

GACA SMS EFFECTIVENESS ASSESSMENT TOOL

Safety Policies and Objectives (Component 1)

Management Commitment (Element 1.1)

Evaluation							
Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
1.1.1	There is a safety policy, signed by the Accountable Manager, which includes a commitment to continuous improvement; observes all applicable legal requirements and standards; and considers best practices.	☐	☐	☐	☐		
1.1.2	The safety policy includes a statement to provide appropriate resources, and the organization is managing resources by anticipating and addressing any shortfalls.	☐	☐	☐	☐		
1.1.3	There are policies in place for safety critical roles relating to all aspects of Fitness for Duty (for example, Alcohol and Drugs Policy or Fatigue).	☐	☐	☐	☐		

Guidance

What to look for

- Interview the Accountable Executive to assess their knowledge and understanding of the safety policy.
- Check that the safety policy is reviewed periodically for content and currency.
- Confirm that the safety policy meets the requirements.
- Interview staff to determine to what extent the safety policy is known, as well as how readable and understandable it is.
- Review available resources including personnel, equipment, and finance.
- There are sufficient and competent personnel.
- Review planned resources versus actual resources.
- Check how a positive safety culture is encouraged and impacts the overall effectiveness.

Present	Suitable	Operating	Effective
There is a safety policy, signed by the Accountable Manager, which includes a commitment to continuous improvement; observes all applicable legal requirements and standards; and considers best practices. The safety policy includes a statement to provide appropriate resources.	The safety policy is easy to read. The content is customized to the organization. There is a process for assessing resources and addressing any shortfalls.	The safety policy is reviewed periodically to ensure it remains relevant to the organization. The organization is assessing the resources being provided to deliver a safe service and taking action to address any shortfalls.	The Accountable Executive is familiar with the contents of the safety policy and endorses it. The organization is reviewing and taking action to address any forecasted shortfalls in resources.

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Evaluation							
Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
1.1.4	There is a means in place for the communication of the safety policy.	☐	☐	☐	☐		
1.1.5	The Accountable Executive and the senior management team promote a positive safety/just culture and demonstrate their commitment to the safety policy through active and visible participation in the safety management system.	☐	☐	☐	☐		

Guidance			
What to look for			
- Review how the safety policy is communicated. - The safety policy is clearly visible to all staff, including relevant contracted staff and third-party organizations. - Question managers and staff regarding knowledge of the safety policy. - All managers are familiar with the key elements of the safety policy. - Evidence of senior management participation in safety meetings, training, conferences, etc. - Feedback from safety surveys that include specific culture aspects. - Relationship with regulators and other stakeholders. - Review how positive safety and just culture are promoted.			
Present	Suitable	Operating	Effective
There is a means in place for the communication of the safety policy. The management commitment to safety is documented within the safety policy.	The safety policy is clearly visible to all staff (consider multiple sites). The safety policy is understandable (consider multiple languages). The Accountable Executive and the senior management team have a well-defined role in the safety management system.	The safety policy is communicated to all personnel (including relevant contract staff and organizations). The Accountable Executive and the senior management team are promoting their commitment to the safety policy through active and visible participation in the safety management system.	People across the organization are familiar with the policy and can describe their obligations in respect of the safety policy. Decision making, actions, and behaviors reflect a positive safety/just culture and there is good safety leadership that demonstrates commitment to the safety policy.

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Evaluation

Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
1.1.6	The safety policy actively encourages safety reporting.	☐	☐	☐	☐		
1.1.7	A just culture policy and principles have been defined that clearly identifies acceptable and unacceptable behaviors to promote a just culture.	☐	☐	☐	☐		

Guidance

What to look for

- Evidence of when the just culture principles have been applied following an event.
- Evidence of interventions from safety investigations addressing organizational issues rather than focusing only on the individual
- Review how the organization is monitoring reporting rates.
- Review the number of aviation safety reports appropriate to the activities.
- Safety reports include the reporter's own errors and events they are involved in (events where no one was watching)
- Feedback on just culture from staff safety culture surveys
- Interview staff representatives to confirm that they agree with just culture policy and principles.
- Check that staff are aware of the just culture policy and principles.

Present	Suitable	Operating	Effective
Just culture policy and principles have been defined.	The just culture policy clearly identifies acceptable and unacceptable behaviors, including the conditions under which punitive action would be considered (e.g. illegal activity, negligence or willful misconduct). The principles ensure that the policy can be applied consistently across the whole organization. The just culture policy and principles are understandable and clearly visible.	There is evidence of the just culture policy and supporting principles being applied and promoted to staff.	The just culture policy is applied in a fair and consistent manner and staff trust the policy. There is evidence that the line between acceptable and unacceptable behavior has been determined in consultation with staff and staff representatives.

