

# 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 ONE** – Safety Management Systems (SMS): an introduction
  - **BOOKLET TWO** – From Quality Management Systems to Safety Management Systems: an enhancement guide
  - **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](http://www.caa.govt.nz/SMS)).

## 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.

## HOW TO UP SKILL IN SMS

- Industry training
- AIA Executive Leadership training
- Diploma Safety Management Systems
- Diploma Risk Management
- Diploma Regulatory Oversight and Governance.

## EVENTS AND MEDIA

- SMS Forums and other CAA road shows
- Press Releases (from the CAA).

# SAFETY MANAGEMENT SYSTEMS

## THE 13 ELEMENTS

### 13 ELEMENT

<b>ELEMENT 1</b>	Safety Policy and Accountability
<b>ELEMENT 2</b>	Coordinated Emergency Response Planning
<b>ELEMENT 3</b>	Development, Control and Maintenance of Safety Management Documentation
<b>ELEMENT 4</b>	Hazard Identification
<b>ELEMENT 5</b>	Risk Management
<b>ELEMENT 6</b>	Safety Investigation
<b>ELEMENT 7</b>	Monitoring and Measuring Performance
<b>ELEMENT 8</b>	Management of Change
<b>ELEMENT 9</b>	Continual Improvement of the SMS
<b>ELEMENT 10</b>	Internal Audit Program
<b>ELEMENT 11</b>	Management Review
<b>ELEMENT 12</b>	Safety Training and Education Program
<b>ELEMENT 13</b>	Communication of Safety-Critical Information