



Syllabus

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SMS for Senior Executives

Safety Management System Training/ For Senior Executives

Target Group

- Senior Management
- Postholder
- Aviation Personnel integrated in Safety Management System (not only for pilots and flight attendants but also for the human resource department, financial department etc.)

Duration

- 1 Day

Module 1: Make Safety a System		
<i>Note: Presentation of generic SMS risk management process and safety culture definition, may be adapted to costumer specific process and definition on request</i>		
Objectives	Contents of Module	Practical Training/Discussion
<p>Understand the context and drivers of a Safety Management System</p> <p>Differentiate the existing safety management organisation and the new elements of a SMS</p>	<p>1. Framework:</p> <ul style="list-style-type: none"> • Definition of Safety, Risk and Risk Assessment • Concept of a Safety Management System • Accident Prevention Programme versus SMS • SMS Risk Management Process 	<p>Group discussion on “what is safety, risk and risk assessment?” (Flip Chart)</p>
	<p>2. Requirements:</p> <ul style="list-style-type: none"> • ICAO Standards and Reference Documents • SMS Definition • ICAO SMS Components • IOSA • Timeline LBA 	
	<p>3. Orientation & Safety Culture:</p> <ul style="list-style-type: none"> • Reactive, proactive and predictive Safety Measures • Orientation • Safety Culture Definition 	<p>Group discussion “SMS for all employees” (what does it mean)</p>

Module 2: Costs & Benefits		
<i>Note:</i>		
Objectives	Contents of module	Practical Training/Discussion
<p>Be able to assess the return on investment for a functioning SMS</p> <p>Be able to make the proper decisions when allocating resources to safety</p>	1. Safety for Profit: <ul style="list-style-type: none"> • Safety for Profit • The management dilemma 	
	2. Costs of a SMS	Group discussion
	3. Benefits of a SMS: <ul style="list-style-type: none"> • SMS as a Defence against Prosecution • Direct savings • Indirect savings 	

Module 3: SMS Elements		
<i>Note:</i>		
Objectives	Contents of module	Practical Training/Discussion
	1. State Safety Programme: <ul style="list-style-type: none"> • Acceptable Level of Safety • Where is the Difference • Safety Measurement • Safety Assurance • Safety Requirements 	Setting personal goals (group work – carton at pin wall)
	2. ICAO Safety Management SARPs: <ul style="list-style-type: none"> • SMS main elements according to ICAO 	

Module 4: SMS Integration		
<i>Note:</i>		
Objectives	Contents of module	Practical Training/Discussion
	1. Duties & Responsibilities: <ul style="list-style-type: none"> • Accountability • SMS Organisation • Organigram • Flight Safety Office, Safety Action Group & Safety Review Board • Due diligence • Responsibilities of senior management • Responsibilities of line management 	
	2. Data Transfer: <ul style="list-style-type: none"> • Flow of information • Software solutions 	Requirements for a SMS Software (Mind Mapping)
	3. Need for a Change? <ul style="list-style-type: none"> • Management of Change • Change assessment 	
	4. Relationship QMS-SMS: <ul style="list-style-type: none"> • Differences 	Synergies (group discussion)
	5. General Summary: <ul style="list-style-type: none"> • According to personal goals 	