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Evaluation							
Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
1.1.8	Safety objectives have been established that are consistent with the safety policy and they are communicated throughout the organization.	☐	☐	☐	☐		
1.1.9	The State Safety Program (SSP) is being considered and addressed as appropriate.	☐	☐	☐	☐		

Guidance			
What to look for			
- Assess whether the safety objectives are appropriate and relevant. - Objectives are defined that will lead to an improvement in processes, outcomes, and the development of a positive safety culture - Assess how safety objectives are communicated throughout the organization. - Safety objectives are being measured to monitor achievement through SPIs and SPTs - Assess if the safety objectives have considered the State safety objectives in the SSP.			
Present	Suitable	Operating	Effective
Safety objectives have been established that are consistent with the safety policy and there is a means to communicate them throughout the organization.	Safety objectives are relevant to the organization and its activities. Safety objectives are understandable and clearly visible. Safety objectives are aligned with the SSP.	Safety objectives are being regularly reviewed and are communicated throughout the organization.	Achievement of the safety objectives is being monitored by senior management and action taken to ensure they are being met.

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Safety Accountability and Responsibilities (Element 1.2)

Evaluation

Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
1.2.1	An Accountable Executive has been appointed with full responsibility and accountability to ensure the SMS is properly implemented and performing effectively.	☐	☐	☐	☐		
1.2.2	The Accountable Executive is fully aware of their SMS roles and responsibilities in respect of the safety policy, safety standards, and safety culture of the organization.	☐	☐	☐	☐		

Guidance

What to look for

- Evidence is that the Accountable Executive has the authority to provide sufficient resources for relevant safety improvements.
- Evidence of decision making on risk acceptability
- Review SMS activities are being carried out in a timely manner and the SMS is sufficiently resourced.
- Evidence of activities is being stopped due to the unacceptable level of safety risk.
- Look for evidence that Accountable Executive actions are consistent with the active promotion of a positive safety culture in the organization.

Present	Suitable	Operating	Effective
An Accountable Executive has been appointed with full responsibility and ultimate accountability for the SMS.	The Accountable Executive has control of resources.	The Accountable Executive ensures that the SMS is properly resourced, implemented, and maintained, and has the authority to stop the operation if there is an unacceptable level of safety risk. The Accountable Executive is fully aware of their SMS roles and responsibilities. The Accountable Executive is accessible to the staff in the organization.	The Accountable Executive ensures that the performance of the SMS is monitored, reviewed, and improved.

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Evaluation							
Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
1.2.3	Safety accountabilities, authorities, and responsibilities are defined and documented throughout the organization and staff understand their own responsibilities.	☐	☐	☐	☐		

Guidance			
What to look for			
- Question managers and staff regarding their roles and responsibilities. - Confirm senior managers are aware of the organization's safety performance and its most significant risks. - Evidence of managers having safety related performance targets - Look for active participation of the management team in the SMS. - Evidence of appropriate risk mitigation, action, and ownership - The levels of management authorized to make decisions on risk acceptance are defined and applied. - Check for any conflicts of interest and that they have been identified and managed.			
Present	Suitable	Operating	Effective
The safety accountability, authorities, and responsibilities are clearly defined and documented.	Individuals have access to their safety accountability, authorities, and responsibilities (for example, through job descriptions or organizational charts).	Everyone in the organization is aware of and fulfils their safety responsibilities, authorities, and accountabilities and are encouraged to contribute to the SMS.	The Accountable Executive and the senior management team are aware of the risks faced by the organization and SMS principles that exist throughout the organization so that safety is part of the everyday language.

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Appointment of Key Personnel (Element 1.3)

Evaluation							
Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
1.3.1	A competent safety manager who is responsible for the implementation and maintenance of the SMS has been appointed with a direct reporting line to the Accountable Executive.	☐	☐	☐	☐		
1.3.2	The organization has allocated sufficient resources to manage the SMS including, but not limited to, competent staff for safety investigation, analysis, auditing, and promotion.	☐	☐	☐	☐		

Guidance

What to look for

- Review safety manager role including credibility and status
- Review of the training that the safety manager has received
- Evidence of maintained competency
- Review how the safety manager gets access to internal and external safety information
- Review how the safety manager communicates and engages with operational staff and senior management
- Review of the safety manager's workload/allocated time to fulfil role
- Check there are sufficient resources for SMS activities such as safety investigation, analysis, auditing, safety meeting attendance, and promotion
- Review of safety report action and closure timescales
- Interviews with Accountable Executive and safety manager
- Check for any conflicts of interest and that they have been identified and managed.

Present	Suitable	Operating	Effective
A safety manager who is responsible for the implementation and maintenance of the SMS has been appointed with a direct reporting line to the Accountable Executive.	The safety manager is competent. Sufficient time and resources are allocated to maintain the SMS.	The safety manager has implemented and is maintaining the SMS. The safety manager is in regular communication with the Accountable Executive and escalates safety issues when appropriate. The safety manager is accessible to staff in the organization.	The safety manager is competent at managing SMS and identifies improvements in a timely manner. There is a close working relationship with the Accountable Executive and the safety manager is considered a trusted advisor and given appropriate status in the organization.

