




SAFETY MANAGEMENT SYSTEM MANUAL

A template for the Aviation Community

MANAGEMENT SYSTEM


SAFETY + COMPLIANCE



Reg. (EU)
748/2012




Construction



Reg. (EU)
1321/2014
Part-CAMO




CAMO



Reg. (EU)
1321/2014
Part-145




Maintenance



Reg. (EU)
1178/2011




Training



Reg. (EU)
965/2012



Operations



Reg. (EU)
2023/203
Part-IS
(22/02/2026)



Information

SAFETY MANAGEMENT SYSTEM MANUAL



[Company Name and Logo]

Safety Management System Manual



Photo: courtesy Airbus & Elifriulia

Edition: 0 Date: 20/10/2024
Revision: 0 Date: 20/10/2024

NOTE: Within the manual the edition number and the revision number are conveniently showed as “**edition No.**” + “.” + “**revision No.**”. Thus, the Edition 0 and Revision 0 is showed as “**Revision 0.0**”.



*A complimentary document developed by
ESPN-R (European Safety Promotion Network – Rotorcraft)*

SAFETY MANAGEMENT SYSTEM

INSTRUCTIONS



ESPN-R
European Safety Promotion Network – Rotorcraft



ESPN-R SMS MANUAL INSTRUCTIONS

ESPN-R
First Edition
October 2024



COMPLIANCE

ICAO Doc. 9859 SMS Manual

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ESPN-R SMS Manual

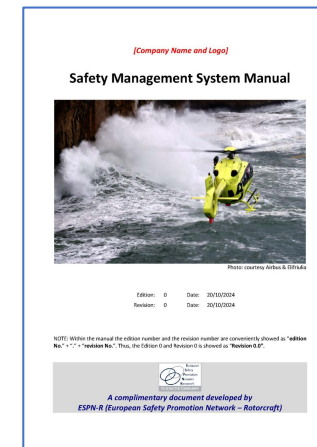


Table 10. Components and elements of the ICAO SMS framework

COMPONENT	ELEMENT
1. Safety policy and objectives	1.1 Management commitment
	1.2 Safety accountability and responsibilities
	1.3 Appointment of key safety personnel
	1.4 Coordination of emergency response planning
	1.5 SMS documentation
2. Safety risk management	2.1 Hazard identification
	2.2 Safety risk assessment and mitigation
3. Safety assurance	3.1 Safety performance monitoring and measurement
	3.2 The management of change
	3.3 Continuous improvement of the SMS
4. Safety promotion	4.1 Training and education
	4.2 Safety communication

ESPN-R SMS Manual – Index (extract)

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3. SMS POLICIES AND OBJECTIVES
4. ORGANIZATION, MANAGEMENT, AND SUPERVISION
5. HAZARD IDENTIFICATION AND RISK MANAGEMENT SCHEMES
 - 5.12. Management of change (including organisational changes with regard to safety responsibilities)
6. SAFETY PERFORMANCE MONITORING
 - 6.5. Continuous improvement
7. INCIDENT REPORTING AND INVESTIGATION
8. EMERGENCY RESPONSE PLAN
9. SAFETY TRAINING AND QUALIFICATION
10. SAFETY PROMOTION
11. SAFETY DOCUMENTATION
12. Meetings
- A. ATTACHMENTS
- B. FORMS



