
CHAPTER 196 PARTICIPATE IN AN ACCIDENT PREVENTION PRESENTATION

Section 1 Background

1. PTRS ACTIVITY CODE: 1920

3. OBJECTIVE. The objective of this task is to prepare a presentation for the district office accident prevention program. Successful completion of this task results in a presentation by an operations inspector during an accident prevention safety seminar.

5. GENERAL. When planning a presentation, consider the audience, the topic, the amount of time allotted, and coordination with other speakers and program elements.

A. **The Audience.** Audiences vary, but the general experience level and interests of the expected attendees are usually known. In addition to tailoring the presentation to the audience, it is important to ensure that the material will be appropriate.

B. **The Topic.** Confine the presentation to the topic requested and be aware of the topic's significance in the overall program. The emphasis and goals of the district office accident prevention program are derived from national program guidance and modified by the Accident Prevention Program Manager in response to accident and

incident trends, local issues, and special projects. District programs are planned in advance according to national priorities and available resources.

C. **Time Allotted.** The time allotted for a presentation should be adhered to carefully, particularly when there is more than one speaker. Seminar announcements usually specify a timeframe, and prolonged meetings can be disastrous. Speakers should allow time for audience response and questions.

D. **Coordination.** Often a presentation can be adjusted slightly to support and emphasize another speaker's position, or to highlight the content of an audiovisual presentation. Understanding how the elements of the program will interrelate will permit speakers to enhance the impact of the entire program.

7. PRESENTATION STRUCTURE. The presentation should introduce the subject, present it, and summarize it. Every possible aid should be used to give the program added impact. The Accident Prevention Program Manager can provide materials from the office's audiovisual library, and may be able to help create original aids if needed to support the presentation.

Section 1 Procedures

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. **Prerequisites.** This task requires knowledge of the FAA's policies, procedures, and Accident Prevention Program Plan (APPP), and qualification as an Aviation Safety Inspector (Operations or Airworthiness).

B. **Coordination.** This task requires coordination with the district office Accident Prevention Program Manager (APPM) and the appropriate unit supervisor. This task may also require coordination with other ASIs in the district office, local aviation groups, and other state and local government agencies.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- All applicable FAR
- Order 8700.1, General Aviation Operations Inspector's Handbook
- Appropriate resource materials

B. Forms.

- None

C. Job Aids.

- None

5. PROCEDURES.

A. **Obtain Information.** Obtain the following information from the APPM:

- (1) Date, time, and location of the presentation.
- (2) Topics to be covered.
- (3) Time allowed for inspector's presentation.
- (4) Equipment available at the facility.
- (5) 4 Number of other guest speakers and their topics.

(6) The type of audience expected.

(7) Any other information necessary to prepare the presentation.

B. **PTRS.** Open PTRS file.

C. **Develop Subject Matter for the Presentation**

(1) Conduct research to prepare for the presentation. Some suggestions for resource material are: FAA publications, NASA publications, military publications, Civil Aeromedical Institute (CAMI) materials, state and local government agencies, and APPM generated records and reports.

(2) Produce an outline for APPM approval.

D. **Audiovisual Aids.** Obtain any audiovisual aids required for the presentation.

E. **Prepare Presentation.** Base your presentation on the subject matter, expected number of people, available video equipment, the size of the facility, and amount of time scheduled. Ensure that the presentation includes at least the following elements:

(1) An introduction that gets the attention of the audience and clearly states the subject.

(2) A main body that presents the topic clearly.

(3) A conclusion that restates the points made and motivates the audience to take the desired actions.

F. **Pre-Presentation Activities.** Use the following guidelines to help in the organization of materials and equipment needed for the presentation.

(1) Rehearse the presentation with any necessary equipment to ensure that:

(a) It is within the time limit.

(b) The equipment transitions are smooth.

(c) The presentation stays within the guidelines established by the APPM

(2) Check any audiovisual equipment the day before the presentation to ensure that it is available and in good working order.

H. **Conduct the Presentation**

(1) Arrive early enough to set up and test the equipment.

(2) Be flexible enough to accommodate unexpected developments.

(3) Offer to follow up on questions and requests from the audience that cannot be accommodated during the meeting.

G. **PTRS.** Close PTRS file.

7. TASK OUTCOMES. Successful completion of this task results in one or more of the following.

A. A presentation that provided accurate, beneficial information and fostered good relations with the aviation community.

B. Increased awareness of, and support for, aviation safety.

C. A presentation that met the requirements of the APP program and ASI's Position Description.

9. FUTURE ACTIVITIES. Participation in future presentations.