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Evaluation

Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
1.3.3	The organization has established an appropriate safety committee(s) that discusses and address safety risks and compliance issue and includes the Accountable Executive and the heads of functional areas.	☐	☐	☐	☐		

Guidance

What to look for

- Review safety committee and meeting structure and Terms of Reference for each committee/meeting
- Review meeting attendance levels
- Review meeting records and actions
- Check that outcomes are communicated to the rest of the organization
- Evidence of safety objectives, safety performance, and compliance are being reviewed and discussed at meetings
- Participants challenge what is being presented when there is limited evidence
- Senior management are aware of the most significant risks faced by the organization and the overall safety performance of the organization.

Present	Suitable	Operating	Effective
The organization has established a safety committee(s).	Safety committee(s)' structure and frequency support the SMS functions across the organization. The scope of the safety committee(s) includes safety risks and compliance issues. The attendance of the highest-level safety committee includes at least the Accountable Executive and the heads of functional areas.	There is evidence of meetings taking place detailing the attendance, discussions, and actions. The safety committee(s) monitors the effectiveness of the SMS and compliance monitoring function by reviewing sufficient resources. Actions are being monitored and appropriate safety objectives and SPIs have been established.	Safety committees include key stakeholders. The outcomes of the meetings are documented and communicated, and any actions are agreed, taken, and followed up in a timely manner. The safety performance and safety objectives are reviewed and actioned as appropriate.

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Co-Ordination of Emergency Response Planning (Element 1.4)

Evaluation							
Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
1.4.1	An appropriate emergency response plan (ERP) has been developed and distributed that defines the procedures, roles, responsibilities, and actions of the various organizations and key personnel.	☐	☐	☐	☐		
1.4.2	The ERP is periodically tested for the adequacy of the plan and the results reviewed to improve its effectiveness.	☐	☐	☐	☐		

Guidance

What to look for

- Review of emergency response plan
- Review of how coordination with other organizations is planned
- Review of how ERP is distributed and where copies are held
- Interview key personnel and check they have access to the ERP
- Check that different types of foreseeable emergencies have been considered
- Review when the plan was last reviewed and tested, and actions taken.

Present	Suitable	Operating	Effective
A coordinated ERP has been developed and defined.	Key personnel always have easy access to the relevant parts of the ERP. The ERP defines the procedures, roles, responsibilities, and actions of the various organizations and key personnel. The frequency and methods for testing the ERP are defined. The coordination with other organizations (including non-aviation organizations) is defined as appropriate means.	The ERP is reviewed and tested to make sure it remains up to date. There is evidence of coordination with other organizations as appropriate.	Safety committees include key stakeholders. The outcomes of the meetings are documented and communicated, and any actions are agreed, taken, and followed up in a timely manner. The safety performance and safety objectives are reviewed and actioned as appropriate.

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SMS Documentation (Element 1.5)

Evaluation							
Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
1.5.1	The SMS documentation includes the policies and processes that describe the organization's safety management system and processes and is readily available to all relevant personnel.	☐	☐	☐	☐		
1.5.2	SMS documentation, including SMS related records, are regularly reviewed, and updated with appropriate version control in place.	☐	☐	☐	☐		

Guidance

What to look for

- Review the SMS documentation and amendment procedures.
- Check for cross references to other documents and procedures.
- Check the availability of SMS documentation to all staff
- Check that staff know where to find safety-related documentation including procedures appropriate to their role
- Review the supporting SMS documentation (hazard logs, meeting minutes, safety performance reports, risk assessments, etc.)
- Check how safety records are stored and controlled versions.
- Check appropriate staff are aware of the records control processes and procedures.

Present	Suitable	Operating	Effective
The SMS documentation includes the policies and processes that describe the organization's SMS and processes. The SMS documentation defines the SMS outputs, and which records of SMS activities will be stored. Records to be stored, storage period, and location are identified.	SMS documentation is readily available to all relevant personnel. SMS documentation is comprehensible. SMS documentation is consistent with other internal management systems and is representative of the actual processes in place. Data protection and confidentiality rules have been defined.	Changes to the SMS documentation are managed. Everyone is familiar with and follows the relevant parts of the SMS documentation. SMS activities are appropriately stored and found to be complete and consistent with data protection and confidentiality control rules.	SMS documentation is proactively reviewed for improvement. SMS records are routinely used as inputs for safety management-related tasks and continuous improvement of the SMS.

