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S T A T U T O R Y I N S T R U M E N T S

2014 No. 61.

THE CIVIL AVIATION (SAFETY MANAGEMENT) REGULATIONS, 2014

ARRANGEMENT OF REGULATIONS

S T A T U T O R Y I N S T R U M E N T S

2014 No. 61.

The Civil Aviation (Safety Management) Regulations, 2014.

(Under sections 34(2) and 61 of the Civil Aviation Authority Act, Cap 354)

IN EXERCISE of the powers conferred on the Minister by sections 34(2) and 61 of the Civil Aviation Authority Act, Cap 354, and on the recommendation of the Civil Aviation Authority, these Regulations are made this 6th day of June, 2014.

PART I—PRELIMINARY

1. Title.

These Regulations may be cited as the Civil Aviation (Safety Management) Regulations, 2014.

2. Interpretation.

In these Regulations, unless the context otherwise requires—

"accident" means an occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which—

(a) a person is fatally or seriously injured as a result of—

— being in the aircraft, or— direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or— direct exposure to jet blast,

except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or

(b) the aircraft sustains damage or structural failure which—

— adversely affects the structural strength, performance or flight characteristics of the aircraft, and— would normally require major repair or replacement of the affected component,

except for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes), or for minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the radome); or

(c) the aircraft is missing or is completely inaccessible.

"Acceptable level of safety performance (ALoSP)" means the minimum level of safety performance of civil aviation in a State, as defined in its State safety programme, or of a service provider, as defined in its safety management system, expressed in terms of safety performance targets and safety performance indicators;

"acceptable performance" means normal expected behaviour and includes unintended errors and some minor violations or deviations;

"aeroplane" means a power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight;

"aircraft" means any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface;

"Authority" means the State Civil Aviation Authority established by Article 3 of the Civil Aviation Authority Act, CAP 354;

"hazard" means a condition that can lead to injury, illness or death to people; damage to or loss of a system, equipment, or property; or damage to the environment;

"helicopter" means a heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes;

"incident" means an occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation;

"large aeroplane" means an aeroplane with a maximum take-off weight of more than 5 700 kg;

"mitigation" means measures to address the potential hazard or to reduce the risk probability or severity;

"operational personnel" means personnel involved in aviation activities who are in a position to report safety information;

"predictive" means capturing the system performance as it happens in real time normal operations so as to identify potential future problems;

"prescribed" means prescribed by the Authority;

"proactive" means actively identifying safety risks through the analysis of the organization's activities;

"process" means a series of steps followed in a methodical manner to complete an activity (what shall be done and by whom; when, where and how it shall be completed; what materials, equipment, and documentation shall be used, and how it shall be controlled);

"protection" means providing defence;

"reactive" means responding to events that have already happened such as incidents and accidents;

"risk assessment" means the assessment in terms of predicted probability and severity, of the consequence(s) of a hazard taking as a reference the worst foreseeable situation;

"risk control" means a means to reduce or eliminate the effects of hazards;

"safety" means a state in which risks associated with aviation activities, related to, or in direct support of the operation of aircraft, are reduced and controlled to an acceptable level;

"safety assurance" means processes within the safety management system that functions systematically to ensure the performance and effectiveness of safety risk controls and that the organization meets or exceeds its safety objectives through the collection, analysis, and assessment of information;

"Safety Manager" means the individual responsible for the development, operation and continuous improvement of the safety management system deployed by an operator or service provider and may be referred to as Director of Safety and he or she acts as a focal point for safety management issues in the organisation;

"Safety Management System" means a systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures;

"safety oversight" means what the State performs with regard to the safety management system of the operators or service providers;

"safety objective" means a measurable goal or desirable outcome related to safety;

"safety performance" means a State or a service provider's safety achievement as defined by its safety performance targets and safety performance indicators;

"safety policy" means the certificate holder's documented commitment to safety, which defines its safety objectives and the accountabilities and responsibilities of its employees in regards to safety;

"safety promotion" means a combination of training and communication of safety information to support the implementation and operation of an safety management system in an organization;

"safety risk" means the predicted probability and severity of the consequences or outcomes of a hazard;

"service provider" means—

(a) approved training organizations, in accordance with Civil Aviation (Approved Training Organisation) Regulations, 2014 that are exposed to safety risks related to aircraft operations during the provision of their services;

(b) operators of aeroplanes or helicopters authorized to conduct international commercial air transport in accordance with Civil Aviation (Air Operator Certification and Administration) Regulations, 2014;

(c) approved maintenance organizations providing services to operators of aeroplanes or helicopters engaged in international commercial air transport in accordance with Civil Aviation (Approved Maintenance Operator) Regulations, 2014;

(d) organizations responsible for the type design or manufacture of aircraft in accordance with in Civil Aviation (Airworthiness) Regulations, 2014 ;

(e) Air Traffic Services providers in accordance with Civil Aviation (Air Navigation Services) Regulations, 2014;

(f) operators of certified aerodromes in accordance with Civil Aviation (Aerodromes) Regulations, 2014;

"state safety assurance" means what the State performs with regard to the safety performance of its state safety programme and operators or service providers perform with regard to the safety performance of their safety management system, including monitoring and measurement;

"state of design" means the State having jurisdiction over the organization responsible for the type design;

"state of manufacture" means the State having jurisdiction over the organization responsible for the final assembly of the aircraft;

"state of the operator" means the State in which the operator's principal place of business is located or, if there is no such place of business, the operator's permanent residence;

"state safety oversight" means a function by means of which a state ensures effective implementation of the safety related standards and recommended practices and associated procedures contained in the annexes to the convention on international civil aviation and related ICAO documents; and

"State Safety Programme" means an integrated set of regulations and activities aimed at improving safety.

3. Application.

(1) These Regulations shall apply to safety management functions related to or in direct support of the safe operation of an aircraft.

(2) Except where otherwise specified, these Regulations shall not apply to occupational safety, environmental protection, customer service or product quality.

PART II—SAFETY MANAGEMENT RESPONSIBILITIES.

4. Establishment of State Safety Programme.

(1) The Authority shall establish, implement and maintain a State Safety Programme in order to achieve an acceptable level of safety performance (ALoSP) in civil aviation.

(2) The State Safety Programme established under sub regulation (1) shall be commensurate with the size and the complexity of aviation activities within the State, and include the following components—

(a) State safety policy and objectives;

(b) State safety risk management;

(c) State safety assurance; and

(d) State safety promotion.

(3) The framework for the implementation and maintenance of a State Safety Programme shall be as specified in the First Schedule to these Regulations.

5. Acceptable level of Safety Perforamance.

(1) The Authority shall establish acceptable level of Safety Performance (ALoSP) to be achieved by each service provider.

(2) The Acceptable Level of Safety Performance (ALoSP) shall be—

(a) defined by selected safety indicators with corresponding target and alert levels as appropriate, and

(b) commensurate to the complexity of aviation activities within the Uganda.

