**PART 2**

**SAFETY MANAGEMENT MANUAL TEMPLATE**

*Cover Page*

ATO’S LOGO

**ATO’S NAME**

**SAFETY MANAGEMENT MANAUL**

ISSUE NO. XX/REVISION NO. XX

**APPROVED BY**

 *CAAT’S STAMP*

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**(NAME OF CAAT-DG)**

**DATE of APPROVAL**

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**Volume no….**

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ATO’S LOGO

**ATO’S NAME**

**SAFETY MANAGEMENT MANAUL**

ISSUE NO. XX/REVISION NO. XX

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| **Prepared by** | Safety Manager | *Original Signature* | 24 Jan 2020 |
| **Reviewed by** | QA Manager | *Original Signature* |  |
| **Accepted by** | Accountable Executive | *Original Signature* |  |

**LIST OF EFFECTIVE DATES**

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**DISTRIBUTION LIST**

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| **Volume** | **Holder** | **Type** | **Location** |
| 01 | CAAT | Hard CopyElectronic File | PEL Office |
| 02 | Accountable Executive |  |  |
| 03 | QA manager |  |  |
| 09 | Library |  | Library |

This document should be made available to all personnel involved in the Approved Training Organisation. This does not mean that all personnel have to be in receipt of a manual but key personnel should have reasonable access to one. The following is a typical list of those who require access to the documents and is for *guidance only.*

*01 – CAAT*

*02 – Accountable Executive*

*03 - QA Manager*

*04 – Safety Manager*

*05 – Head of Training*

*06 – Instructional Service Manager*

*07 - Maintenance Manager*

*08 – Administration*

*09 – Library*

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**PART 1. SAFETY POLICY AND OBJECTIVES**

* 1. **Management Commitment**
	*The management’s commitment to safety should be expressed in a written safety policy. The policy should set a clear, high-level direction for the ATO to follow in order to manage safety effectively and should be endorsed by AE.*
	2. **Safety policy**
* *A safety policy should be a short description similar to a mission statement.*
* *The safety policy should be appropriate to the size and complexity of the organisation*
	1. **Safety objectives and Performance goals of the ATO**
	*- Safety objectives and the safety performance goals of the ATO should be described in a short statement with broad terms, which the ATO hope to achieve.*
* *In some cases, this statement may be incorporated in the Safety Policy Statement.*
* *Performance goals are specific and measurable goals that allow the ATO to measure the degree of success of the SMS.*
	1. **Emergency Response Plan**
1. An emergency plan that outlines roles and responsibilities in the event of a major incident, crisis or accident;
2. A notification process that includes an emergency call list and an internal mobilization process;
3. An arrangement with other agencies for aid and the provision of emergency services as applicable;
4. Procedures for emergency mode operation where applicable;
5. A procedure for overseeing the welfare of all affected individuals and for notifying next of kin.
6. Procedures for handling media and insurance related issues;
7. Defined accident investigation responsibilities within the organisation;
8. Requirements for preservation of evidence, securing affected personnel;
9. A plan of disabled aircraft or equipment evacuation plan in consultation with aircraft/equipment owners, aerodrome operators or other agencies as applicable;
10. A procedure exists for recording activities during an emergency response.

**PART 2. SAFETY ACCOUNTABILITIES AND KEY PERSONNEL**

2.1 A SMS organisational accountabilities chart

2.2 Scope of SMS

2.3 Process/procedures of appointment of key safety personnel

 *Qualifications, experiences, required trainings, selection process/procedures of personnel involved in the SMS are documented, at least in the following positions:*

1. Safety Manager;
2. Safety Committee or Safety Action Groups

## **PART 3. SMS DOCUMENTATION AND DATA MANAGEMENT**

 **3.1 SMS Data and Records Management**

1. A record system that ensures the generation and retention of all records necessary to document and support the SMS.
2. Types of SMS records that the ATO keep and retention policy.

**PART 4 SAFETY RISK MANAGEMENT**

 **4.1 Non-punitive reporting policy (Just Culture)**

 **4.2 A reporting system** *[should include both reactive and proactive/predictive data]*

1. Process/procedures to review reports
2. Feedback process to notify contributors that their reports have been received and to share the results of the analysis
3. Samples of reporting forms

 **4.3 Hazard Identification**

1. A structured process of collecting, recording, analysing, action on and generating feedback about hazards.
2. A structured process for the assessment of risks associated with identified hazards, expressed in terms of consequence (severity) and likelihood (probability of occurrence)

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1. Hazard identification and risk analysis procedures to manifest aviation safety as its fundamental context.

ATO’S LOGO SAFETY MANAGEMENT SYSTEM MANAUL

 **4.4 Risk Assessment**

1. A criterion for evaluation risk and the tolerable level of risk the organisation is willing to accept together with any mitigating factors.
2. Risk control strategies that include corrective, preventive and recovery action plans

**PART 5. SAFETY ASSURANCE**

 **5.1 Safety Performance Monitoring and Measurement**

1. Source of safety data
2. A formal process to identify/set SPIs for the ATO;
3. Safety alert (caution) levels which are intended to constitute the organisation’s minimum
4. Acceptable Level of Safety should be identified accordingly.
5. A process to maintain/monitor SPIs at the desired level as well as minimum acceptable (alert) level
6. Periodic planned reviews of company’s SPIs to ensure its continuing suitability, adequacy and effectiveness.
	1. **Management of change**
7. A standard procedure or policy to perform or review safety assessments for all substantial internal or external changes in which may have safety implications.
8. A procedure for performing safety assessment prior to introduction on new equipment or process which may have safety implications before they are commissioned.
9. Reviewing process/procedures by all concerned stake holders.

 **5.3 Safety Investigations**

1. An investigation process that include an identification of active failures as well as contributing organisational factors;
2. An investigation procedure and format includes the integration of safety related findings with the SMS.
3. A SMS follow up actions when investigations are addressed.

 **5.4 Continuous improvement and SMS audit**

1. Compliance monitoring system of the SMS
	* 1. A review of how the ATO complies with the published requirements for an SMS;
		2. Verification that the mitigations and controls that have been put into place to control identified hazards are robust and effective;
		3. An assessment of the effectiveness of the procedures and processes in the ATO’s SMS manual as described.

**PART 6 SAFETY PROMOTION**

* 1. **Safety Training and education**
1. SMS training policy of the organisation – this should include initial, recurrent and update training, where applicable.
2. Training syllabus that relates to staff members’ roles and responsibilities. The minimum training should include the organisation’s SMS, safety policy, reporting procedures, safety responsibilities and how individuals can contribute at all levels.
	1. **Safety communication**
3. Relevant safety information that should be communicated to all staff members, other users and contractors working for the ATO
4. Methods/Channels to distribute/communicate relevant safety information to all staff members, other users and contractors working for the ATO
5. Ways/methods to measure an effectiveness of the ATO safety communication.