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Safety Management (Component 2)

Hazard Identification (Element 2.1)

Evaluation

Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
2.1.1	There is a confidential reporting system to capture errors, hazards, and near misses that are simple to use and accessible to all staff.	☐	☐	☐	☐		
2.1.2	There is a confidential reporting system that provides appropriate feedback for the reporter and, where appropriate, to the rest of the organisation.	☐	☐	☐	☐		
2.1.3	Personnel express confidence and trust in the organization's reporting policy.	☐	☐	☐	☐		

Guidance

What to look for

- Review the reporting system for access and ease of use.
- Review how data protection and confidentiality is achieved.
- Review report on closure rates.
- Review how reports in the system are analyzed.
- Evidence of feedback to reporter, the organisation, and third parties
- Check whether contracted organizations and customers are able to make reports.

- Check that relevant staff are aware of which occurrences should be mandatory
- Check staff's trust of and familiarity with the reporting system, and whether they know what should be reported.
- Assess volume and quality of reports, including whether personnel are reporting their own errors and mistakes.
- Confirm that responsibilities with regard to occurrence analysis, storage, and follow-up are clearly defined
- Assess how senior management engages with the outputs of the reporting system.

Present	Suitable	Operating	Effective
There is a confidential reporting system to capture mandatory occurrences and voluntary reports that include feedback system and stored on a database. The process identifies how reports are acted, and timescales are specified and addressed.	The reporting system is accessible and easy to use for all personnel. Responsibilities, timelines, and format for the feedback are meaningful and well defined. Data protection and confidentiality are ensured.	The reporting system is being used by all personnel. There is feedback to the reporter about any actions taken (or not taken) and, where appropriate, to the rest of the organization. Reports are evaluated, processed, analyzed, and stored. Staff are aware of and fulfil their responsibilities in respect to the reporting system. Reports are processed within the defined timescales.	There is a healthy reporting system based on the volume of reporting and the quality of reports received. Safety reports are carried out in a timely manner. Personnel express confidence and trust in the organization's reporting policies and process. The reporting system is being used to make better management decisions and continuously improve. The reporting system is available for third parties to report (partners, suppliers, and contractors).

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Evaluation

Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
2.1.4	There is a process that defines how hazards are identified from multiple sources through reactive and proactive methods (internal and external).	☐	☐	☐	☐		
2.1.5	The hazard identification process identifies human performance related hazards.	☐	☐	☐	☐		
2.1.6	There is a process in place to analyze safety data and safety information to look for trends and gain usable management information.	☐	☐	☐	☐		
2.1.7	Safety investigations are carried out by appropriately trained personnel to identify casual and contributing factors (why did it happen, not just what happened).	☐	☐	☐	☐		

Guidance

What to look for

- Consider hazards related to:
 - o Possible accident scenarios
 - o Human and organisational factors
 - o Business decisions and processes
 - o Third party organizations
 - o Regulatory factors.
- Review how hazards are identified, analyzed, addressed, and recorded.
- Review what internal and external sources of hazards are considered such as safety reports, audits, safety surveys, investigations, inspections, brainstorming, management of change activities, commercial and other external influences, etc. *)
- Review whether safety investigations identify human and organisational contributing factors.
- Review structure and layout of hazard log

Present	Suitable	Operating	Effective
There is a process that defines how hazards are identified though reactive and proactive methods. The triggers for safety investigations are identified.	Multiple sources of hazards (internal and external) are considered and reviewed as appropriate. The data analysis process enables usable safety information. Hazards are documented in an easy-to- understand format. The level of sign-off for safety investigations is defined and adequate to the level of risk.	The hazards are identified and documented. Human and organizational factors related to hazards are being identified. Safety investigations are carried out and recorded.	The organization has a register of the hazards that is maintained and reviewed to ensure it remains up to date. It is continuously and proactively identifying hazards related to its activities and the operational environment and involves all key personnel and appropriate stakeholders including external organizations. Hazards are continuously assessed in a systematic and timely manner. Safety investigations identify causal/contributing factors that are acted upon.

*) Flight data Analysis Program (FDAP) is considered as an additional source of hazards for (GACAR) Part 121 air operators who operate airplanes with a maximum takeoff mass greater than 27,000 kg and other air operators who introduced such program on a voluntary basis

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Safety Risk Assessment and Mitigation (Element 2.2)

Evaluation							
Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
2.2.1	There is a process for the management and mitigation of risk that includes the analysis and assessment of risk associated with identified hazards; this may be expressed in terms of likelihood and severity (or alternative methodology).	☐	☐	☐	☐		
2.2.2	There are criteria for evaluating control effectiveness and the level of risk the organisation is willing to accept and risk assessments and ratings are appropriately justified.	☐	☐	☐	☐		

Guidance

What to look for

- Review the risk classification scheme and procedures.
- Check that severity and likelihood criteria are defined (or that an alternative methodology is described)
- Review whether risk assessments are carried out consistently.
- Sample an identified hazard and review how it is processed and documented.
- Review of what triggers a risk assessment
- Check any assumptions made and whether they are reviewed.
- Review how issues are classified when there is insufficient quantitative data available.
- Check that the process defines who can accept what level of risk.
- Check that the risk register is being reviewed and monitored by the appropriate safety committee(s)
- Evidence of risk acceptability being routinely applied in decision making processes.

