Baylor Institute for Aviation Sciences
Baylor Aviation Sciences VSRP Version 5 **September 1, 2026**

Baylor Aviation Sciences Voluntary Safety Reporting Program (VSRP)

Introduction: Baylor Institute for Aviation Sciences along with our partner flight training provider sets, oversees, and enforces safety standards for all parts of the aviation program provided at Baylor University. The Baylor Institute for Aviation Sciences is responsible for a safe and productive aviation education for all students in the aviation program; everyone should have the same goal in mind – safety – and the Voluntary Safety Reporting Program (VSRP) is a key component of this goal. In an effective voluntary safety-reporting environment, everyone involved with the Baylor Aviation Sciences program shares an open, trusting culture characterized by a commitment to compliance, self-correction, and voluntary disclosure. This culture increases awareness of aviation-safety-related issues and concerns, voluntary adoption of best practices, and mutual trust in the safe handling and appropriate use of raw data and information. The integration of data across the program enhances safety and enables improved insight and well-designed processes to facilitate data analysis and sharing of findings. Mitigation initiatives that come out of the Baylor Aviation Sciences VSRP are developed using risk-based, data-driven decisions and coordinated to ensure alignment and integration with other activities across the aviation industry. Everyone participating in our VSRP should know that they help improve the awareness and understanding of aviation safety issues. All efforts will be made for submissions to remain anonymous except as outlined in this policy.

Purpose: The Baylor Aviation Sciences Voluntary Safety Reporting Program (VSRP) is established to enhance safety and prevent accidents.

Distribution: To all Baylor Aviation Sciences students and management.

Policy: The VSRP encourages self-reporting of safety hazards and incidents associated with the Baylor Aviation Sciences program. This program is intended to identify safety issues identified by submitters, and provide corrective action or assistance and prevent future incidents from occurring. All reports should be submitted within 24 hours of an incident occurring, or of becoming aware of an incident involving the Aviation Sciences program. This program is intended to capture data associated with an honest mistake or an identified deficiency in the aviation program. Reporting does not protect the submitter from disciplinary action due to an act of willful negligence, intentional violation of policies, or criminal activity.

All reports shall be reported online, using the form on the Baylor Aviation Sciences website. In most cases the reports will be de-identified by the Data Guardian and submitted to the Event Response Committee (ERC) for review. The ERC shall examine the reports for completeness and timeliness, and ensure it meets the requirements set forth in this policy. The ERC shall provide feedback to the submitter (through the Data Guardian) and indicate whether the report has been accepted and, if necessary, forwarded to the appropriate individual(s) for corrective action. VSRP submissions shall be kept confidential by the ERC to the extent allowed under this policy.

All accepted submissions shall be de-identified and maintained by the ERC and any submissions selected for dissemination for education or dissemination purposes shall remain anonymous. The VSRP program shall foster a culture of safety reporting, with no fear of punitive measures toward the submitter. The Baylor Institute for Aviation Sciences management team supports a Just Culture that supports a free flow of safety information. As such, none of the management shall be provided identifiable submissions unless they do not meet the submission guidelines or the ERC deems it necessary.

It is important to understand that the VSRP is only one of many mechanisms available to report safety concerns. Other methods available are the UFC Safety Reporting System and direct communication with the Baylor Aviation Sciences Director, Chief ofht Safety, Chief of Flight Operations, or the Universal Flight Concepts President or Operations Director.

Event Response Committee (ERC): The ERC shall be comprised of members from each segment of the Baylor Institute for Aviation Sciences program:
Program Data Guardian – nonvoting Member and ERC President
Baylor Institute for Aviation Sciences Chief of Flight Operations – voting Member
Universal Flight Concepts representative – voting Member
Student Flight Instructor – voting Member
Current Commercial 2 Student – voting Member
Aviation Administration Student (junior or senior) – voting Member

All members of the ERC shall sign and respect a non-disclosure agreement (NDA) and shall not discuss VSRP submissions with non-ERC persons. All members of the ERC shall serve a 12-month term (unless otherwise specified) and shall serve at the discretion of the Director of the Baylor Institute for Aviation Sciences. All members shall be required to vote on VSRP submissions either in person or by an electronic voting method established by the ERC President.

Data Guardian: The Aviation Sciences Chief of Flight Safety will ensure the tenets of this policy are adhered to by all participants and will serve as 1) the Data Guardian of VSRP submissions and data; and 2) President of the ERC. The Data Guardian shall receive all submissions and de-identify them for ERC consideration. The Data Guardian shall analyze data to develop trend information and assist with risk mitigation.

Safety Dissemination: Data obtained through submissions shall be organized for dissemination through a safety bulletin. The bulletin shall be produced quarterly and be used to enhance safety through the sharing of knowledge and experiences. The objective is to heighten awareness and support a Just Culture.

What Information does the Baylor VSRP Collect: Voluntary reports made by members of the Baylor Aviation Sciences Community on aviation-safety-related issues or concerns the reporter is involved with, observes, or identifies. The Baylor VSRP may also collect information during the course of addressing submitted reports.

Who May Submit Reports the Baylor VSRP: To include but not limited to: Baylor Aviation Sciences Program students, flight instructors, faculty, and staff.

