Getting started

The EATMP Safety Policy Implementation Guidance Material provides for a systematic approach to such a project. Four main steps are shown below.

1. **PLAN**
   You will need to perform a Safety Survey in order to be able to plan and communicate/negotiate with the Regulator.

   **SAFETY SURVEY** to establish:
   - PRIORITIES
   - SCHEDULING
   - COST/RESOURCES
   - Establish partnership with Regulator

2. **DEFINE AN SMS ORGANISATION**
   This will largely depend on the size of your organisation.

   **SAFETY MANAGER**
   - Select: Requirements - Personal Qualities
   - Appoint Responsibilities - Reporting Line
   - Safety Department
   - Safety Committees
   - Identify legal obligations and responsibilities
   - Delineate the roles of the Provider and the Regulator
   - Determine Safety responsibilities within the Organisation

   The document should also contain provisions describing (*):
   - How is the activity defined?
   - Which events will initiate the activity?
   - What are the objectives of each activity?
   - What are the input/output of each activity?
   - What criteria are used to assess efficiency?
   - Who approves the activity output?

3. **ALLOCATE RESPONSIBILITIES**

4. **ELABORATE SAFETY POLICY INSTRUCTIONS**
   These will describe the procedures and mechanisms to be put in place in order to run the system and verify its efficiency.

   These instructions are culturally dependent and must be discussed and agreed by staff representatives.

   (*) as you implement them

Support

As an EATMP service, DSA-SQS offers customised support to States/ATM Organisations for any of the required SMS components to be implemented.

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Editorial

Enhancing Safety Management

“...a revised relationship between management and safety, this is how we will break the current impasse...”

Dr. Assad KOTAITE, President of the ICAO Council

As air traffic continues to grow into the foreseeable future, it is imperative that aviation maintains its excellent safety record. Air navigation services (ANS) providers are increasingly adapting their systems and procedures to cope with these and other developments and many are using SMS to ensure safe implementation and operation. We in EUROCONTROL are working closely with the States to support them in this important task. As the Director responsible for EATMP safety management activities, I welcome the widespread use of SMS in air traffic services and believe that it will further improve our industry’s safety record. I am confident that this and subsequent Safety Letters will help spread the word about this important development.

G. PAULSON
Director Safety, Airspace, Airports and Information Services - EATMP

The European Air Traffic Management Programme is helping to increase capacity and improve safety in European airspace through pan-European operational changes, such as RVSM and ACAS. ANS providers are adapting their systems and procedures to cope with these and other developments and many are using SMS to ensure safe implementation and operation. We in EUROCONTROL are working closely with the States to support them in this important task. As the Director responsible for EATMP safety management activities, I welcome the widespread use of SMS in air traffic services and believe that it will further improve our industry’s safety record. I am confident that this and subsequent Safety Letters will help spread the word about this important development.

G. PAULSON
Director Safety, Airspace, Airports and Information Services - EATMP

EATMP Safety Policy

EATMP Safety Principles

The Priority of Safety

The Safety Objective of Air Navigation Services

EATMP Specifics:

External Services
SMS Documentation (in part)
Safety Management Responsibility (*)
Parts that are currently being revised

Support

Safety Management

Safety Responsibility

Safety Policy

Safety Assurance

Safety Promotion

Safety Surveys

Safety Monitoring

Safety Occurrences

Quantitative Safety Levels

System Safety Assessment and Documentation

EATMP Specifics:

Safety Management Responsibility (*)

ESARR3 Specifics:

External Services
SMS Documentation (in part)
Safety Management Responsibility (*)
Parts that are currently being revised

Support

As an EATMP service, DSA-SQS offers customised support to States/ATM Organisations for any of the required SMS components to be implemented.
Safety Management
Safety must be managed in an explicit, proactive manner—
As opposed to an embedded, undocumented manner.

Safety Responsibility
Everyone has an individual responsibility for his/her own actions.
Managers are responsible for the safety performance of their own organisations
As opposed to blaming the last person in the line.

EATMP Safety Policy

Management Commitment

EATMP Safety Principles
To form part of The Safety Manual

Safety Achievement

Competency
The Staff should be trained, motivated and competent for the job they are required to do, in addition to being licensed if so required:
- job descriptions
- selection
- evaluation
- licensing
- training

Safety Occurrences
Whether technical or operational, occurrences should be investigated and necessary action taken:
- Reporting System
- Occurrence Investigation
- Safety recommendations
- Reporting to (Regulator/ RTO)
- Exchange of Safety Data (between units with EUROCONTROL)

Quantitative Safety Levels
Whenever practicable, quantitative safety levels should be derived and maintained for all systems:
- ICAO SARPS
- EUROCONTROL standards
- National agreed standards with the Regulator
- International agreements on best practice

System Safety Assessment and Documentation
Safety analysis of new systems or changes to systems should be conducted to ensure that due consideration is given to all engineering and operational aspects:
- Safety Assessment Methodology
- FHA-Functional Hazard Analysis
- System Definition
- PSSA-Preliminary System Safety Assessment
- System Design
- SSA-System Safety Assessment
- Development and transfer to operations

Safety, Quality Management and Standardisation

Safety Promotion

Lesson Dissemination
The lessons arising from the Safety Occurrence Investigations as well as Safety Surveys, Safety Data Exchange and any other data source should be disseminated widely:
- Reports
- Briefings
- Safety Data exchange
- Simulations

Safety Improvement
All staff should be encouraged to propose solutions to identified hazards and changes should be made to improve safety where they appear needed:
- Voluntary reporting systems especially those not limited to the reporting of occurrences but also open to the reporting of any “observation” of potentially unsafe elements of the system

Safety Surveys
Safety Surveys should be carried out as a matter of routine to:
- recommend improvements where needed
- provide assurance to managers of safety activities in their areas
- confirm conformance with applicable parts of SMS
- Internal periodic surveys
- External surveys/audits
- ICAO Safety Oversight Programme

Safety Records
Safety records appropriate to all systems should be maintained throughout the life of the system to provide evidence and arguments that demonstrate that an air navigation system is safe for operational use:
- Safety Cases

Risk Management Process
This process should:
- define criteria for assessing acceptability of identified risks
- identify authorities responsible for reviewing and accepting identified risks
- define the precedence policy for the mitigation of identified risks

Safety, Quality Management and Standardisation Unit - November 2000