Present	Suitable	Operating	Effective
There is a process for the analysis and assessment of safety risks. The level of risk the organization is willing to accept is defined.	Severity and likelihood criteria are clearly defined and fit the service provider's actual circumstances. The risk matrix and acceptability criteria are clearly defined and usable. Responsibilities and timelines for accepting the risk are clearly defined.	Risk analysis and assessments are carried out in a consistent manner based on the defined process. The defined risk acceptability is being applied.	Risk analysis and assessments are reviewed for consistency and to identify improvements in the processes. Risk assessments are regularly reviewed to ensure they remain current. Risk acceptability criteria are used routinely and applied in management decision making processes and are regularly reviewed.

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Evaluation							
Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
2.2.3	The organisation has a process in place to make decisions and apply appropriate and effective risk controls.	☐	☐	☐	☐		
2.2.4	Senior management have visibility of medium and high-risk hazards and their mitigation and controls.	☐	☐	☐	☐		

Guidance			
What to look for			
- Risk controls consider human and organisational factors - Evidence of risk controls being actioned and follow up - Aggregate risk is being considered - Check whether the risk controls have reduced the residual risk - Risk controls are clearly identified - Review the use of risk controls that rely solely on human intervention - Check that new risk controls do not create additional risks - Check whether the acceptability of the risks is made at the right management level.			
Present	Suitable	Operating	Effective
The organization has a process in place to decide and apply risk controls.	Responsibilities and timelines for determining and accepting the risk controls are defined.	Appropriate risk controls are being applied to reduce the risk to an acceptable level including timelines and allocation of responsibilities. Human Factors are considered as part of the development of risk controls.	Risk controls are practical and sustainable, applied in a timely manner, and do not create additional risks. Risk controls take Human Factors into consideration.

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Safety Assurance (Component 3)

Safety Performance Monitoring and Measurement (Element 3.1)

Evaluation

Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
3.1.1	Safety performance indicators (SPIs) linked to the organization's safety objectives have been defined, promulgated, and are monitored and analyzed for trends.	☐	☐	☐	☐		

Guidance

What to look for

- Evidence that SPIs are based on reliable sources of data
- Evidence of when SPIs were last reviewed
- The defined SPIs and targets are appropriate to the organization's activities, risks, and safety objectives
- SPIs are focused on what is important rather than what is easy to measure
- Consideration of any State SPIs
- Review whether any action has been taken when an SPI indicates a negative trend (reflecting a risk control or an inappropriate SPI)
- Evidence that results of safety performance monitoring are discussed at the senior management level
- Evidence of feedback provided to the Accountable Executive.

Present	Suitable	Operating	Effective
There is a process in place to measure the safety performance of the organization including SPIs and targets linked to the organization's safety objectives and to measure the effectiveness of safety risk controls.	SPIs are focused on what is important rather than what is easy to measure. Reliability of data sources is considered in the design of SPIs. SPIs are linked to the identified risks and safety objectives. Frequency and responsibility for the trend monitoring of SPIs are appropriate. Realistic targets have been set. State SPIs are considered applicable.	The safety performance of the organization is being measured and meaningful SPIs are being continuously monitored and analyzed for trends.	SPIs demonstrate the safety performance of the organization, and the effectiveness of risk controls based on reliable data. SPIs are reviewed and regularly updated to ensure they remain relevant. Where the SPIs indicate that risk control is ineffective, appropriate action is taken.

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Evaluation							
Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
3.1.2	Risk mitigations and controls are being verified/audited to confirm they are working and effective.	☐	☐	☐	☐		
3.1.3	Safety assurance takes into account activities carried out by all directly contracted organizations.	☐	☐	☐	☐		

Guidance

What to look for

- Evidence of risk controls being assessed for effectiveness (e.g., audits, surveys, reviews, SPIs and safety performance targets [SPTs], reporting systems)
- Evidence of risk controls applied by contracted organizations being assessed and overseen (e.g., quality checks, reviews, and regular meetings)
- Information from safety assurance and compliance monitoring activities feeds back into the safety risk management process
- Review where risk controls have been changed as a result of the assessment.

Present	Suitable	Operating	Effective
There is a process in place to assess whether risk controls are applied and effective.	Responsibilities, methods, and timelines for assessing risk controls are defined. Contracted organizations are included in the safety assurance process.	Risk controls are being verified to assess whether they are applied and effective.	Risk controls are assessed, and actions are taken to ensure they are effective and deliver a safe service.