(3) The Authority shall make regular monitoring of the state safety programme safety indicators established under sub regulation (1) with a view to assure that corrective or follow-up actions are taken for any undesirable trends, alert level breaches or non-achievement of improvement targets.

6. Establishment of Safety Management System by service providers.

(1) A service provider shall establish, implement and maintain a Safety Management System acceptable to the Authority as specified in the Second Schedule.

(2) The service provider's Safety Management System required under sub regulation (1), shall be commensurate with the size of the service provider and the complexity of its aviation products or services.

(3) An international general aviation operator of large aeroplane or turbojet aeroplane, shall establish and implement a Safety Management System acceptable to the Authority.

(4) A service provider shall be responsible for the safety of services or products contracted or subcontracted to, or purchased from other organizations.

(5) An Air Operator Certificate holder operating a [State] registered aircraft with a maximum certificated take off mass authorised of more than 27,000 kg flying for the purpose of commercial air transport shall include a flight data monitoring programme as part of its safety management system.

(6) A flight data analysis programme shall be non-punitive and contain adequate safeguards to protect the source of the data.

PART III—SAFETY DATA COLLECTION, ANALYSIS AND EXCHANGE

7. Safety reporting system.

(1) There shall be established at the Authority—

(a) a mandatory incident reporting system to facilitate collection of information on actual or potential safety deficiencies; and

(b) a voluntary incident reporting system to facilitate collection of information on actual or potential safety deficiencies that may not be captured by the mandatory incident reporting system.

(2) A voluntary incident reporting system established by the Authority, shall be non-punitive and afford protection to the sources of the information in accordance with the Third Schedule.

8. Safety Data Collection Processing System.

(1) The Authority shall establish a Safety Data Collection and Processing System to ensure the capture, storage and aggregation of data on accidents, incidents and hazards obtained through the State's mandatory and voluntary reports.

(2) The Authority shall establish and maintain a safety database to facilitate the effective analysis of information on actual or potential safety deficiencies obtained, including that from its incident reporting systems, and to determine any actions required for the enhancement of safety.

(3) The database systems established under sub regulation (2) shall use standardized formats to facilitate data exchange.

(4) The Authority shall, following the identification of preventive actions required to address actual or potential safety deficiencies, implement these actions and establish a process to monitor implementation and effectiveness of the responses.

9. Safety data protection.

(1) Safety data or information obtained, gathered voluntarily or otherwise given to the Authority under these regulations shall not be put to any inappropriate use.

(2) The Authority shall not make available or use safety data collected, stored and analyzed in accordance with regulations 8 and 9 for other than safety-related purposes.

(3) The data collected and analysed under regulations 8 and 9 shall not be made available or used for other than safety-related purposes, unless exceptionally, an appropriate authority determines the value of its disclosure or use in any particular instance, outweighs the adverse impact such action may have on aviation safety.

(4) Exceptions to the protection of safety information shall be granted by national laws and regulations in circumstances specified in the Third Schedule.

10. Sharing of safety data.

(1) The Authority, if in the analysis of the information contained in the database, identifies safety matters considered to be of interest to other States, shall forward such safety information to such State.

(2) Information issued pursuant to sub-regulation (1) should be de-identified with a view to safeguard the commercial interest or such other interest of the reporter.

(3) The Authority shall promote the establishment of safety information sharing networks among users of the aviation system and shall facilitate the free exchange of information on actual and potential safety deficiencies.

PART IV—SAFETY POLICY AND OBJECTIVES

11. Safety Policy.

(1) A service provider shall define a safety policy which states its commitment to management of safety.

(2) The safety policy referred to in sub regulation (1), shall be signed by the Accountable Executive of the organization and be communicated, with visible endorsement, throughout the organization.

(3) The safety policy shall include the responsibilities of management and employees with respect to the safety performance of the safety management system.

(4) The safety policy shall be documented and communicated throughout the organization and shall be reviewed periodically to ensure it remains relevant and appropriate to the certificate holder.

12. Safety objectives.

(1) A service provider shall establish safety objectives for the safety management system.

(2) The safety objectives refered to in sub regulation (1) shall be linked to the safety performance indicators, safety performance targets and action plans of the service provider's safety management system.

13. Accountable Executive.

(1) The Accountable Executive shall be a single, identifiable person approved by the Authority, who, irrespective of other functions, shall have overall responsibility and accountability on behalf of the organization for the implementation and maintenance of the safety management system.

(2) The Accountable Executive shall have—

(a) full control of the human resources required for the operations authorized to be conducted under the operations certificate;

(b) full control of the financial resources required for the operations authorized to be conducted under the operations certificate;

(c) final authority over operations authorized to be conducted under the operations certificate;

(d) direct responsibility for the conduct of the organization's affairs; and

(e) final responsibility for all safety issues.

(4) A service provider shall notify the Authority within ten days of any changes in positions of the Accountable Executive and the Safety Manager.

14. Responsibilities of Accountable Executive.
The Accountable Executive shall—

(a) ensure that the safety management system is properly implemented and performing in all areas of the certificate holder's organization;

(b) develop and sign the safety policy of the certificate holder;

(c) communicate the safety policy throughout the certificate holder's organization;

(d) review the certificate holder's safety policy to ensure it remains relevant and appropriate to the certificate holder; and

(e) review the safety performance of the certificate holder's organization and direct actions necessary to address substandard safety performance.

15. Safety Manager.
(1) The service provider shall appoint a Safety Manager who shall be responsible for the implementation and maintenance of an effective safety management system.

(2) The Safety Manager shall—

(a) ensure that processes needed for the safety management system are developed, implemented, adhered to and maintained;

(b) report to the accountable executive on the performance of the safety management system and on any need for improvement; and

(c) ensure safety promotion throughout the organization.

16. Safety accountabilities and responsibilities.
(1) A service provider shall identify the safety accountabilities, responsibilities and authorities of all members of management as well as of all employees, irrespective of other responsibilities.

(2) The service provider shall define accountability for safety within the organization's safety policy for the following individuals—

(a) Accountable Executive;

(b) All members of management in regard to developing, implementing, and maintaining safety management system processes within their area of responsibility, including, but not limited to—

(i) hazard identification and safety risk assessment;

(ii) assuring the effectiveness of safety risk controls;

(iii) promoting safety as required in Part VIII of these Regulations;

(iv) advising the accountable executive on the performance of the safety management system and on any need for improvement.

(c) Employees relative to the certificate holder's safety performance.

(3) The service provider shall identify the levels of management with the authority to make decisions regarding safety risk acceptance.

(4) Safety-related accountabilities, responsibilities and authorities shall be defined, documented and communicated throughout the organization.

17. Coordination of emergency response plans.

(1) A service provider shall develop and maintain an emergency response plan.

(2) The emergency response plan shall be submitted to the Authority for approval.

(3) The service provider shall ensure its emergency response plan is properly coordinated with the emergency response plans of those organizations it must interface with during the provision of its services.

