

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

3 ALLOCATE RESPONSIBILITIES

Identify legal obligations and responsibilities

Delineate the roles of the Provider and the Regulator

Determine Safety responsibilities within the Organisation

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.

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

(*) as you implement them

Contacts

Jean-Luc GARNIER	- Head SQS Unit	email: jean-luc.garnier@eurocontrol.be
Jacques BEAUFAYS	- Safety Management	email: jacques.beaufays@eurocontrol.be
Patrick MANA	- Technical Specialist	email: patrick.mana@eurocontrol.be
Gilles LE GALO	- Operational Specialist	email: gilles.le-galo@eurocontrol.be

Editorial Matters
e-mail : safety.management@eurocontrol.be
Tel: +32-2-729-3317 / 3296 Fax: +32-2-729-9984

Support

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

European Air Traffic Management programme
EATMP

Safety Achievement
Competency
Safety Occurrences
Quantitative Safety Levels
System Safety Assessment and Documentation

ESARR3 Specifics:
External Services
SMS Documentation (in part)
Safety Management Responsibility

Safety Assurance
Safety Surveys
Safety Monitoring
Safety Records (*)
Risk Management Process (*)

(*) Parts that are currently being revised

Safety, Quality Management and Standardisation Unit - November 2000

Safety Letter



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 (human-procedures-equipment) bringing almost constant change for which safety implications have to be assessed prior to implementation and thereafter operations safely managed and monitored. Safety in service provision demands management commitment to implementation of Safety Management Systems (SMS) which address safety in an explicit, formal and documented manner operated by trained personnel using dedicated methods, procedures and tools.

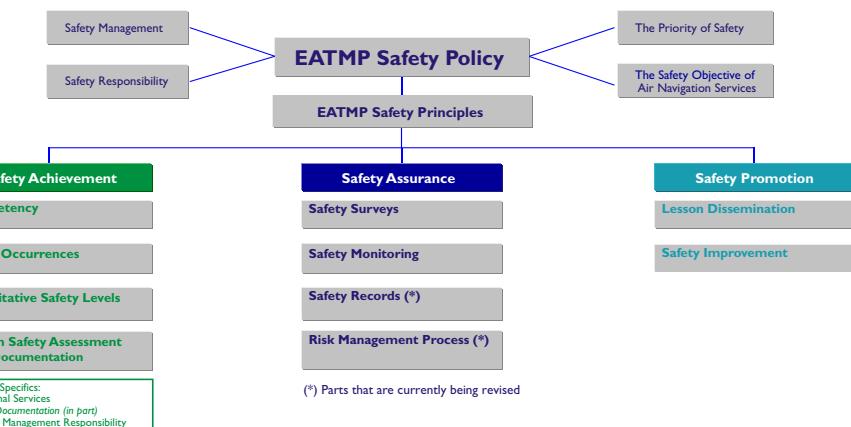
Safety should therefore be afforded the highest priority taking precedence over commercial, operational, environmental or social pressures. Staff must be given responsibility for their own actions, and managers held responsible for the safety performance of their organisations.

This second edition of the EATMP Safety Letter provides a high level overview of the principles underpinning a typical SMS, particularly the achievement, assurance and promotion of safety. It is the first in a series covering each of the EATMP Safety Principles, and the reader will find a brief overview of what it takes to get an SMS started in an organisation and a list of key documents developed in support thereof.

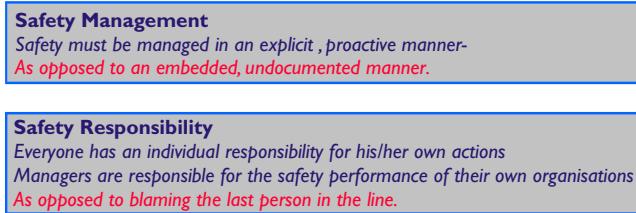
Editorial

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. ATS 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



Safety, Quality Management and Standardisation Unit - November 2000

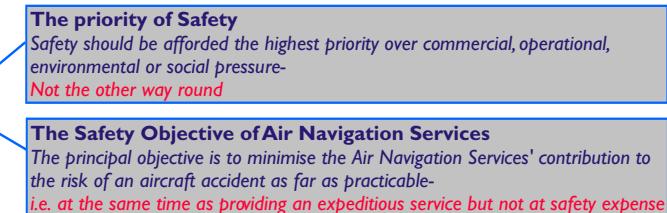


EATMP Safety Policy

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 ⑯ ⑯
- Training ⑯ ⑯ ⑯ ⑯

Safety Occurrences

Whether technical or operational, occurrences should be investigated and necessary action taken

- Reporting System(s) ⑯
- Occurrence Investigation ⑯
- (Safety) recommendations
- Reporting to (Regulator, SRC) ⑯
- Exchange of Safety Data (between units, with EUROCONTROL) ⑯

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 ⑯
- FHA-Functional Hazard Analysis
 - > System Definition ⑯
- PSSA-Preliminary System Safety Assessment
 - > System Design
- SSA-System Safety Assessment
 - >Development and transfer to operations

Safety Assurance

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 periodical surveys
- External survey/audits
- ICAO Safety Oversight Programme

Safety Monitoring.

Methods should be put in place to detect changes in systems or operations which may require corrective actions to be taken

- Traffic statistics
- Interface with engineering
- Interface with management
- Interface with ATC procedures development department
- Interface with ATC operational practices changes

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

(*) Parts that are currently being revised

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

<ul style="list-style-type: none"> - Reports - Briefings - Safety Data exchange - Simulations 	<ul style="list-style-type: none"> - Training - Demonstrations - Workshops-Seminars
---	--

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

Reference Documentation

EATMP Safety Management

- ⑯ EATMP Safety Policy
- ⑯ EATMP Safety Policy-Implementation Guidelines
- ⑯ EATMP Reporting Systems Guidelines
- ⑯ EATMP Safety Occurrence Investigation Guidelines
- ⑯ EATMP Emergency Training Guidelines
- ⑯ EATMP Air Navigation System Safety Assessment Methodology(Awareness)
- ⑯ EATMP Air Navigation System Safety Assessment Methodology (FHA)
- ⑯ HEIDI Taxonomy
- ⑯ EUROCONTROL EATMP Safety Letters

EATMP Human Factors & Training

- ⑯ EATMP Guidelines for ATCO Manpower Planning Processes
- ⑯ EATMP Guidelines for Personal and Career Development Processes
- ⑯ EATMP Simulation Facilities for Air Traffic Control Training
- ⑯ EATMP Guidelines for Common Core Content and Training Objectives for Air Traffic Controllers Training (Phase I)
- ⑯ EATMP Controller Training in the Handling of Unusual Incidents
- ⑯ European Manual of Personnel Licensing Air Traffic Controllers

EUROCONTROL Safety Regulation

- POLICY DOC1 [Draft 0.01, 14 July 00]
- ESARR2 [Ed. 1.0 12 Nov 99]
- GMI-ESARR2 [Ed. 1.0 12 Nov 99]
- GM2-ESARR2 [Ed. 1.0 12 Nov 99]
- CD1-ESARR2 [Ed. 08 Feb 00]
- CD2-ESARR2 [Ed. 04 Feb 00]
- ESARR3 [Ed. 1.0, 13 July 00]
- GMI-ESARR3 [Working Draft Ed.0.02, 03 March 00]
- ESARR4 [Draft 0.2, 14 July 00]
- ESARR5 [Draft 0.2, 18 July 00]