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Evaluation							
Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
3.1.4	Responsibilities and accountability for ensuring compliance with Safety regulations are defined, and applicable requirements are clearly identified in organisation manuals and procedures.	☐	☐	☐	☐		
3.1.5	There is an internal audit programme including details of the schedule of audits and procedures for audits, reporting, follow up, and records.	☐	☐	☐	☐		
3.1.6	Responsibilities and accountabilities for the internal audit process are defined and there is a person or group of people with responsibilities for internal audits with direct access to the Accountable Manager.	☐	☐	☐	☐		

Guidance			
What to look for			
- Review of how senior management ensures the organisation remains in compliance - Review job descriptions for compliance responsibilities - Evidence that senior management takes action on internal and external audit results - Review how independence of the internal audit function is achieved - Review how the internal audit function interacts with: - o Senior management - o Line managers - o The safety management staff. - Assess the contents of the programme against any regulatory requirements.			
Present	Suitable	Operating	Effective
Responsibilities and accountabilities for compliance are defined. The organization has an internal audit program and procedures for audits, reporting, and records. A person or group of people with responsibilities for internal audits has been identified and they have direct access to the Accountable Executive.	The internal audit program covers all applicable regulations and includes details of the schedule of audits. Independence of the internal audit function is achieved.	The compliance monitoring program is being followed and regularly reviewed. All staff are aware of their responsibilities and accountabilities for compliance and to follow processes and procedures. Internal and external audit results are reported to the Accountable Executive and senior management.	Individuals are proactively identifying and reporting potential non-compliances. The Accountable Executive and senior management actively seek feedback on the status of internal and external audit activities.

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Evaluation							
Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
3.1.7	After an audit, there is appropriate analysis of causal factors and corrective/preventive actions are taken.	☐	☐	☐	☐		

Guidance			
What to look for			
- Review the methods used for causal analysis - Check that the method is used consistently. - Review any repeat findings and check for actions that have not been implemented or are overdue. - Check for timely implementation of actions. - Review senior management awareness of the status of significant findings and related corrective/preventive actions. - Check that appropriate personnel participate in the determination of causes and contributing factors. - Look for consistency between internal audit results and external audit results. - Review whether causal factors are considered as potential hazards.			
Present	Suitable	Operating	Effective
The process for the identification and follow-up of corrective/preventive actions are defined. The interface between internal audits and the safety risk management processes is described.	Responsibilities and timelines for determining, accepting, and following up the corrective/preventive action are defined. Compliance monitoring includes contracted activities.	The identification and follow-up of corrective/preventive actions is carried out in accordance with the procedures including analysis to address causal and contributing factors. The status of corrective/ preventive actions is regularly communicated to relevant senior management and staff.	The organization investigates the systemic causes and contributing factors of findings. The organization proactively reviews the status of corrective/preventive actions. Effectiveness of the corrective/preventive actions is verified.

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The Management of Change (Element 3.2)

Evaluation							
Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
3.2.1	The organisation has a process to identify whether changes have an impact on safety and to manage any identified risks in accordance with existing safety risk management processes.	☐	☐	☐	☐		
3.2.2	Human Factor (HF) issues have been considered as part of the change management process and, where appropriate, the organisation has applied the appropriate HF/human-centered design standards to the equipment and physical environment design.	☐	☐	☐	☐		

Guidance

What to look for

- | | |
|---|---|
| <ul style="list-style-type: none"> - Review whether consideration is given to the accumulative effect of multiple changes - Review that business-related changes have considered safety risks (organisational restructuring, upsizing or downsizing, IT projects, etc.) - Evidence of HF issues being addressed during changes - Review of the impact of change on training and competencies - Review previous changes to confirm they remain under control - Consider how the changes are communicated to those people impacted by the change. | <ul style="list-style-type: none"> - Review whether consideration is given to the accumulative effect of multiple changes - Review that business-related changes have considered safety risks (organisational restructuring, upsizing or downsizing, IT projects, etc.) - Evidence of HF issues being addressed during changes - Review of the impact of change on training and competencies - Review previous changes to confirm they remain under control - Consider how the changes are communicated to those people impacted by the change. |
|---|---|

Present	Suitable	Operating	Effective
The organization has established a change management process to identify whether changes have an impact on safety and to manage any identified risks in accordance with existing safety risk management processes.	Triggers for the change management process are defined. The process also considers business related changes and interfaces with other organizations/departments. The process is integrated with risk management and safety assurance processes. Responsibilities and timelines are defined.	The change management process is being used and includes hazard identification and risk assessments with appropriate risk controls being put in place before a decision to make the change is taken. HF issues have been considered and been addressed as part of the change management process.	The change management process is used for all changes that may impact safety, including HF issues, and considers the accumulation of multiple changes. It is initiated in a planned, timely, and consistent manner and includes follow-up action that ensures the change is implemented safely. The change is communicated to those affected. Risk control and mitigation strategies associated with changes are achieving the planned effect.