(4) The coordination of the emergency response plan shall ensure the orderly and efficient transition from normal to emergency operations and the return to normal operations.

(5) The coordination of the emergency response plan shall include—

(a) delegation of emergency authority;

(b) assignment of emergency responsibilities during the coordinated activities;

(c) coordination of efforts to cope with the emergency; and

(d) compatibility with other emergency response plans of other organizations.

(6) The emergency response plan shall be developed to a standard acceptable to the Authority

18. Safety Management System Documentation.

(1) A service provider shall develop and maintain Safety Management System documentation that describes—

(a) the safety policy and objectives;

(b) the Safety management system requirements;

(c) the safety management system processes and procedures;

(d) the accountabilities, responsibilities for processes and procedures; and

(f) the safety management system outputs.

19. System description.

(1) A service provider shall, as part of the safety management system documentation, complete a system description.

(2) The system description shall include the following—

(a) the system interactions with other systems in the air transportation system;

(b) the system functions;

(c) required human performance considerations of the system operation;

(d) hardware components of the system;

(e) software components of the system;

(f) related procedures that define guidance for the operation and use of the system;

(g) operational environment; and

(h) contracted, subcontracted and purchased products and services.

20. Gap analysis.

(1) A service provider shall, as part of the safety management system documentation, complete a gap analysis, in order to—

(a) identify the safety arrangements and structures that may already exist in its organization; and

(b) determine additional safety arrangements required to implement and maintain the organization's safety management system.

(2) The gap analysis shall be as specified in the Fourth Schedule.

21. Safety Management System Implementation Plan.

(1) A service provider shall, as part of the Safety Management System documentation, develop an Safety Management SystemIimplementation plan to address gaps identfied by the gap analysiss.

(2) The Safety Management System Implementation Plan shall define the approach the service provider will adopt for managing safety in a manner that will meet the organization's safety objectives.

(3) A service provider's safety management system implementation plan, shall be formally endorsed by the organization;

(4) The safety management system implementation plan includes timelines and milestones consistent with—

(a) the requirements identified in the gap analysis process;

(b)the size of the service provider, and

(c) the complexity of its products or services.

(5) The safety management system implementation plan shall explicitly address the coordination between the safety management system of the service provider and the safety management system of other organizations the service provider shall interface with during the provision of services.

(6) The safety management system implementation plan shall include the following—

(a) safety policy and objectives;

(b) system description;

(c) gap analysis;

(d) Safety Management System components;

(e) safety roles and responsibilities;

(f) hazard reporting policy;

(g) means of employee involvement;

(h) safety performance measurement;

(i) safety training;

(j) safety communication; and

(k) management review of safety performance.

(l) safety monitoring

22. Safety Management System Manual.

(1) A service provider shall, as part of the Safety Management System documentation, develop and maintain a Safety Management System manual, to communicate the organization's approach to safety throughout the organization.

(2) The Safety Management System Manual shall document all aspects of the Safety Management System, and its contents shall include—

(a) scope of the Safety Management System;

(b) safety policy and objectives;

(c) safety accountabilities, responsibilities and authorities;

(d) key safety personnel;

(e) system description

(f) documentation control procedures;

(g) coordination of emergency response planning;

(h) hazard identification and safety risk management schemes;

(i) safety performance monitoring;

(j) safety auditing;

(g) procedures for the management of change;

(k) safety promotion; and

(l) control of contracted activities.

(3) The Safety Management System Manual shall be developed in accordance with guidelines set out in the Third Schedule to these regulations and shall be submitted to the Authority for acceptance.

PART V—SAFETY RISK MANAGEMENT

23. Safety data collection hazard identififcation process.

(1) A service provider shall develop and maintain safety data collection and processing systems that provide for the identification of hazards and the analysis, assessment and mitigation of safety risks.

(2) A service provider shall develop and maintain a formal process that ensures that hazards in operations are identified.

(3) The hazard identification process shall include—

(a) reporting of hazards, events or safety concerns;

(b) collection and storage of safety data;

(c) analysis of the safety data; and

(d) distribution of the safety information deducted from the safety data analysis.

(4) The formal means of safety data collection shall include mandatory, voluntary and confidential reporting systems as as required under regulation 26 and 27.

(5) Effectiveness of safety data reporting shall be ensured through defining the line between acceptable performance and non-acceptable performance and shall provide for fair protection to persons reporting – The Just / Safety Culture.

24. Safety risk assessment and mitigation.

(1) A service provider shall develop and maintain a formal process that ensures analysis, assessment and control of the safety risks of the consequences of hazards during the provision of its services.

(2) The safety risks of the consequences of each hazard identified through the hazard identification processes referred to in regulation 24 shall be analysed in terms of probability and severity of occurrence, and assessed for their tolerability.

(3) The service provider shall define the levels of management with authority to make safety risk tolerability decisions.

(4) The service provider shall define safety controls for each safety risk assessed as tolerable.

(5) The safety risk assessment and mitigation procedures shall be developed in a manner acceptable to the Authority.

25. Mandatory occurrence reporting.

(1) A service provider shall make mandatory occurrence reports on aviation accidents, serious incidents, incidents and other safety related occurrences (including defects, malfunctions and service difficulties) to the authority within 24 hours, in the case of accident, 48 hours in the case of serious incidents and 72 hours in the case of incidents and other safety related occurrences.

(2) The mandatory occurrences reports shall be made in a manner and format acceptable to the Authority and signed by the authorized person.

(3) In the case of accidents and serious incidents, service providers shall additionally submit the mandatory occurrence report and notification thereof to the Department responsible for Air Accident Investigation

(4) Upon receipt of a mandatory report, the Authority shall—

(a) validate the report to ensure that all essential information has been provided by the service provider;

(b) classify the report as either Accident, Serious Incident, Incident or Other occurrence;

(c) upload the report into the safety database with an assigned occurrence reference number.

(5) The Authority shall conduct investigations on all incidents and such serious incidents as may be determined by an agreement between the Air Accident Investigation Department and the Authority.

26. Voluntary incident reporting system.

(1) A service provider shall establish a voluntary incident reporting system to facilitate collection of information on actual or potential safety deficiencies that may not be captured by the mandatory incident reporting system.

(2) A voluntary incident reporting system established by a service provider shall be non-punitive and shall afford protection to the sources of the information.

(3) An organization's voluntary and confidential reporting system should, as minimum, define-

(a) the objective of the reporting system;

(b) the scope of the aviation sectors or areas covered by the system;

(c) who can make a voluntary report;

(d) when to make such a report;

(e) how the reports are processed;

(f) contacting the **[Name of system]** manager.

PART VI—SAFETY ASSURANCE

27. Safety assurance process.

(1) A service provider shall develop and maintain safety assurance processes to ensure that the safety risk controls developed as a consequence of the hazard identification and safety risk management activities achieve their intended objectives.

(2) safety assurance processes shall apply to an safety management system whether the activities and/or operations are accomplished internally or are outsourced.

