Aviation Safety Management System

Introduction and
Draft Letter to
Managing Director or CEO

The following information is provided by the UK Flight Safety Committee for guidance purposes only in the production of a company Aviation Safety Management System. The committee does not accept any liability whatsoever for incidents arising from the use of guidance contained in this document .

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Introduction

The following document was produced by the Aviation Safety Management Systems Working Group of the United Kingdom Flight Safety Committee. The purpose of the document is to give some assistance to the creation of a company specific Aviation Safety Management Systems (ASMS).

The document should be used as an aid in the process of creation of company specific ASMS. However, each company will be different and the document should not be used as a blue-print.

This document is compiled as an outline letter, laying down the principles and need for an ASMS and providing guidance on how to approach its implementation. The letter can be adapted, customised and then sent to the Managing Director or CEO.

Examples of Power Point presentations are on the disk. They may be customised to accompany this document as an aid to the communication process. The presentation, when given to Directors and Managers, should show the concept of an ASMS and the steps in the implementation process.

Proposed letter to Managing Director or CEO

Aviation Safety Management System

Background

The CAA has been reviewing the policy for introducing formal safety management systems into airlines and other CAA regulated organisations since 1997.

The Operating Standards Division of the CAA circulated an SMS Policies Guidelines Document OSD SMS Version 1.4, and asked for comments before 30th September 1998.

The current intent is that SMS will not be formally mandated (as of the date of writing), but the CAA intends that all operators of large and medium sized aircraft will voluntarily introduce an ASMS.

Implementation

Much of the work developing Safety Management Systems has been done in other industries. The nuclear , oil and railway industries have spent millions of pounds in creating formalized Safety Management Systems. The information and experience gained by these industries is available. The UKFSC formed a sub-committee to issue practical guidelines on the introduction and implementation of SMS within airlines. This sub-committee has collated the information from various sources to assist in the implementation of an SMS in an efficient manner.

The steps to implementation have been identified as:

1. Presentation to Directors and Managers of the concepts and benefits of the introduction of ASMS.
2. Production of an Aviation Safety Management Policy document detailing the Company Aviation Safety Policy.
3. Circulation of a Guide to the Aviation Safety Management System giving an outline of the elements of Aviation Safety Management.
4. Consultation with Directors and Managers.
5. Production of an implementation plan.
6. Implementation

Many of the elements of an ASMS are already in place within our Airline. With planning and timely decision making it should be possible to create the correct "Safety Culture" as a result of our corporate approach.

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Safety Management Policy Document

This Document should be customised and signed by the Chairman or Managing Director.

The Document provides the focal point for the ASMS, and should include:

Company Safety Principles
        Safety Objectives
        Arrangements for the achievement of Safety Objectives
        Flight Safety Policy
        Health and Safety Policy
        Quality Policy
        Corporate and Safety Standards

Company Organisation, Management Structure and Resources in relation to safety
        Organisation and Management Structure in relation to Safety

Provision of Flight Safety and Health and Safety Services
        Management responsibilities
        Production of Safety Cases
        Review, Verification and Revision of Safety Cases with changing structure of business
        Provision of information to the Board and Management
        Monitoring and Auditing of Safety
        Safety Management Guide
        Initial and Recurrent Training
        Improvement of Safety Culture
        Emergency Planning

Ownership and Liabilities
        Director's responsibilities
        Interface with the CAA
        Third Party Liabilities

Arrangements for technical support

        Use of contractors

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The Guide to the Safety Management System

The format proposed is:

Foreword
Introduction
The Cost of Failure
Structured Approach to Safety Management
The Elements of Safety Management

Corporate Approach to Safety

1. Commitment to Safety
2. Management Safety Awareness and Training
3. Positive Safety Culture
4. Recruitment Selection and Development
5. Purchasing Controls

Organisation for delivering Safety

6. Safety Meetings
7. Employee Competence
8. Safety Promotion and Communication
9. Proactive Hazard and Risk Management
10. Accident / Incident Investigation
11. Accident and Incident Analysis
12. Flight Data Recording Analysis
13. Emergency Response Planning

Safety Assurance

14. Safety Management Systems Monitoring
15. Safety Audits
16. Task Observation

Consultation

Once the draft ASMS document has been circulated the consultation phase should be used to gather the information required to assess which elements of the ASMS already exist and their suitability. It may be appropriate at this stage to identify any other elements or procedures that may be required.

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Implementation Document

This should be a detailed explanation of how the ASMS is to be structured and implemented, giving details of each element, including time scale, examples, and resources required.

First Steps

The purpose of this document is to bring to your attention the commitment that our organisation should have to safety and which may be mandated at a future time. Additionally, there should be consideration given to the savings that may be made by starting the process before the policy becomes legally required.

The prime responsibility for safety rests with the provider of the service. If our organisation gets safety badly wrong, who will be legally responsible?

To implement the principles within this document the resources to achieve steps 1 to 5 must be made available and an individual must be appointed as project manager, (the custodian of the ASMS).

Time scale

The time scale depends upon the degree of commitment from the Managing Director.

Step 1.   The presentation must be prepared and given.
Step 2.   The draft Policy document and ASMS Guide document must be prepared.
Step 3.   There should be a circulation period for the draft ASMS structure and documents.
Step 4.   The consultation process should be formally structured.
Step 5.   There must be commitment to the requirements of the Implementation document.
Step 6.   The time scale for implementation is dependent on the results of steps 1 to 5. It is suggested that it will take several years to achieve a fully integrated system, but the benefits will start to be realised as soon as the process begins.

Summary

It is fundamental to understand that without the management of the aspects of our business relating to Flight Safety and more broadly, Aviation Safety we will have a Hull Loss. Such an occurrence may not be viewed as an accident.

Yours sincerely,

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