



Safety Management System Manual Contents-FAA/ICAO format:

I. SAFETY POLICY AND OBJECTIVES

- 1.1. Policy Statement
- 1.2. Purpose
- 1.3. Responsibilities
- 1.4. Management Support

Management Commitment and Involvement

- 1.5 Policy Statement
- 1.6. Safety Accountabilities
- 1.7. Key Safety Personnel
 - a. Objectives of Safety Organization
 - b. Key Roles of Functional Groups
 - c. Competency of Safety Personnel

Coordination of Emergency Response Planning

- 1.8. Accidents and Incidents
- 1.9. Reports
- 1.10. Data Collection Flight Department Accident/Incident Reporting (Form)
- 1.11. Subpart A-General
- 1.12. Subpart B-Initial Notification

SMS Documentation and Records

- 1.13. Performance Objectives
- 1.14. Process

II. SAFETY RISK MANAGEMENT

- 2.1 Identifying Hazards
- 2.2 Hazard Identification Objective
- 2.3 Process
- 2.4 Hazard Identification and Tracking Tool
Hazard Identification and Tracking Tool Report (Form)
Hazard Identification Record (Form)

Safety Risk Assessment and Mitigation

- 2.5. Analyzing Safety Risk
- 2.6. Process
- 2.7. Initial Analysis
- 2.8. 12-Hour Analysis
- 2.9. Management Action
- 2.10. Assessing the Risk

Mitigating Safety Risk

- 2.11. Performance Objectives



III. SAFETY ASSURANCE

- 3.1. Objective
- 3.2. Description and Nature of the Operation
- 3.3. Safety Risk Profile
- 3.4. Key Hazards, Risks, and Mitigation
- 3.5. Identified Hazards
- 3.6. Safety Performance Targets
- 3.7. Safety Management Goals
- 3.8. Safety Performance Evaluation
- 3.9. Safety Assurance
- Appendix A- Safety Risk Profile (Form)
- Appendix B- Operational Process Checklist (Form)
- Appendix C- Compliance Monitoring Corrective Action Report (Form)

The Management of Change

- 3.10. Objective
- 3.11. Continual Improvement of SMS
 - a. Performance Objective
 - b. Design Expectations

IV. SAFETY PROMOTION

- 4.1. Objective

Competencies and Training

- 4.2. Objectives-Personnel Requirement

Training

- 4.3. Objective
- 4.4. Requirements

Communication and Awareness

- 4.5. Objective
- 4.6. Requirements

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