(3) the service provider shall monitor and assess the effectiveness of its safety management system processes to enable continuous improvement of the overall performance of the safety management system..

28. Safety performance monitoring and measurement.

(1) A service provider shall, as part of the safety management system safety assurance activities, develop and maintain the necessary means to verify the safety performance of the organization in reference to the safety performance indicators and safety performance targets of the safety management system, and to validate the effectiveness of safety risk controls.

(2) Safety performance monitoring and measurement means shall include—

(a) hazard reporting systems;

(b) safety audits;

(c) safety surveys;

(d) safety reviews;

(e) safety studies; and

(d) internal safety investigations.

(3) The service provider's safety performance shall be verified in reference to the safety performance indicators and safety performance targets of the safety management system.

29. Management of change.

(1) A service provider shall, as part of the safety management system safety assurance activities, develop and maintain a formal process for the management of change.

(2) The formal process for the management of change shall—

(a) identify changes within the organization which may affect established processes and services;

(b) establish arrangements to ensure safety performance prior to implementing changes; and

(c) eliminate or modify safety risk controls that are no longer needed due to changes in the operational environment.

(3) The formal process for the management of change shall be developed in accordance with requirements prescribed by the Authority.

30. Continuous improvement of safety system.

(1) A service provider shall, as part of the Safety Management System safety assurance activities, develop and maintain formal processes to identify the causes of substandard performance of the Safety Management System, determine the implications on its operations, and rectify situations involving substandard performance in order to ensure continuous improvement of the safety management system.

(2) Continuous improvement of the service provider's Safety Management System shall include-

(a) proactive and reactive evaluation of facilities, equipment, documentation and procedures, to verify the effectiveness of strategies for control of safety risks; and

(b) proactive evaluation of the individual's performance, to verify the fulfilment of safety responsibilities.

PART VII—SAFETY PROMOTION

31. Safety promotion.

Service providers shall develop and maintain formal safety training and safety communication activities to create an environment where the safety objectives of the organization can be achieved.

32. Safety training.

(1) A service provider shall, as part of its safety promotion activities, develop and maintain a safety training programme and education that ensures that personnel are trained and competent to perform their safety management system duties.

(2) The scope of the safety training shall be appropriate to the individual's involvement in the safety management system.

(3) The accountable executive shall receive safety awareness training regarding—

(a) safety policy and objectives;

(b) safety management system roles, accountabilities and responsibilities;

(c) safety management system standards; and

(d) safety assurance.

(4) The safety training programmes required by this regulation shall be developed in accordance with requirements prescribed by the authority.

33. Safety communication.

A service provider shall, as part of the safety promotion activities, develop and maintain formal means for safety communication, to—

(a) ensure that all staff are fully aware of the safety management system;

(b) convey safety-critical information;

(c) explain why particular safety actions are taken;

(d) explain why safety procedures are introduced or changed; and

(e) convey generic safety information.

34. Consistency of quality policy with safety management system.
A service provider shall ensure that the organization's quality policy is consistent with, and supports the fulfilment of the activities of the safety management system.

35. Administrative sanctions.
A person who fails to comply with the provisions of these Regulations, is liable to administrative measure as may be prescribed in the Act or these Regulations.

FIRST SCHEDULE

Regulation 4

FRAMEWORK FOR A STATE SAFETY PROGRAMME (STATE SAFETY PROGRAMME)

This Schedule introduces a framework for the implementation and maintenance of an state safety programme by the authority. a state safety programme is a management system for the management of safety by the state. the framework includes the four components as established in regulation 4 and its related eleven elements as outlined hereunder. the implementation of an state safety programme is commensurate with the size and complexity of the authority's aviation system and necessitates coordination among the authorities responsible for individual elements of civil aviation functions in the authority. the state safety programme framework introduced in this schedule, and the safety management system framework specified in second schedule, must be viewed as complementary, yet distinct, frameworks. this schedule also includes a brief description of each element of the framework.

note.— within the context of this schedule the term "service provider" refers to those organizations listed in regulation 6.

1. state safety policy and objectives

    1.1 state safety legislative framework

    1.2 state safety responsibilities and accountabilities

    1.3 accident and incident investigation

    1.4 enforcement policy

2. state safety risk management

    2.1 safety requirements for the service provider's safety management system

    2.2 agreement on the service provider's safety performance

3. state safety assurance

3.1 safety oversight

3.2 safety data collection, analysis and exchange

3.3 safety-data-driven targeting of oversight of areas of greater concern or need.

4. state safety promotion

4.1 internal training, communication and dissemination of safety information

4.2 external training, communication and dissemination of safety information

1. State safety policy and objectives

1.1 state safety legislative framework

the state has promulgated a national safety legislative framework and specific regulations, in compliance with international and national standards, that define how the state will conduct the management of safety in the state. this includes the participation of state aviation organizations in specific activities related to the management of safety in the state, and the establishment of the roles, responsibilities and relationships of such organizations. the safety legislative framework and specific regulations are periodically reviewed to ensure they remain relevant and appropriate to the state.

1.2 state safety responsibilities and accountabilities

the state has identified, defined and documented the requirements, responsibilities and accountabilities regarding the establishment and maintenance of the state safety programme. this includes the directives to plan, organize, develop, maintain, control and continuously improve the state safety programme in a manner that meets the state’s safety objectives. it also includes a clear statement about the provision of the necessary resources for the implementation of the state safety programme.

1.3 accident and incident investigation

the state has established an independent accident and incident investigation process, the sole objective of which is the prevention of accidents and incidents, and not the apportioning of blame or liability. such investigations are in support of the management of safety in the state. in the operation of the state safety programme, the state maintains the independence of the accident and incident investigation organization from other state aviation organizations.

1.4 Enforcement policy

The State has promulgated an enforcement policy that establishes the conditions and circumstances under which service providers are allowed to deal with, and resolve, events involving certain safety deviations, internally, within the context of the service provider's safety management system, and to the satisfaction of the appropriate state authority. The enforcement policy also establishes the conditions and circumstances under which to deal with safety deviations through established enforcement procedures.

2. State safety risk management

2.1 Safety requirements for the service provider's safety management system

The state has established the controls which govern how service providers will identify hazards and manage safety risks. these include the requirements, specific operating regulations and implementation policies for the service provider's safety management system. The requirements, specific operating regulations and implementation policies are periodically reviewed to ensure they remain relevant and appropriate to the service providers.

2.2 Agreement on the service provider's safety performance

The State has agreed with individual service providers on the safety performance of their safety management system. The agreed safety performance of an individual service provider's safety management system is periodically reviewed to ensure it remains relevant and appropriate to the service providers.

3. State safety assurance

3.1 Safety oversight

The State has established mechanisafety management system to ensure effective monitoring of the eight critical elements of the safety oversight function. The State has also established mechanisafety management system to ensure that the identification of hazards and the management of safety risks by service providers follow established regulatory controls (requirements, specific operating regulations and implementation policies). These mechanisafety management system include inspections, audits and surveys to ensure that regulatory safety risk controls are appropriately integrated into the service provider's safety management system, that they are being practised as designed, and that the regulatory controls have the intended effect on safety risks.

