



## LETTER OF UNDERSTANDING

**Between the FAA Safety Team (FAASTeam)**  
**and**  
**Helicopter Safety Alliance**

This Letter of Understanding (LOU) establishes an arrangement between the **Federal Aviation Administration Safety Team (FAASTeam)** and the **Helicopter Safety Alliance (HSA)** to promote aviation safety awareness and training to all airmen and industry service providers. This LOU does not create a legal or financial obligation between the undersigned parties, or any liability on behalf of the Federal Aviation Administration (FAA) or any of its employees operating within the scope of their employment in connection with any activities conducted or events held pursuant to this agreement.

Neither the FAA nor the FAASTeam endorses any entity, service, or product by entering into this agreement. The parties to this LOU enter into this agreement voluntarily to pursue a common goal of promoting aviation safety. Either party may terminate this LOU at any time by giving written notice to the other party.

The following reflects the general duties and responsibilities agreed to by the undersigned parties to support aviation safety.

The FAASTeam agrees to:

- Establish **Valerie G. Palazzolo**, Manager, Safety Promotion and Program Office, AFS-920 as the Executive Manager for the FAASTeam Industry Member Program, providing leadership and strategic direction.
  - Office Phone: 614-656-8377
  - Cell Phone: N/A
  - Email Address: [valerie.g.palazzolo@faa.gov](mailto:valerie.g.palazzolo@faa.gov)
  
- Establish **Barry Hyde** as the Point of Contact (POC) for the FAASTeam Industry Member Program providing all formal / informal communications, recruitment, and for developing / sustaining long-term relationships with FAASTeam Industry Members.
  - Office Phone: 202-267-1094
  - Cell Phone: N/A
  - Email Address: [barry.hyde@faa.gov](mailto:barry.hyde@faa.gov)
  
- Establish **Fred Kaiser** as the Coordinator for the FAASTeam Industry Member Program administering all aspects and logistics for the program including collateral processes. The Coordinator, in concert with the POC and the Industry Member identifies opportunities for collaboration and safety outreach.

- Office Phone: N/A
  - Cell Phone: 205-746-6837
  - Email Address: fred.kaiser@faa.gov
- Recognize **HSA's** participation in the FAAS<sup>T</sup>eam safety events as a FAAS<sup>T</sup>eam Industry member through the FAAS<sup>T</sup>eam's airman / service provider website – [www.FAASafety.gov](http://www.FAASafety.gov); the SPANS program, and other national media resources.
  - Provide a link to the **HSA** website - [www.helicoptersafetyalliance.com](http://www.helicoptersafetyalliance.com) on [www.FAASafety.gov](http://www.FAASafety.gov).
  - Work collaboratively with **HSA** to develop safety awareness training, products, and industry best practices while discovering ways to provide educational safety outreach for airmen and industry service providers.
  - Work collaboratively with **HSA** to develop outreach strategies for and promote the Pilot Proficiency Award (**WINGS**)/Aviation Maintenance Technician (AMT) Award Programs.
  - Participate in press relations and other appropriate channels of communication to announce and maintain awareness of the FAAS<sup>T</sup>eam and the **HSA** arrangements as stated herein.

**The HSA agrees to:**

- Establish **Stan Rose**, as the Point of Contact (POC) for the FAAS<sup>T</sup>eam to coordinate requests and collaborative efforts.
  - Office Phone: **703-477-1319**
  - Cell Phone: **N/A**
  - Email Address: [stan@helicoptersafetyalliance.com](mailto:stan@helicoptersafetyalliance.com)
- Establish **Susie Coomer** as the Point of Contact (POC) for individual seminars. She will coordinate with FPM and other FAAS<sup>T</sup>eam personnel to plan and execute the events.
  - Office phone: N/A
  - Cell Phone: 573-270-1113
  - Email address: [susie@helicoptersafetyalliance.com](mailto:susie@helicoptersafetyalliance.com)
- Provide a link to the [www.FAASafety.gov](http://www.FAASafety.gov) website on [www.helicoptersafetyalliance.com](http://www.helicoptersafetyalliance.com).
- Work collaboratively with the **FAAS<sup>T</sup>eam** to develop safety awareness training, products, and industry best practices while discovering ways to provide educational safety outreach for airmen and industry service providers.
- Support the General Aviation Awards Program as a sponsor and advisor.
- Promote the use of the resources on the [www.FAASafety.gov](http://www.FAASafety.gov) website, and the use of the **WINGS/AMT Award Programs** by airmen and members of the **HSA**.
- Contribute to the FAAS<sup>T</sup>eam web site by providing instructional materials, safety materials, anecdotes, or other appropriate material subject to the FAAS<sup>T</sup>eam approval and acceptance through the POC listed above.

- Provide or assist in locating free facilities suitable for conducting safety events.
- Support local and national development of FAAS Team Representatives activities for safety outreach.
- Use available **HSA** media and marketing campaigns to promote FAAS Team programs and sanctioned events.
- Encourage the **HSA** members to volunteer, and solicit volunteers to assist in supporting FAAS Team programs and sanctioned events.
- Participate in press relations and other appropriate channels of communication to announce and maintain awareness of the FAAS Team and the **HSA** arrangements as stated herein.

In addition to the general duties and responsibilities listed above, the following duties and responsibilities apply to the conduct of helicopter specific safety stand-downs jointly sponsored by the **FAAS Team** and **HSA**.

**HSA** agrees to:

- Reach out to the local FAAS Team Program Manager (FPM) to develop a planning team for the event. Normally, this will be the Operations FPM unless the local FSDO does not have one on staff and then it will fall to the Maintenance FPM.
- Issue the SPANS from the national template within the SPANS management system six months prior to the event as a "save the date". Additionally, an update will be issued six weeks prior to the event with the flyer attached and ten days prior to the event with the agenda attached.
- Will provide a flyer and agenda to assist the FPM in promotion of the event.
- Will plan and coordinate the event including selection (and payment if necessary) of the venue, purchase the catering, arrange for speakers and set up prior to the event.
- Will manage the registration desk at check in.
- Provide a vendor table for the FAAS Team to display and distribute information and safety material.

The FAAS Team agrees to:

- The local FPM will reach out to the appropriate personnel in the local FSDO to develop an appropriate planning team with **HSA** personnel. This team will:
  - Make suggestions for appropriate local venues.
  - Make suggestions for local speakers.
  - Make suggestions for topics of interest in the local flying area.
  - Provide a speaker to give the "welcome address" (i.e., FPM, FSDO Manager).  
Provide a speaker for the presentation on FAA Compliance Philosophy.
  - Create a plan for promoting the event with the local helicopter operators (flyers, email, personal contact, etc.) NOTE: the pilots and maintainers are reached through the SPANS notice. It is essential, however, that the FPM reaches out to the local operators through email, the flyer, personal contact and invite their



managers to attend the stand-down.

- The local FPM will print the agenda for the attendees and the registration sheet(s) off of the SPANS Notice and bring them to the event.

Signatures on this document establish **HSA** as a FAASTeam Industry Member and acknowledges intent to perform the duties and responsibilities listed within this document.

**VALERIE G  
PALAZZOLO**

Digitally signed by  
VALERIE G PALAZZOLO  
Date: 2018.08.23 09:12:07  
-04'00'

---

**Valerie G. Palazzolo**  
Flight Safety Standards  
Manager  
Safety Promotion Program Office (SPPO) AFS-920

---

Date



---

**Stan Rose**  
Helicopter Safety Alliance

---

23 AUG 18  
Date