COMPLIANCE

**Reg. (EU) 965/2012
(and other regulations)**

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ESPN-R SMS Manual

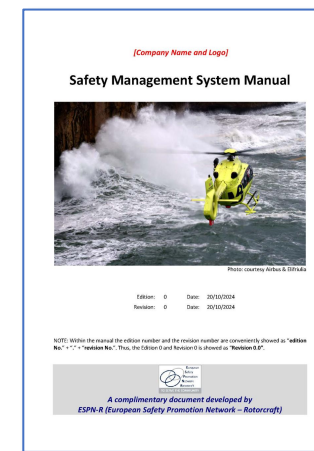


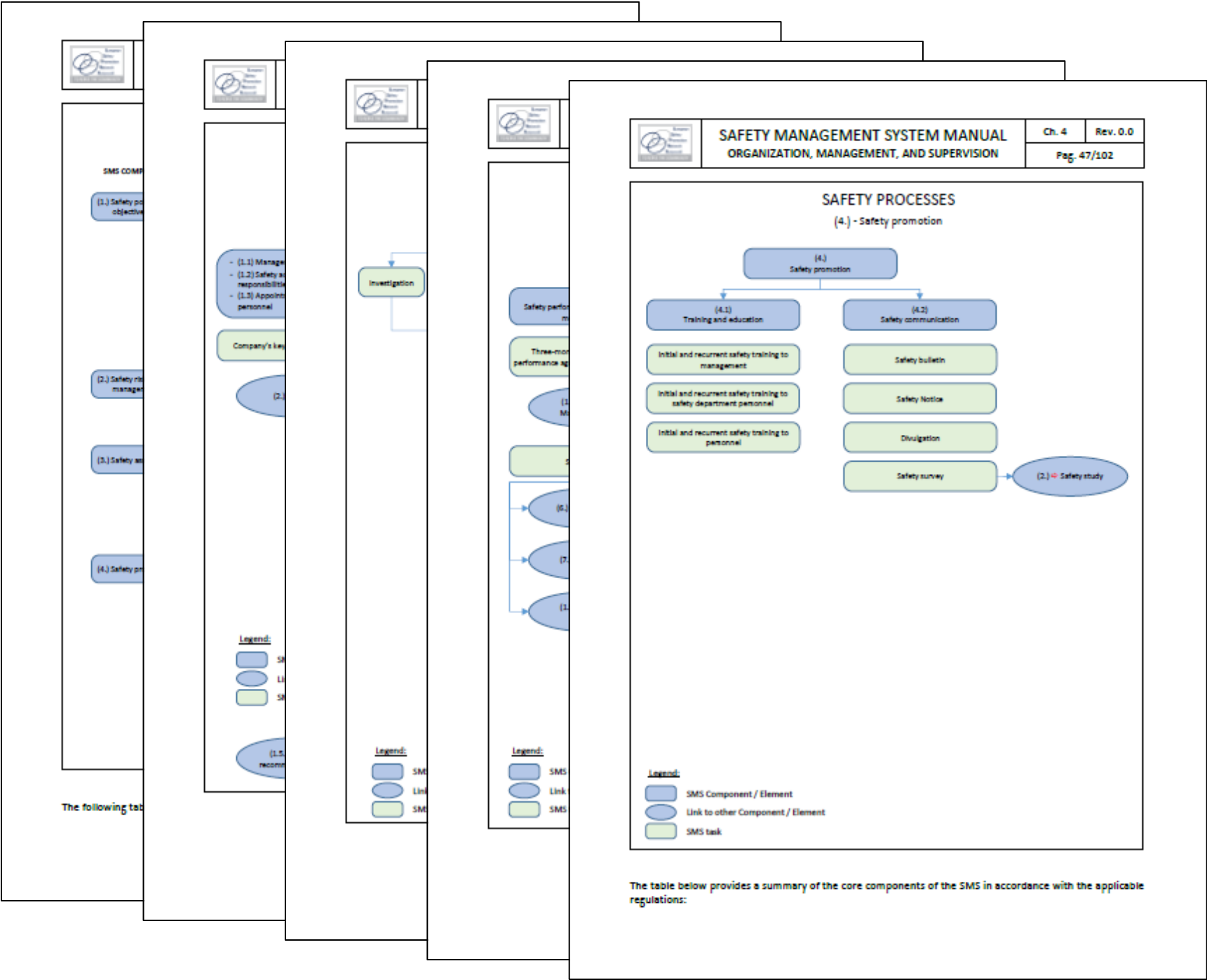
Table 10. Components and elements of the ICAO SMS framework

AMC2 ORO.GEN.200(a)(5)	
(1) scope of the safety management system;	
(2) safety policy and objectives;	
(3) safety accountability of the accountable manager;	
(4) safety responsibilities of key safety personnel;	
(5) documentation control procedures;	
(6) hazard identification and risk management schemes;	
(7) safety action planning;	
(8) safety performance monitoring;	
(9) incident investigation and reporting;	
(10) emergency response planning;	
(11) management of change (including organisational changes with regard to safety responsibilities);	
(12) safety promotion.	