Note.— Guidance on the implementation of this element is contained in the Safety Management Manual (SMM).

3.2 Safety data collection, analysis and exchange

The State has established mechanisafety management system to ensure the capture and storage of data on hazards and safety risk sat both an individual and aggregate State level. The State has also established mechanisafety management system to develop information from the stored data, and to actively exchange safety information with service providers and/or other States as appropriate.

3.3 Safety-data-driven targeting of oversight of areas of greater concern or need

The State has established procedures to prioritize inspections, audits and surveys towards those areas of greater safety concern or need, as identified by the analysis of data on hazards, their consequences in operations, and the assessed safety risks.

4. State safety promotion

4.1 Internal training, communication and dissemination of safety information

The State provides training and fosters awareness and two-way communication of safety-relevant information to support, within the State aviation organizations, the development of an organizational culture that fosters an effective and efficient State Safety Programme.

4.2 External training, communication and dissemination of safety information

The State provides education and promotes awareness of safety risks and two-way communication of safety relevant information to support, among service providers, the development of an organizational culture that fosters an effective and efficient safety management system.

SECOND SCHEDULE

Regulation 6

FRAMEWORK FOR A SAFETY MANAGEMENT SYSTEM (SAFETY MANAGEMENT SYSTEM)

Note 1.— Guidance on the implementation of the framework for a safety management system is contained in the safety management manual (smm).

Note 2.— Within the context of this appendix, the term "service provider" refers to those organizations listed in Regulation 3.

This appendix specifies the framework for the implementation and maintenance of an safety management system. The framework comprises four components and twelve elements as the minimum requirements for safety management system implementation-

1. Safety policy and objectives
    - 1.1 Management commitment and responsibility
    - 1.2 Safety accountabilities
    - 1.3 Appointment of key safety personnel
    - 1.4 Coordination of emergency response planning
    - 1.5 Safety management system documentation

2. Safety risk management
    - 2.1 Hazard identification
    - 2.2 Safety risk assessment and mitigation

3. Safety assurance
    - 3.1 Safety performance monitoring and measurement
    - 3.2 The management of change
    - 3.3 Continuous improvement of the safety management system

4. Safety promotion

4.1 Training and education

4.2 Safety communication

1. Safety policy and objectives

1.1 Management commitment and responsibility

The service provider shall define its safety policy in accordance with international and national requirements. The safety policy shall—

(a) reflect organizational commitment regarding safety;

(b) include a clear statement about the provision of the necessary resources for the implementation of the safety policy;

(c) include safety reporting procedures;

(d) clearly indicate which types of behaviours are unacceptable related to the service provider's aviation activities and include the circumstances under which disciplinary action would not apply;

(e) be signed by the accountable executive of the organization;

(f) be communicated, with visible endorsement, throughout the organization; and

(g) be periodically reviewed to ensure it remains relevant and appropriate to the service provider.

1.2 Safety accountabilities

The service provider shall—

(a) identify the accountable executive who, irrespective of other functions, has ultimate responsibility and accountability, on behalf of the organization, for the implementation and maintenance of the safety management system;

(b) clearly define lines of safety accountability throughout the organization, including a direct accountability for safety on the part of senior management;

(c) identify the accountabilities of all members of management, irrespective of other functions, as well as of employees, with respect to the safety performance of the safety management system;

(d) document and communicate safety responsibilities, accountabilities and authorities throughout the organization; and

(e) define the levels of management with authority to make decisions regarding safety risk tolerability.

1.3 Appointment of key safety personnel

The service provider shall appoint a safety manager who is responsible for the implementation and maintenance of an effective safety management system.

1.4 Coordination of emergency response planning

The service provider shall ensure that an emergency response plan is properly coordinated with the emergency response plans of those organizations it must interface with during the provision of its products and services.

1.5 Safety management system documentation

1.5.1 The service provider shall develop a Safety Management System implementation plan, formally endorsed by the organization that defines the organization's approach to the management of safety in a manner that meets the organization's safety objectives.

1.5.2 The service provider shall develop and maintain Safety Management System documentation that describes its—

(a) safety policy and objectives;

(b) safety management system requirements;

(c) safety management system processes and procedures;

(d) accountabilities, responsibilities and authorities for safety management system processes and procedures; and

(e) safety management system outputs.

1.5.3 The service provider shall develop and maintain a Safety Management System Manual as part of its safety management system documentation.

2. Safety risk management

2.1 Hazard identification

2.1.1 The service provider shall develop and maintain a process that ensures that hazards associated with its aviation products or services are identified.

2.1.2 Hazard identification shall be based on a combination of reactive, proactive and predictive methods of safety data collection.

2.2 Safety risk assessment and mitigation

The service provider shall develop and maintain a process that ensures analysis, assessment, and control of the safety risks associated with identified hazards.

3. Safety assurance

3.1 Safety performance monitoring and measurement

3.1.1 The service provider shall develop and maintain the means to verify the safety performance of the organization and to validate the effectiveness of safety risk controls.

3.1.2 The service provider's safety performance shall be verified in reference to the safety performance indicators and safety performance targets of the safety management system.

3.2 The management of change

The service provider shall develop and maintain a process to identify changes which may affect the level of safety risk associated with its aviation products or services and to identify and manage the safety risks that may arise from those changes.

3.3 Continuous improvement of the safety management system

The service provider shall monitor and assess the effectiveness of its safety management system processes to enable continuous improvement of the overall performance of the safety management system.

4. Safety promotion

4.1 Training and education

4.1.1 The service provider shall develop and maintain a safety training programme that ensures that personnel are trained and competent to perform their safety management system duties.

4.1.2 The scope of the safety training programme shall be appropriate to each individual's involvement in the safety management system.

4.2 Safety communication

The service provider shall develop and maintain a formal means for safety communication that:

(a) ensures personnel are aware of the safety management system to a degree commensurate with their positions;

(b) conveys safety-critical information;

(c) explains why particular safety actions are taken; and

(d) explains why safety procedures are introduced or changed.

THIRD SCHEDULE

Regulation 8(2) and 23(3)

LEGAL GUIDANCE FOR THE PROTECTION OF INFORMATION FROM SAFETY DATA COLLECTION AND PROCESSING SYSTEMS.

1. Introduction

1.1 The protection of safety information from inappropriate use is essential to ensure its continued availability, since the use of safety information for other than safety-related purposes may inhibit the future availability of such information, with an adverse effect on safety. This fact was recognized by the 35thAssembly of ICAO, which noted that existing national laws and regulations in many States may not adequately address the manner in which safety information is protected from inappropriate use.

1.2 The guidance contained in this schedule is to assist the Authority enact national laws and regulations to protect information gathered from safety data collection and processing systems(SDCPS), while allowing for the proper administration of justice. The objective is to prevent the inappropriate use of information collected solely for the purpose of improving aviation safety.

