspect fuel storage and dispensing systems including leak detection, grounding systems, and safety equipment

**Step 6: Security System Verification**

Test security systems including access controls, surveillance equipment, and alarm systems for proper operation

**Step 7: Emergency Equipment Inspection**

Inspect emergency equipment including fire extinguishers, first aid supplies, and emergency communication systems

**Step 8: Environmental Safety Assessment**

Assess environmental safety including hazardous material storage, spill prevention, and waste disposal compliance

**Step 9: Personnel Safety Equipment Review**

Inspect personal protective equipment availability and condition while ensuring team member access to required safety gear

**Step 10: Documentation and Record Keeping**

Document inspection findings and maintain detailed records for regulatory compliance and trend analysis

**Step 11: Hazard Correction Coordination**

Coordinate immediate correction of identified hazards and schedule major repairs or system improvements as required

**Step 12: Incident Prevention Analysis**

Analyze inspection findings for incident prevention opportunities and coordinate with team members for safety improvements

**Step 13: Regulatory Compliance Verification**

Verify compliance with applicable safety and security regulations and coordinate with authorities as required

**Step 14: Training Needs Assessment**

Identify safety training needs based on inspection findings and coordinate with training team for team member education

**Step 15: Continuous Improvement Implementation**

Implement safety and security improvements based on inspection findings and industry best practices

# Process Mapping

Flowchart showing inspection planning, systematic facility inspection, hazard identification, and corrective action coordination with decision points for regulatory compliance and emergency response.

# Tools and Resources

- Safety inspection checklists and documentation forms
- Security system testing equipment and access control management tools
- Environmental monitoring equipment and hazardous material documentation
- Emergency response equipment and communication systems
- Regulatory compliance references and inspection standards
- Corrective action tracking and follow-up systems

# Success Metrics

- **Completion Time:** Daily safety inspections completed within 2 hours of shift start.
- **Quality Standard:** 100% identification and documentation of safety hazards with immediate corrective action.
- **Safety Standard:** Zero preventable safety incidents and 100% regulatory compliance maintenance.
- **Client Satisfaction:** 97% client confidence in facility safety and security measures.

# Common Issues and Solutions

- **Issue:** Weather conditions affecting outdoor safety inspection completion

- **Solution:** Implement weather-modified inspection procedures and coordinate with team members for indoor facility priority inspections

**Issue:** Equipment malfunctions affecting security system operation

**Solution:** Activate backup security procedures, coordinate immediate repair services, and implement enhanced manual security monitoring

**Issue:** Regulatory requirement changes affecting inspection standards

**Solution:** Maintain current regulatory knowledge, coordinate with authorities for clarification, and update inspection procedures accordingly

## Safety Considerations

- ✅ **BEST PRACTICE**: Conduct monthly safety meetings and maintain current emergency response procedures and contact information

## Regulatory References

- 14 CFR Part 139 - Airport Operating Requirements
- OSHA 29 CFR 1910 - General Industry Safety Standards
- 49 CFR Part 1542 - Airport Security Requirements
- NFPA standards for fire protection and emergency response
- EPA regulations for environmental safety and hazardous materials
- Company Safety Management System (SMS) procedures