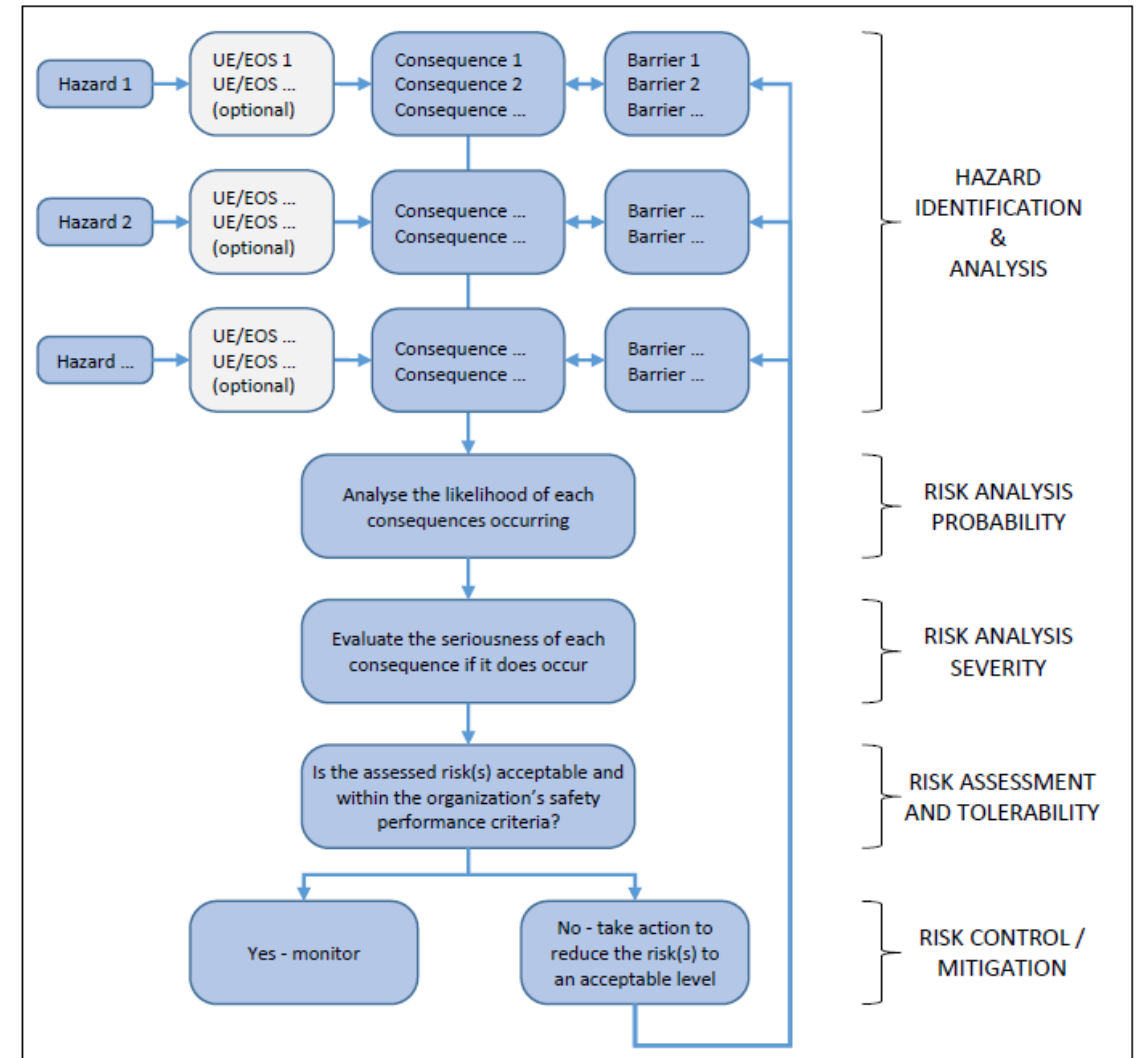
ESPN-R SMS Manual – Index (extract)