1.3 The legal guidance allow Authority the flexibility to draft laws and regulations in accordance with the national policies and practices.

1.4 The guidance contained in this Schedule, therefore, takes the form of a series of principles that have been distilled from examples of national laws and regulations provided by Authority.

1.5 Throughout this Schedule:

(a) *safety information* refers to information contained in SDCPS established for the sole purpose of improving aviation safety, and qualified for protection under specified conditions in accordance with 3.1 below;

(b) *inappropriate use* refers to the use of safety information for purposes different from the purposes for which it was collected, namely, use of the information for disciplinary, civil, administrative and criminal proceedings against operational personnel, and/or disclosure of the information to the public;

(c) SDCPS refers to processing and reporting systems, databases, schemes for exchange of information, and recorded information and include:

(1) records pertaining to accident and incident investigations, as described in the Civil Aviation (AAI) Regulations;

(2) mandatory incident reporting systems, as described in part V to these Regulations;

(3) voluntary incident reporting systems, as described in part V to these Regulations; and

(4) self-disclosure reporting systems, including automatic data capture systems, as described in Civil Aviation Regulations, as well as manual data capture systems.

Note.— Information on safety data collection and processing systems can be found in the Safety Management Manual (SMM).

2. General principles

2.1 The sole purpose of protecting safety information from inappropriate use is to ensure its continued availability so that proper and timely preventive actions can be taken and aviation safety improved.

2.2 It is not the purpose of protecting safety information to interfere with the proper administration of justice in States.

2.3 National laws and regulations protecting safety information should ensure that a balance is struck between the need for the protection of safety information in order to improve aviation safety, and the need for the proper administration of justice.

2.4 National laws and regulations protecting safety information should prevent its inappropriate use.

2.5 Providing protection to qualified safety information under specified conditions is part of a State's safety responsibilities.

3. Principles of protection

3.1 Safety information should qualify for protection from inappropriate use according to specified conditions that should include, but not necessarily be limited to whether the collection of information was for explicit safety purposes and if the disclosure of the information would inhibit its continued availability.

3.2 The protection should be specific for each SDCPS, based upon the nature of the safety information it contains.

3.3 A formal procedure should be established to provide protection to qualified safety information, in accordance with specified conditions.

3.4 Safety information should not be used in a way different from the purposes for which it was collected.

3.5 The use of safety information in disciplinary, civil, administrative and criminal proceedings should be carried out only under suitable safeguards provided by national law.

4. Principles of exception

Exceptions to the protection of safety information should only be granted by national laws and regulations when:

(a) there is evidence that the occurrence was caused by an act considered, in accordance with the law, to be conduct with intent to cause damage, or conduct with knowledge that damage would probably result, equivalent to reckless conduct, gross negligence or wilful misconduct;

(b) an appropriate authority considers that circumstances reasonably indicate that the occurrence may have been caused by conduct with intent to cause damage, or conduct with knowledge that damage would probably result, equivalent to reckless conduct, gross negligence or wilful misconduct; or

(c) review by an appropriate authority determines that the release of the safety information is necessary for the proper administration of justice, and that its release outweighs the adverse domestic and international impact such release may have on the future availability of safety information.

5. Public disclosure

5.1 Subject to the principles of protection and exception outlined above, any person seeking disclosure of safety information should justify its release.

5.2 Formal criteria for disclosure of safety information should be established and should include, but not necessarily be limited to, the following:

(a) disclosure of the safety information is necessary to correct conditions that compromise safety and/or to change policies and regulations;

(b) disclosure of the safety information does not inhibit its future availability in order to improve safety;

(c) disclosure of relevant personal information included in the safety information complies with applicable privacy laws; and

(d) disclosure of the safety information is made in a de-identified, summarized or aggregate form.

6. Responsibility of the custodian of safety information.

Each SDCPS should have a designated custodian. It is the responsibility of the custodian of safety information to apply all possible protection regarding the disclosure of the information, unless:

(a) the custodian of the safety information has the consent of the originator of the information for disclosure; or

(b) the custodian of the safety information is satisfied that the release of the safety information is in accordance with the principles of exception.

7. Protection of recorded information

Considering that ambient workplace recordings required by legislation, such as cockpit voice recorders (CVRs), may be perceived as constituting an invasion of privacy for operational personnel that other professions are not exposed to:

(a) subject to the principles of protection and exception above, national laws and regulations should consider ambient workplace recordings required by legislation as privileged protected information, i.e. information deserving enhanced protection; and

(b) national laws and regulations should provide specific measures of protection to such recordings as to their confidentiality and access by the public. Such specific measures of protection of workplace recordings required by legislation may include the issuance of orders of non-public disclosure.

FORTH SCHEDULE

Regulation 20

THE SERVICE PROVIDER SAFETY MANAGEMENT SYSTEM GAP ANALYSIS FRAMEWORK

The implementation of a safety management system requires a service provider to conduct an analysis of its system to determine which components and elements of an safety management system are currently in place and which components and elements must be added or modified to meet the implementation requirements. The analysis compares the safety management system requirements against the existing resources in the Service Providers (Organisation) Safety System.

This guidance provides, in checklist format, information to assist in the evaluation of the components and elements that comprise the safety management system framework as provided in the second schedule. the gap analysis report thereafter, forms the basis of the safety management system phased implementation plan.

The template below should be adopted by the service provider and used to conduct the gap analysis. Each question is designed for a "Yes" or "No" response. A "Yes" answer indicates that the service provider already has in place provisions to satisfy the requirement. A "No" answer indicates that there is a gap and/or no satisfactory provision for the requirement.

SAFETY MANAGEMENT SYSTEM Gap Analysis Template

ICAO reference	*Aspects to be analyzed or question to be answered*	*Answer*	*Status of implementation*
Component 1 – SAFETY POLICY AND OBJECTIVES			
Element 1.1 – Management commitment and responsibility			
	Is there a safety policy in place?	☐ Yes ☐ No	
	Does the safety policy reflect organizational commitments regarding safety management?	☐ Yes ☐ No	
	Does the safety policy include a clear statement about the provision of the necessary resources for the implementation of the safety policy;	☐ Yes ☐ No	

	Does the safety policy include the safety reporting procedures?	☐ Yes ☐ No	
	Does the safety policy clearly indicate which types of operational behaviours are unacceptable?	☐ Yes ☐ No	
	Does the safety policy include the conditions under which exemption from disciplinary action would be applicable?	☐ Yes ☐ No	
	Is the safety policy signed by the Accountable Executive?	☐ Yes ☐ No	
	Is the safety policy communicated, with visible endorsement, throughout the [organization]?	☐ Yes ☐ No	
	Is the safety policy periodically reviewed to ensure it remains relevant and appropriate to the [organization]?	☐ Yes ☐ No	
	Is there a formal process to develop a coherent set of safety objectives?	☐ Yes ☐ No	
	Are the safety objectives linked to the safety performance indicators, safety performance targets and safety requirements?	☐ Yes ☐ No	
	Are the safety objectives publicized and distributed?	☐ Yes ☐ No	
Element 1.2 – Safety accountabilities			
	Has the [organization] identified an Accountable Executive who, irrespective of other functions, shall have ultimate responsibility and accountability, on behalf of the [organization], for the implementation and maintenance of the SAFETY MANAGEMENT SYSTEM?	☐ Yes ☐ No	

