

SMS MANUAL ACCEPTANCE

Name of Aerodrome:	
Name of Operator:	
Person-In-Charge of Aerodrome :	
Name of Safety Manager:	
E-mail Address:	

No.	SMS Manual Elements and Review List	Comments	Reference in SMS Manual
1	SAFETY POLICY AND OBJECTIVES		
	Management commitment:		
1.1	1. Safety policy available and signed by Accountable Executive.		
	2. Safety objectives are established and documented.		
	3. If management of SMS is delegated to a person other than the Accountable Manager then the manual shall document it.		
1.2	Safety accountabilities of individuals and managers are documented and are in line with the size, nature and complexity of operations.		
	Appointment of Key Safety post holders/groups:		
1.3	1. Safety Manager qualifications and responsibilities are documented and maintained up to date. <i>(Note: The Accountable Manager retains his accountability for the performance of the organization's SMS)</i>		
	2. Safety Review Board and Safety Action Group (for large organization) requirement documented with resources allocations, and descriptions of roles and functions.		
1.4	Emergency Response Plan documented with objectives set, and allocation of roles and responsibilities of internal and external stakeholders.		
1.5	Testing frequency of the ERP clearly stated, (Full Emergencies and Table Top Exercises)		
1.6	Identification of the person in charge for the administration of the manual and the mechanisms for revising it along with record keeping of all activities related to SMS.		
1.7	Organizational chart of key personnel.		
1.8	Description safety accountabilities.		
1.9	Description of safety management groups/committees.		
	Safety Policies shall include the following:		
1.10	1. Commitment to achieve the Acceptable Level of Safety as fixed by GACA.		
	2. Commitment for maintaining and improving safety performance and level of safety set by GACA.		
	3. Commitment for a JUST and Non-Punitive culture.		
	4. Commitment to manage safety risks.		

	5. Commitment for implementing and maintaining safety systems.		
	6. Commitment on the acceptable and non-acceptable behaviors for the Aerodrome Operator.		
	7. Commitment on individual and management accountabilities and responsibilities for Safety Management System.		
	8. Commitment on priority of flight safety in relation to other priorities.		
	9. Commitment on compliance with safety standards and regulatory requirements.		
	10. Commitment on encouraging the reporting of safety related matters.		
	11. Commitment on ensuring sub-contractors meets safety standard and requirements.		
2	SAFETY RISK MANAGEMENT		
2.1	Hazard identification process documented with formal means of collection, record, and analyze including an effective feedback process and reviewing process.		
2.2	Process to describe and analyze the system used in identifying hazards which includes: (1) Function and purpose of the system. (2) The system's operating environment. (3) An outline of the system's processes and procedures. (4) The personnel, equipment, and facilities necessary for operation of the system.		
2.3	Processes to analyze safety risk associated with the hazards.		
2.4	process for conducting risk assessment for the determination of acceptable safety risk which includes Description of method used for risk identification.		
2.5	Processes to develop safety risk controls that are necessary as a result of the safety risk assessment process.		
2.6	Risk assessment and mitigations processes documented with formal means of collection, record, categorization (against probability, severity and exposure) of safety data and analyze for mitigation purpose including an effective feedback process.		
2.7	Description of how risks are mitigated and controlled and a description of safety risk control development method.		
3	SAFETY ASSURANCE		
3.1	Process to develop and maintain the Safety Performance Monitoring and measurement process documented to ensure compliance with the Safety Policy and Objectives with focus on adequate staff competencies, compliance with approved procedures and instructions.		
3.2	A Defined schedule and process for the internal safety audits.		
3.3	Process for Management of Change is documented including identification of external and internal factor that may affect the safety of operations.		
3.4	Means for Continuous Improvement of the Safety System are identified and established including Internal Auditing Process, Third Party Oversight, and personnel performances which include: Description of internal safety auditing process and review schedule.		
3.5	A method for all elements of SMS assurance.		
3.6	A method for defining SPIs and SPTs.		
3.7	Description for setting safety performance targets and indicators and how performance against targets is assessed.		

3.8	Description of documentation methods relating to safety; Airport operational records and airport maintenance records including pavements and lighting.		
3.9	Description of system for reporting and voluntary reporting system which includes: Description for reporting, recording, investigating occurrences, complaints, defects, faults, discrepancies and failures.		
3.10	Description of system for continued safety monitoring.		
3.11	Description of system for recruitment, training and competency testing of staff which includes review and evaluation of the adequacy of training provided.		
3.12	Description of safety audits which includes the schedule, frequency, audited areas, auditors qualifications and audit results.		
3.13	Description of Aerodrome Quality Assurance System .		
3.14	Description of ERP (AEP) testing method and frequency.		
3.15	Description of how critical safety areas are identified.		
4	SAFETY PROMOTION		
4.1	Training and education which includes developing and maintaining a safety training programme.		
4.2	To ensure the availability of Training Needs Analysis across the work group		
4.3	Safety Communication. It shall identify the medias in place for such promotion.		
4.4	Description of methods and procedures for communicating safety measures and Safety messages.		

Comments:

INSPECTOR'S REMARK:

Name of Inspector:	Signature:	Date:
Name of Inspector:	Signature:	Date:
Name of Inspector:	Signature:	Date:
Name of Inspector:	Signature:	Date:
Name of Inspector:	Signature:	Date:
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