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Continuous Improvement of the SMS (Element 3.3)

Evaluation

Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
3.3.1	The organisation is continuously monitoring and assessing its SMS processes to maintain or continuously improve the overall effectiveness of the SMS.	☐	☐	☐	☐		

Guidance

What to look for

- Review the information and safety data used for management decision making and continuous improvement
- Evidence of:
 - o Lessons learnt being incorporated into SMS and operational processes
 - o Best practices being sought and embraced
 - o Surveys and assessments of organisational culture being carried out and acted upon
 - o Data being analyzed and results shared with Safety Committees
 - o Follow-up actions.
- Information from external occurrences, investigation reports, safety meetings, hazard reports, audits, and safety data analysis all contribute towards continuous improvement of the SMS.

Present	Suitable	Operating	Effective
There is a process in place to monitor and review the effectiveness of the SMS using the available data and information.	The SMS is periodically reviewed, and the review is supported by safety information and safety assurance activities. Senior management and different departments are involved. The decision-making is data informed. External information is considered in addition to internal information.	There is evidence of the SMS being periodically reviewed to support the assessment of its effectiveness and appropriate action being taken.	The assessment of SMS effectiveness uses multiple sources of information including safety data analysis that supports decisions for continuous improvements.

GACA SMS EFFECTIVENESS ASSESSMENT TOOL

Safety Promotion (Component 4)

Training and Education (Element 4.1)

Evaluation

Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
4.1.1	There is a training programme for SMS in place that includes initial and recurrent training. The training covers individual safety duties (including roles, responsibilities, and accountabilities) and how the organization's SMS operates.	☐	☐	☐	☐		
4.1.2	There is a process in place to measure the effectiveness of training and to take appropriate action to improve subsequent training.	☐	☐	☐	☐		
4.1.3	Training includes human and organisational factors including just culture and non-technical skills with the intent of reducing human error.	☐	☐	☐	☐		

Guidance

What to look for

- Review of the SMS training programme including course content and delivery method
- Check training records against the training programme
- Review how the competence of the trainers is being assessed and maintained
- Training considers feedback from external occurrences, investigation reports, safety meetings, hazard reports, audits, safety data analysis, training, course evaluations, etc.
- Review of how training is assessed for new staff and changes in position
- Review any training evaluation
- Check that the training includes human and organisational factors
- Ask staff about their own understanding of their role in the organization's SMS and their safety duties
- Check that all staff are briefed on compliance.

Present	Suitable	Operating	Effective
There is an SMS training program in place that includes initial and recurrent training.	The training covers individual safety duties (including roles, responsibilities, and accountabilities) and how the organization's SMS operates. Training material and methodology are adapted to the audience and include human factors. All staff requiring training are identified.	The SMS training program is delivering appropriate training to the different staff in the organization and is being delivered by competent personnel.	SMS training is evaluated for all aspects (learning objectives, content, teaching methods and styles, tests, etc.) and is linked to the competency assessment. Training is routinely reviewed to take feedback from different sources into consideration.

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Evaluation							
Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
4.1.4	There is a process that evaluates the individual's competence and takes appropriate remedial action when necessary.	☐	☐	☐	☐		
4.1.5	The competence of trainers is defined and assessed and appropriate remedial action taken when necessary.	☐	☐	☐	☐		

Guidance			
What to look for			
- Review how competence assessment is carried out on initial recruitment and recurrently - Check it includes safety duties and responsibilities, as well as compliance management.			
Present	Suitable	Operating	Effective
A competency framework is defined for all personnel, including trainers.	There is a process in place to periodically assess the actual competency of personnel against the framework.	There is evidence of the process being used and being recorded.	The competence assessment program and process are routinely reviewed and improved. The competence assessment takes appropriate remedial action when necessary and feeds into the training program.

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Safety Communication (Element 4.2)

Evaluation							
Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
4.2.1	There is a process to determine what safety critical information needs to be communicated and how it is communicated throughout the organisation to all personnel, as relevant. This includes contracted organizations and personnel where appropriate.	☐	☐	☐	☐		

Guidance			
What to look for			
- Review the sources of information used for safety communication - Review the methods used to communicate safety information (e.g., meetings, presentations, emails, website access, newsletters, bulletins, posters, etc.) - Assess whether the means of communication is appropriate - The means for safety communication is reviewed for effectiveness and material used to update relevant training - Significant events, changes, and investigation outcomes are being communicated - Check accessibility to safety information - Ask staff about any recent safety communication - Review whether information from occurrences are timely communicated to all relevant personnel (internal and external) and has been appropriately disidentified.			
Present	Suitable	Operating	Effective
There is a process to communicate safety critical information.	The process determined what, when, and how safety information needs to be communicated. The process includes contracted organizations and personnel where appropriate. The means of communication are adapted to the audience and the significance of what is being communicated.	Safety critical information is being identified and communicated throughout the organization to all personnel, as relevant, including contracted organizations and personnel where appropriate.	The organization analyses and communicates safety critical information effectively through a variety of methods as appropriate to maximize it being understood. Safety communication is assessed to determine how it is being used and understood and to improve it where appropriate.

