

(Company Name) Safety Management System Manual

Based on ICAO 9859 SMS Manual Chapter 5. This template is to provide a guide for the aviation industry in Belize, and is not designed to fit all companies. The size of the company will dictate the size of your safety team. The company does not have to have their information in this order, but they are REQUIRED to have all the elements. Refer to ICAO 9859 SMS Manual Chapter 5, Appendix 4 for more information about the SMS Manual. The BDCA will be holding workshops during the phases so a company may work on their document in phases. During this time a company can get their document in process, reviewed. Please notice that all areas of the document is identified in phases, but this does not limit a company to finishing certain parts ahead of the assigned phase.

GAP Analysis *(Phase I completed but adjusted as phases are complete until the end of phase IV)*

Document Control *(Phase I)*

1. Safety Policy and Commitment

1.1 Management commitment and responsibilities (Phase I)

An example of a safety policy is in the 9859, Figure 5-1, page 5-2. Safety policy signed by Accountable Manager.

1.2 Safety accountabilities (Phase I)

The company shall identify the Accountable Executive who, irrespective of other functions, shall have ultimate responsibility and accountability, on behalf of the company, for the implementation and maintenance of the SMS. Safety responsibilities, accountabilities and authorities shall be documented and communicated throughout the organization, and shall include a definition of the levels of management with authority to make decisions regarding safety risk tolerability.

1.3 Appointment of key safety personnel (Phase I)

The company shall identify a safety manager to be the responsible individual and focal point for the implementation and maintenance of an effective SMS.

1.4 Coordination of emergency response planning (Phase II)

Company must identify their emergency response plan in a worst case scenario. This plan must show who has responsibilities, and how the company transitions from normal operations to emergency to normal operations. Emergency plan should work in conjunction with airport emergency plan. Information can be found in the 9859 Appendix 3 to Chapter 5.

2. Safety Risk Management

2.1 Volunteer and Confidential hazard Reporting Procedure (Phase III)

The company shall establish a safety reporting system that provides the ability to confidentially report any hazards. Include the description of the system, its procedures in investigating and corrective and preventative actions. See Appendix 5 for Chapter 5 for information on the volunteer incident reporting system. This includes the company disciplinary procedure/policy. Phase IV will enhance the disciplinary procedure/policy to take into account unintentional errors or mistakes from deliberate or gross violations. See Safety Library for Hazard Log.

2.2 Hazard identification (Phase III)

The company shall develop and maintain a formal process that ensures that hazards in operations are identified. Hazard identification shall be based on a combination of reactive, proactive and predictive methods of safety data collection. In PHASE IV the company will tie in the volunteer reporting system into the Hazard Identification procedures. The SSP Team and the Belize Department of Civil Aviation will waive the MORS requirement for any PAST (6 months) accidents/incidents during this review if the information is shared with the SSP Team. It is important that the BDCA collect as much data as possible. This will make it more efficient to identify hazards, safety performance indicators, and safety performance targets. It will also enable BDCA and the SSPT to develop Acceptable Levels of Safety Performance for the country.

2.3 Safety risk assessment and mitigation (Phase III)

The company shall develop and maintain a formal process that ensures analysis, assessment and control of the safety risks in [organization] operations.

3. Safety Assurance

3.1 Safety performance monitoring and measurement (Phase III)

The company shall develop and maintain the means to verify the safety performance of the organization and to validate the effectiveness of safety risk controls. The safety performance of the organization shall be verified in reference to the safety performance indicators and safety performance targets of the SMS. The company will establish their ALoSP and an action plan. See Appendix 6 to Chapter 5 for more information. The company shall use their mandatory and volunteer incident reporting systems to assist in their monitoring and measuring their safety performance. Phase IV will continue to fine tune and adjust the company's Safety Performance Indicators (SPI).

3.2 The management of change (Phase III)

The company shall develop and maintain a process to identify changes within the organization which may affect established processes and services; to describe the arrangements to ensure safety performance before implementing changes; and to eliminate or modify safety risk controls that are no longer needed or effective due to changes in the operational environment.

3.3 Continuous improvement of SMS (Phase III)

The company shall develop an internal and external quality audit programme. In Phase IV the company will establish an SMS audit or integrate them into the internal and external audit programmes. The formal process will identify the causes of substandard performance of the

SMS, determine the implications of substandard performance of the SMS in operations, and eliminate or mitigate such causes. .

4. Safety promotion

4.1 Training and education (Phase I)

*The company shall develop and maintain a safety training programme that ensures that personnel are trained and competent to perform the SMS duties. The scope of the safety training shall be appropriate to each individual's involvement in the SMS. By **Phase IV** the training should be complete on their employees. Records of the training will be included in the Safety Library.*

4.2 Safety communication (Phase I)

The company shall develop and maintain formal means for safety communication that ensures that all personnel are fully aware of the SMS, conveys safety-critical information, and explains why particular safety actions are taken and why safety procedures are introduced or changed.

SAFETY LIBRARY REQUIREMENTS AT COMPANY

The safety library will be made available to the SSPT or BDCA upon request and subject to periodical reviews.

SMS Manual

Mandatory and Volunteer and Confidential Reporting Systems

The company needs to show proof that they have an active mandatory and volunteer reporting system. Further information on the voluntary and confidential reporting system can be found in 9859 Appendix 5 to Chapter 5.

SMS Training Records

The company will maintain records of employees receiving training on SMS. The company will also maintain records on all employees training that they have received. This includes training on equipment on or off the aircraft.

Hazard Identification and Safety Risk Management Log

The hazard identification and safety risk management log should be available to be reviewed. This log is used to provide a record of identified safety risks and the actions taken by nominated individuals. The record should be permanently retained in the safety library in order to provide evidence of safety risk management and to provide a reference for future safety risk assessments.

Having identified and ranked the safety risks, any existing defences against them should be identified. These defences must then be assessed for adequacy. If these are found to be less than adequate, then additional actions will have to be prescribed. All actions must be addressed by a specific individual (usually the manager responsible), and a target date for completion must be given. The hazard identification and safety risk management log is not to be cleared until this action is completed. Below is an example of Hazard log, the company may develop their own but the elements should be there.

<i>Type of operation or activity</i>	<i>Generic hazard</i>	<i>Specific components of the hazard</i>	<i>Hazard-related consequences</i>	<i>Existing defences to control safety risks, and safety risk index</i>	<i>Further action to reduce safety risks, and resulting safety risk index</i>	<i>Responsible person</i>
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