
KEY COMPONENTS OF A SAFETY MANAGEMENT SYSTEM¹

A comprehensive Safety Management System (SMS) will provide:

- ⦿ A robust system for assuring safety
- ⦿ An effective organization for delivering safety
- ⦿ A comprehensive corporate approach to safety

1) Safety Management Plan

- Defines the structure of the SMS as well as the responsibilities and authority of key individuals for managing the SMS
- Defines each element of the SMS
- Conveys the expectations and objectives of the SMS to all employees
- Explains how to identify and maintain compliance with current safety regulatory Requirements

2) Policies & Procedures

- Safety Policy
- Policy Statements
- Policy Objectives
- Mission Statement
- Procedures
- Just Culture Process
- Core Values
- Non-Punitive Safety Reporting Policy
- Safety Promotion
- Safety Principles
- Organization Structure & Roles (Human Requirements)
- Safety Duties & Responsibilities
- Safety Communication (memos, newsletters, posters)
- Safety Planning
- Performance Measurement
- Management Review
- Rewarding People
- Safety Promotion
- Employee Feedback System



3) Documentation & Data Management

- Identification and Maintenance of Applicable Regulations (compliance with standards)
- Intentional Non-Compliance with Standards
- SMS Documentation
- SMS Manual
- SMS Resource Materials
- Records Management
- Documentation and Data Information Control
- Safety Performance Reports
- Safety Promotion in SMS Manual
- Data Management
- Resource Material

4) Safety Oversight (Hazard Identification & Risk Management)

- Reactive Processes Reporting, occurrence, and hazard reporting (Occurrence definition / “Just culture” Process / Reporting systems / Forms / Feedback / Resource Material)
- Proactive Process: Hazard ID (Hazard Definition)
- Occurrence Investigation and Analysis (Investigative Tools / Resource Material)
- Proactive Process: Risk Management
- Safety Assurance Oversight Programs (Audit Checklists / Audit Report Forms / Communication of Major Findings / Resource Material)
- Management of Change (MOC) (MOC Flowchart and Form / Resource Material)
- Evergreen Assurance
- Hazard Tracking and Resolution
- Risk Assessment Tools (Safety Case)

5) Training

- Training, Awareness, and Competence
- Safety Management Training Requirements (Orientation Checklists / Training Tracking System / Safety Meeting Agendas / Resource Material)

6) Quality Assurance

- Operational Quality Assurance
- Performance Management & Measures (Key Performance Indicators / Resource Materials)

7) Emergency Preparedness

- Emergency Preparedness and Response (ERP Checklist / Drill Checklist / Resource Material)

¹Joint Helicopter Safety Team. International Helicopter Safety Symposium. Quebec 2007