SAFETY MANAGEMENT SYSTEMS RESOURCE MAP
HOW TO FIND THE INFORMATION YOU NEED

WHAT TO READ...
CAA INFORMATION FOR INDUSTRY
- AC 00-4 Safety Management System
- The CAA Implementation Strategy
- Industry Resource Kit booklets:
  - BOOKLET THREE – Implementing Safety Management Systems: guidelines for small aviation organisations
  - BOOKLET FOUR – Aviation Risk Management: an introduction.
- Vector magazine articles (SMS special features)
- CAA safety reports
- CAA SMS website (www.caa.govt.nz/SMS).

HOW TO UP SKILL IN SMS
- Industry training
- AIA Executive Leadership training
- Diploma Safety Management Systems
- Diploma Risk Management
- Diploma Regulatory Oversight and Governance.

INDUSTRY KNOWLEDGE COLLECTION
- Subscribe to aviation safety libraries and information sites
- Check ICAO’s content (i.e. the Safety Management Manual)
- Join an Industry Body.

WHO TO TALK TO...
- Your Aviation Safety Advisors (ASAs)
- Other companies who’ve got a mature SMS (conferences)
- Risk and safety specialists.

EVENTS AND MEDIA
- SMS Forums and other CAA road shows
- Press Releases (from the CAA).
## SAFETY MANAGEMENT SYSTEMS
### The 13 Elements

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Safety Policy and Accountability</td>
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<tr>
<td>2</td>
<td>Coordinated Emergency Response Planning</td>
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<td>3</td>
<td>Development, Control and Maintenance of Safety Management Documentation</td>
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<td>4</td>
<td>Hazard Identification</td>
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<td>5</td>
<td>Risk Management</td>
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<td>6</td>
<td>Safety Investigation</td>
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<td>7</td>
<td>Monitoring and Measuring Performance</td>
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<td>8</td>
<td>Management of Change</td>
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<td>9</td>
<td>Continual Improvement of the SMS</td>
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<td>10</td>
<td>Internal Audit Program</td>
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<td>11</td>
<td>Management Review</td>
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<td>12</td>
<td>Safety Training and Education Program</td>
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<td>13</td>
<td>Communication of Safety-Critical Information</td>
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**Where to get help...**
- **Email:** sms@caa.govt.nz
- **Call:** 04 4560 9400
- **Speak to the SMS Project Manager:** Mark Price (04 560 9638 or Mark.Price@caa.govt.nz)

### Aviation Safety Advisors
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