	Does the Accountable Executive have responsibility for ensuring that the safety management system is properly implemented and performing to requirements in all areas of the [organization]?	☐ Yes ☐ No	
	Does the Accountable Executive have full control of the financial resources required for the operations authorized to be conducted under the operations certificate?	☐ Yes ☐ No	
	Does the Accountable Executive have full control of the human resources required for the operations authorized to be conducted under the operations certificate?	☐ Yes ☐ No	
	Does the Accountable Executive have direct responsibility for the conduct of the organization's affairs?	☐ Yes ☐ No	
	Does the Accountable Executive have final authority over operations authorized to be conducted under the operations certificate?	☐ Yes ☐ No	
	Has the organization identified the accountabilities of all members of management, irrespective of other functions, as well as of employees, with respect to the safety performance of the SAFETY MANAGEMENT SYSTEM?	☐ Yes ☐ No	
	Are the safety responsibilities, accountabilities and authorities documented and communicated throughout the [organization]?	☐ Yes ☐ No	

	Has the [organization] Included a definition of the levels of management with authority to make decisions regarding safety risk tolerability?	☐ Yes ☐ No	
Element 1.3 – Appointment of key safety personnel			
	Has the organization appointed a qualified person to manage and oversee the day-to-day operation of the safety management system?	☐ Yes ☐ No	
	Does the person overseeing the operation of the safety management system fulfil the required job functions and responsibilities?	☐ Yes ☐ No	
	Are the safety authorities, responsibilities and accountabilities of personnel at all levels of the organization defined and documented?	☐ Yes ☐ No	
Element 1.4 – Coordination of emergency response planning			
	Does the [organization] have an emergency response/contingency plan appropriate to the size, nature and complexity of the organization?	☐ Yes ☐ No	
	Does the [organization] coordinate its emergency response/ contingency procedures with the emergency/response contingency procedures of other organizations it must interface with during the provision of services?	☐ Yes ☐ No	
	Does the [organization] have a process to distribute and communicate the coordination procedures to the personnel involved in such interaction?	☐ Yes ☐ No	

Element 1.5 – Safety Management System Documentation			
	Has the [organization] developed and maintains a safety library for appropriate hazard documentation and documentation management?	☐ Yes ☐ No	
	Has the [organization] developed and maintains Safety Management System documentation in paper or electronic form?	☐ Yes ☐ No	
	Is the Safety Management System documentation developed in a manner that describes the Safety Management System and the consolidated interrelationships between all the Safety Management System components?	☐ Yes ☐ No	
	Has the service provider developed a Safety Management System implementation plan that ensures that the Safety Management System meets the organization's safety objectives?	☐ Yes ☐ No	
	Has the Safety Management System implementation plan been developed by a person or a planning group which comprises an appropriate experience base?	☐ Yes ☐ No	
	Has the person or planning group received enough resources (including time for meetings) for the development of the Safety Management System implementation plan?	☐ Yes ☐ No	
	Is the Safety Management System implementation plan endorsed by the senior management of the [organization]?	☐ Yes ☐ No	

	Is the Safety Management System implementation plan regularly reviewed by the senior management of the [organization]?	☐ Yes ☐ No	
	Does the Safety Management System implementation plan propose an implementation of the Safety Management System in phases?	☐ Yes ☐ No	
	Does the Safety Management System implementation plan explicitly address the coordination between the service provider Safety Management System and the safety management system of other organizations the [organization] shall interface with during the provision of services?	☐ Yes ☐ No	
	Has the service provider developed a safety management system manual as a key instrument for communicating the organization's approach to safety to the whole [organization]?	☐ Yes ☐ No	
	Does the Safety Management System document all aspects of the Safety Management System, including among others the safety policy, objectives, procedures and individual safety accountabilities?	☐ Yes ☐ No	
	Does the Safety Management System clearly articulate the role of safety risk management as initial design activity and the role of safety assurance as continuous activity?	☐ Yes ☐ No	

	Are relevant portions of Safety Management System related documentation incorporated into approved documentation, such as Company Operations Manual, Maintenance Control/Policy Manual, Airport Operations Manual, etc, as applicable?	☐ Yes ☐ No	
	Does the service provider have a records system that ensures the generation and retention of all records necessary to document and support operational requirements?	☐ Yes ☐ No	
	Is the service provider records system in accordance with applicable regulatory requirements and industry best practices?	☐ Yes ☐ No	
	Does the records system provide the control processes necessary to ensure appropriate identification, legibility, storage, protection, archiving, retrieval, retention time, and disposition of records?	☐ Yes ☐ No	
Component 2 –SAFETY RISK MANAGEMENT			
Element 2.1 – Hazard identification			
	Does the [organization] have a formal safety data collection and processing system (SDCPS) for effectively collecting information about hazards in operations?	☐ Yes ☐ No	
	Does the [organization] SDCPS include a combination of reactive, proactive and predictive methods of safety data collection?	☐ Yes ☐ No	

	Does the [organization] have reactive processes that provide for the capture of information relevant to safety and risk management?	☐ Yes ☐ No	
	Has the service provider developed training relevant to reactive methods of safety data collection?	☐ Yes ☐ No	
	Has the service provider developed communication relevant to reactive methods of safety data collection?	☐ Yes ☐ No	
	Is reactive reporting simple, accessible and commensurate with the size of the service provider?	☐ Yes ☐ No	
	Are reactive reports reviewed at the appropriate level of management?	☐ Yes ☐ No	
	Is there a feedback process to notify contributors that their reports have been received and to share the results of the analysis	☐ Yes ☐ No	
Element 2.1 – Hazard identification			
	Does the [organization] have a formal safety data collection and processing system (SDCPS) for effectively collecting information about hazards in operations?	☐ Yes ☐ No	
	Does the [organization] SDCPS include a combination of reactive, proactive and predictive methods of safety data collection?	☐ Yes ☐ No	
	Does the [organization] have reactive processes that provide for the capture of information relevant to safety and risk management?	☐ Yes ☐ No	

	Has the service provider developed training relevant to reactive methods of safety data collection?	☐ Yes ☐ No	
	Has the service provider developed communication relevant to reactive methods of safety data collection?	☐ Yes ☐ No	
	Is reactive reporting simple, accessible and commensurate with the size of the service provider?	☐ Yes ☐ No	
	Are reactive reports reviewed at the appropriate level of management?	☐ Yes ☐ No	
	Is there a feedback process to notify contributors that their reports have been received and to share the results of the analysis?	☐ Yes ☐ No	
	Does the service provider have proactive processes that actively look for the identification of safety risks through the analysis of the organization's activities?	☐ Yes ☐ No	
	Is there training relevant to proactive methods of safety data collection?	☐ Yes ☐ No	
	Has the service provider developed communication relevant to proactive methods of safety data collection?	☐ Yes ☐ No	
	Is proactive reporting simple, accessible and commensurate with the size of the service provider?	☐ Yes ☐ No	
	Does the service provider have predictive processes that provide the capture of system performance as it happens in real-time normal operations?	☐ Yes ☐ No	