What May Be Reported to the Baylor VSRP:

a. A Baylor Aviation Sciences Community member can report any issue or concern that can have a potentially negative impact on aviation safety through the Baylor VSRP, including, but not limited to: matters concerning aircraft operations, maintenance, repair, aerospace medicine, cabin safety, avionics, policy, and general conditions involving safety. Any situations or conditions that could contribute to an unsafe environment should be reported.

b. Baylor Aviation Sciences Community members can submit concerns that appear to involve a possible noncompliance with applicable FAA directives, regulations, statutes, and orders.

The Baylor VSRP Reporting Process: When a Baylor Aviation Sciences Community member is involved in, observes, or identifies an aviation-safety-related issue or concern, the member should complete the Baylor VSRP form online and submit it electronically. The member should complete a separate form for each aviation-safety-related issue or concern as soon as practicable but is encouraged to do so within 24 hours after becoming aware of the incident/event. They should describe the matter in sufficient detail so that the ERC can understand the problem. They may attach any relevant evidence (e.g., documents, pictures, and video) that they believe directly supports their issue or concern. Such considerations and information can include, but are not limited to: reference to the applicable regulatory requirements or National Transportation Safety Board (NTSB) recommendations, appropriate certificate and registration numbers, or tracking/identification numbers used to capture related information within FAA databases.

Process:

(1) A report is made using the VSRP online form.
(2) The Data Guardian receives the report and prepares a de-identified version for ERC consideration.
(3) The ERC reviews the report and determines whether it is accepted or rejected (if rejected, see further policies below).
(4) If accepted, any necessary data is gathered for investigation by the ERC.
(5) If necessary, communication is made with initiators and other identified employee(s) through the Data Guardian.
(6) The ERC determines if any corrective actions are necessary.
(7) If necessary, corrective actions are recommended to the appropriate leadership teams through a Corrective Action Request.
(8) De-identified information is maintained by the Chief of Flight Safety for inclusion in the Safety Bulletin
(9) Recommended corrective actions are followed up on to determine effectiveness.

Review of Submitted Reports: The ERC members conduct reviews and deliberation for all Baylor Aviation Sciences VSRP reports. Decisions are reached by majority vote of the ERC members.

Possible Outcomes of Filing a Baylor Aviation Sciences VSRP Report: The Baylor Aviation Sciences VSRP ERC members will make majority consensus decisions resulting in one of the following outcomes for each report:

a. Accepted - A report identifies an aviation-safety-related issue or concern and does not reflect any of the excluded categories listed below.

b. Excluded

1. Reports of issues or concerns not related to aviation safety fall outside the purview of the Baylor Aviation Sciences VSRP. The ERC may forward, by majority vote, reports not related to aviation safety to the appropriate office or agency for information and possible resolution.

2. The ERC will not accept reports that involve criminal activity, substance abuse, alcohol use or misuse, or intentional falsification.

3. Reports that involve intentional disregard for safety or gross negligence are excluded. These include acts (or failures to act) demonstrating a gross disregard for, or deliberate indifference to, safety, safety standards, policies, procedures, or regulations.

4. Reports of events that directly involve an employee but that occurred while he or she was acting outside the scope of his or her employment, such as the operation of aircraft for personal or recreational purposes, are excluded.

5. Excluded reports not accepted into the Baylor Aviation Sciences VSRP may not receive the same confidentiality protection as accepted reports. If deemed appropriate by the ERC, excluded reports may involve disciplinary action.

c. Change in Acceptance Status. There may be instances in which a Baylor Aviation Sciences VSRP report status may shift between accepted and excluded in light of additional evidence.

Protective Provisions of Baylor Aviation Sciences VSRP: The following provisions apply to reports that are accepted.

a. **Confidentiality.** The Baylor Aviation Sciences VSRP considers information that could be used to identify the submitter or any other members mentioned in the submitter's report to be confidential. Only the Data Guardian will know the identity of those involved in the report.

b. **Baylor Aviation Sciences VSRP Confidentiality and Nondisclosure Agreement.** Because of the highly sensitive nature of the information reviewed in VSRP reports, each ERC member must sign a VSRP Confidentiality and Nondisclosure Agreement. The Data Guardian shall also require any person who has access to confidential VSRP information to sign a VSRP Confidentiality and Nondisclosure Agreement prior to being granted access to the information.

c. **Disciplinary or Enforcement Action.** The Baylor Aviation Sciences VSRP will take no enforcement or punitive action against any member who submits a good faith report that is accepted (and not subsequently excluded). Excluded reports may involve disciplinary action.

Options Available to the ERC: The ERC conducts an evaluation of each report that will result in one of four options:

a. The ERC decides that no action is needed at this time.
b. The ERC determines more information is needed to complete the evaluation.
c. The ERC recommends corrective action through a Corrective Action Request.
d. The ERC excludes the report and, if necessary, recommends disciplinary action.

Corrective Action Request. A Corrective Action Request (CAR) is a formal request for action to resolve an identified aviation-safety-related issue or concern. If deemed necessary by the ERC, the ERC will develop a CAR providing specific information and recommendations for resolving the matter. The ERC President will disseminate the CAR to the appropriate individual(s).

Examples of Corrective Action Requests:

1. Addition to or modification of Quick Reference Guides
2. Additional training for personnel
3. Additional resources added to a process