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Interface Management (Additional consideration)

Evaluation							
Indicators of compliance and performance		P	S	O	E	How it Achieved	Comments
5.1.1	The organization has identified and documented the relevant internal and external interfaces and the critical nature of such interfaces.	☐	☐	☐	☐		

Guidance			
What to look for			
- Review how interfaces have been documented. It may be included in a system description - Evidence that: - o Safety critical issues, areas, and associated hazards are identified - o Safety occurrences are being reported and addressed - o Risk control actions are applied and regularly reviewed - o Interfaces are reviewed periodically. - Training and safety promotion sessions are organized with relevant external organizations - External organizations participate in SMS activities and share safety information - Check the identified interfaces (e.g., interfaces with aerodromes, airlines, Air Traffic Control [ATC], training organizations, contracted organizations, and the State).			
Present	Suitable	Operating	Effective
The organization has identified and documented the relevant internal and external interfaces and the critical nature of such interfaces.	All relevant interfaces are addressed. The way the interfaces are managed is appropriate to the criticality in terms of safety. The means for communicating safety information is defined.	The organization is managing the interfaces through hazard identification and risk management. There is an assurance activity to assess risk mitigations being delivered by external organizations.	The organization has a good understanding of interface management and there is evidence that interface risks are being identified and acted upon. Interfacing organizations share safety information and take actions when needed.

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Appendix 1 – Example of an evaluation summary

Note 1: In addition to Present, Suitable, Operating, and Effective, this example uses two additional maturity levels: Initiating and Excellence.

Note 2: A specific line for Human Factors has also been added in this example to highlight the importance of considering Human Factors as part of the SMS.

	Initiating	Present and Suitable	Operating	Effective	Excellence
The SMS as a Whole	The SMS is at the implementation stage.	All main elements of the SMS are in place.	The systems and processes of the SMS are operating.	The SMS is working in an effective way and is striving for continuous improvement.	The organisation is an industry leader and embraces and shares its best practices.
Safety Policy and Objectives	Policies, processes, and procedures are not fully developed.	There are policies, processes, and procedures in place that detail how the SMS will operate.	There is a safety policy in place and senior management are committed to making the SMS work and is providing appropriate resources to safety management.	Senior management are clearly involved in the SMS and the safety policy sets out the organisation's intent to manage safety. This is <u>clearly evident</u> in day to day operations.	The organisation is an industry leader and embraces best practices.
Safety Risk Management	The safety risk management processes are not fully developed.	A safety reporting system is in place and there is a process for how risks are assessed and managed.	The hazard and risk registers are being built up and risks are starting to be managed in proactive manner.	The organisation is continuously identifying hazards and understands its biggest risks and is actively managing them; this can be seen in their safety performance. Safety Risk Management is proactive.	Key personnel throughout the organisation are aware and understand the risks relative to their responsibilities and are continuously searching out new hazards and risks and re-evaluating existing risks.
Safety Assurance	Safety assurance activities, including safety performance indicators (SPIs) are not fully developed.	Initial SPIs linked to the safety objectives have been identified and there is a change management process in place.	The organisation has established SPIs that it is monitoring and is auditing and assessing its SMS and its outputs.	The organisation assures itself that it has an effective SMS and is managing its risk through audit, assessment, and monitoring of its safety performance.	The organisation is continuously assessing its approach to safety management and is continuously improving its safety performance and seeking out and embracing best practices.
Safety Promotion	Safety promotion activities are not fully developed.	There is a training programme and the means to communicate safety information is in place.	The organisation has trained its people and has several mediums for safety promotion that it uses for passing on safety information.	The organisation puts considerable resources and effort into training its people and publicising its safety culture and other safety information and monitors the effectiveness of its safety promotion.	In addition, the organisation provides training and safety promotion to its contracted service providers and assesses the effectiveness of its safety promotion.
Human Factors Management	Human Factors are considered but not formally captured by the organisation.	Human Factors policies and processes have been defined and documented where required by regulation.	Human Factors are being managed across the organisation and are starting to be integrated into the organisation's SMS.	Human Factors are integrated into the SMS and the operations of the organisation. All staff including management are aware of Human Factors and apply it in the way they work.	Human Factors are embedded into the day to day activities of the organisation and fully integrated into the SMS. This is evident throughout the organisation from senior management to front line staff.