	Is there training relevant to predictive methods of safety data collection?	☐ Yes ☐ No	
	Has the service provider developed communication relevant to predictive methods of safety data collection?	☐ Yes ☐ No	
	Is the predictive safety data capture process commensurate with the size of the service provider?	☐ Yes ☐ No	
Element 2.2 – Safety risk assessment and mitigation			
	Has the [organization] developed and maintains a formal process that ensures analysis, assessment and control of the safety risks in the [organization] operations?	☐ Yes ☐ No	
	Does the [organization] Safety Management System documentation clearly articulate the relationship between hazards, consequences and safety risks?	☐ Yes ☐ No	
	Is there a structured process for the analysis of the safety risks associated to the consequences of identified hazards, expressed in terms of probability and severity of occurrence?	☐ Yes ☐ No	
	Are there criteria for assessing safety risks and establishing safety risk tolerability (i.e., the acceptable level of safety risk the organization is willing to accept?	☐ Yes ☐ No	
	Does the service provider have safety risk mitigation strategies that include corrective and preventive action plans to prevent recurrence of reported occurrences and deficiencies?	☐ Yes ☐ No	

Component 3 – SAFETY ASSURANCE			
Element 3.1 – Safety performance monitoring and measurement			
	Has the [organization] implemented internal process by which the safety performance of the organization is verify and to validate the effectiveness of safety risks controls?	☐ Yes ☐ No	
	Are the following tools included in those processes?		
	Safety reporting systems	☐ Yes ☐ No	
	Safety studies	☐ Yes ☐ No	
	Safety reviews	☐ Yes ☐ No	
	Safety audits	☐ Yes ☐ No	
	Safety surveys	☐ Yes ☐ No	
	Internal safety investigations	☐ Yes ☐ No	
	Is the safety performance of the [organization] verified in reference to the safety performance indicators and safety performance targets of the Safety Management System?	☐ Yes ☐ No	
	Are safety reports reviewed at the appropriate level of management?	☐ Yes ☐ No	
	Is there a feedback process to notify contributors that their reports have been received and to share the results of the analysis?	☐ Yes ☐ No	
	Are corrective and preventive actions generated in response to hazard identification?	☐ Yes ☐ No	
	Are there procedures in place for the conduct of internal investigations?	☐ Yes ☐ No	
	Is there a process to ensure that occurrences and deficiencies reported are analyzed to identify all associated hazards	☐ Yes ☐ No	

	Does the service provider have a process for evaluating the effectiveness of the corrective and preventive measures that have been developed?	☐ Yes ☐ No	
	Does the service provider have a system to monitor the internal reporting process and the associated corrective actions?	☐ Yes ☐ No	
	Is there an audit function with the independence and authority required to carry out effective internal evaluations?	☐ Yes ☐ No	
	Does the audit system cover all functions, activities and organizations within the service provider?	☐ Yes ☐ No	
	Are there selection or training processes to ensure the objectivity and competence of auditors as well as the impartiality of the audit process?	☐ Yes ☐ No	
	Is there a procedure for reporting audit results and maintaining records?	☐ Yes ☐ No	
	Is there a procedure outlining requirements for timely corrective and preventive action in response to audit results?	☐ Yes ☐ No	
	Is there a procedure to record verification of action(s) taken and the reporting of verification results?	☐ Yes ☐ No	
	Is there a process in place to monitor and analyze trends?	☐ Yes ☐ No	

Element 3.2 – The management of change			
	Has the [organization] developed and maintains a formal process to identify changes within the organization which may affect established processes and services?	☐ Yes ☐ No	
	Does the formal process for the management of change analyze changes to operations or key personnel for safety risks?	☐ Yes ☐ No	
	Has the [organization] established arrangements to ensure safety performance prior to implementing changes?	☐ Yes ☐ No	
	Has the [organization] established a process to eliminate or modify safety risk controls that are no longer needed due to changes in the operational environment?	☐ Yes ☐ No	
Element 3.3 – Continuous improvement of the SAFETY MANAGEMENT SYSTEM			
	Has the [organization] developed and maintains a formal process to identify the causes of sub-standard performance of the Safety Management System?	☐ Yes ☐ No	
	Has the [organization] established a mechanism(s) to determine the implications of sub-standard performance of the Safety Management System in operations?	☐ Yes ☐ No	
	Has the organization established a mechanism(s) to eliminate or mitigate the causes of substandard performance of the Safety Management System?	☐ Yes ☐ No	

	Does the organization have a process for the proactive evaluation of facilities, equipment, documentation and procedures (through audits and surveys, etc.)?	☐ Yes ☐ No	
	Does the organization have a process for the proactive evaluation of the individuals' performance, to verify the fulfilment of their safety responsibilities?	☐ Yes ☐ No	
Component 4 – SAFETY PROMOTION			
Element 4.1 – Training and education			
	Is there a documented process to identify training requirements so that personnel are trained and competent to perform the Safety Management System duties?	☐ Yes ☐ No	
	Is the safety training appropriate to the individual's involvement in the Safety Management System?	☐ Yes ☐ No	
	Is the safety training incorporated into indoctrination training upon employment?	☐ Yes ☐ No	
	Is there emergency response or contingency training for affected personnel?	☐ Yes ☐ No	
	Is there a process that measures the effectiveness of training?	☐ Yes ☐ No	
Element 4.2 – Safety communication			
	Are there communication processes in place within the [organization] that permit the safety management system to function effectively?	☐ Yes ☐ No	

	Are there communication processes (written, meetings, electronic, etc.) commensurate with the size and scope of the service provider?	☐ Yes ☐ No	
	Is safety critical information established and maintained in a suitable medium that provides direction regarding relevant Safety Management System documents?	☐ Yes ☐ No	
	Is safety critical information disseminated throughout the [organization] and the effectiveness of safety communication monitored?	☐ Yes ☐ No	
	Is there a procedure that explains why particular safety actions are taken and why safety procedures are introduced or changed?	☐ Yes ☐ No	

ABRAHAM BYANDALA,
Minister of Works and Transport.

Cross references

The Civil Aviation (Aerodromes) Regulations, 2014 S.I No. 58 2014
The Civil Aviation (Air Navigation Services) Regulations, 2014 S.I. No. 63 2014
The Civil Aviation (Airworthiness) Regulations, 2014 S.I. No. 62 2014
The Civil Aviation(Approved Training) Regulations, 2014 S.I No. 59 2014
The Civil Aviation (Approved Maintenance) Regulations, 2014 S.I No. 67 2014