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A.	ATTACHMENTS
B.	FORMS

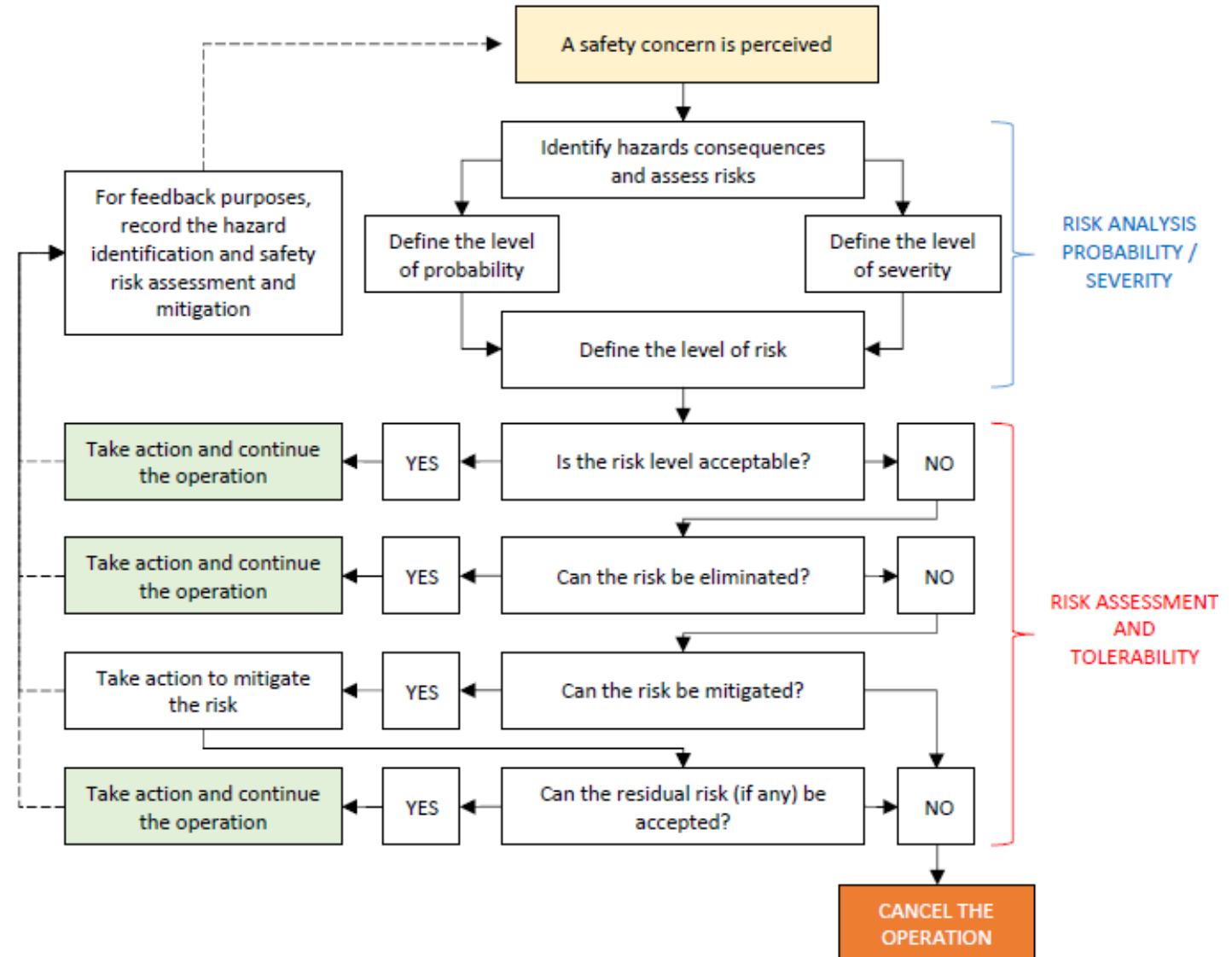
PROCESSES



SAFETY RISK MANAGEMENT

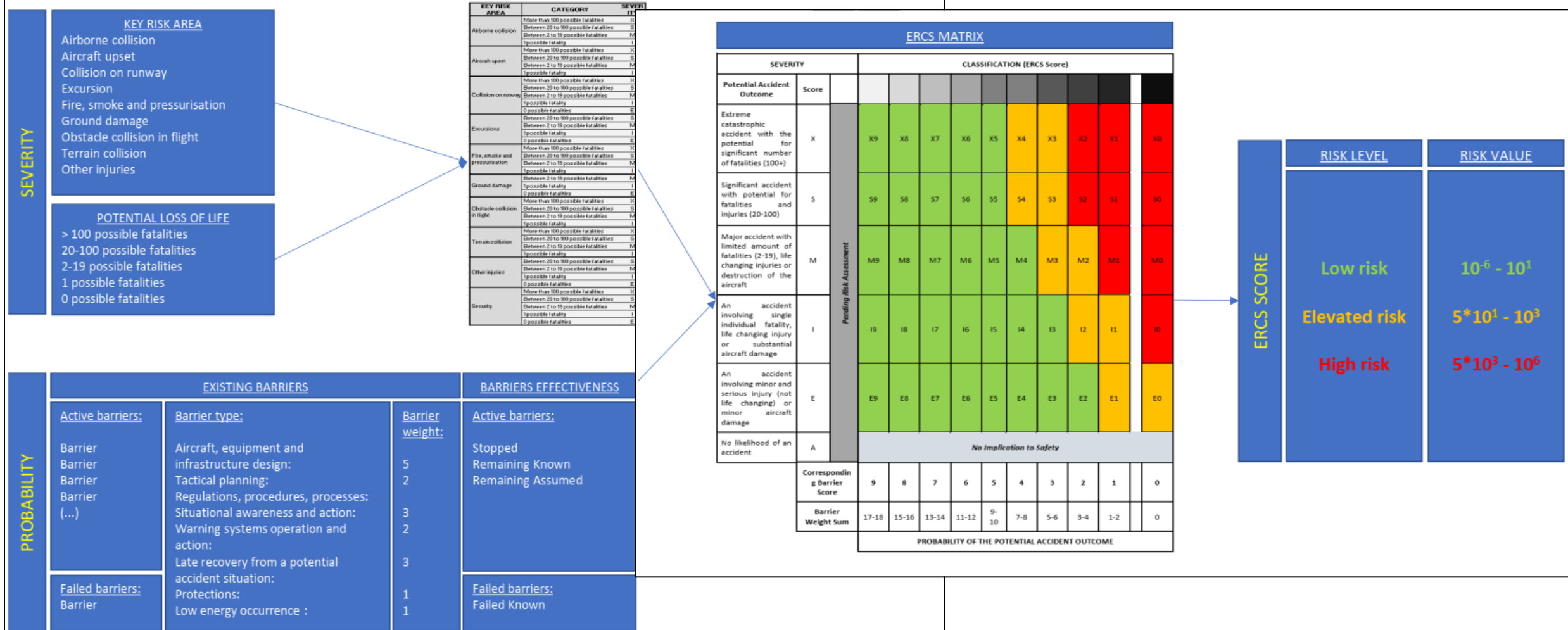


RISK ASSESSMENT

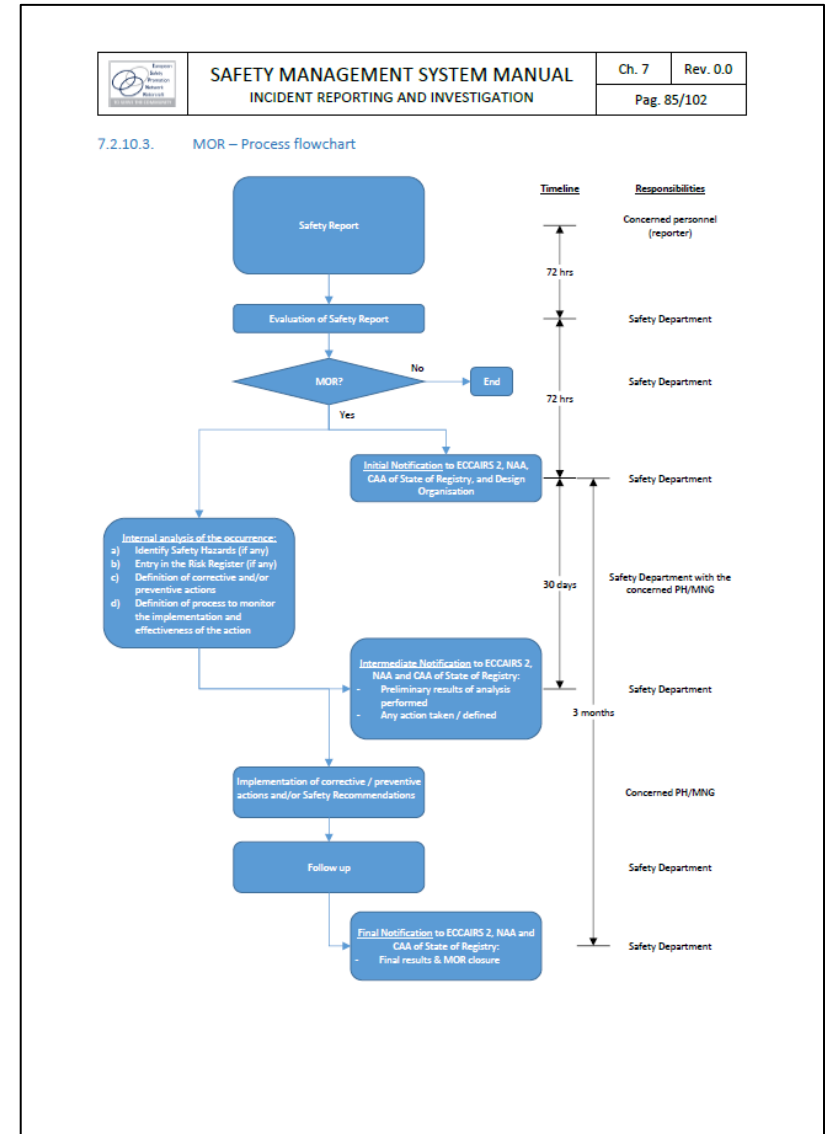


European Risk Classification Scheme (ERSC)


EUROPEAN RISK CLASSIFICATION SCHEME (ERCS)
SCHEMATIC (Ref. Reg. (EU) 2020/2034)



Mandatory Occurrence Reporting



SAFETY DOCUMENTS

	SAFETY MANAGEMENT SYSTEM MANUAL SAFETY DOCUMENTATION	Ch. 11	Rev. 0.0
		Pag. 99/102	

Records	Document identification	Person in Charge	Recording/ Archiving means	Record Keeping period	Record periodic review
Company Notification Plan	SMS-03-NP	Safety Manager	Electronic	Permanent	When necessary
Safety Review Board meetings minutes	SMS-10-SRB	Safety Manager	Electronic	5 years	When necessary
Safety Action Group meetings minutes	SMS-11-SAG	Safety Manager	Electronic	5 years	When necessary
Safety Meetings to personnel	SMS-12-MEET	Safety Manager	Electronic	5 years	1 year
Safety Annual Report	SMS-13-AR	Safety Manager	Electronic	5 years	1 year
Safety Objectives and Indicators	SMS-21-OBJ	Safety Manager	Electronic	5 years	1 year
Safety Study (Risk Assessment study)	SMS-30-RA	Safety Manager	Electronic	Permanent	3 years
Management of change	SMS-32-MOC	Safety Manager	Electronic	Permanent	When necessary
Safety Report form	SMS-40-SR	Safety Manager	Electronic	Permanent	When necessary
Internal Safety Report	SMS-41-ISR	Safety Manager	Electronic	Permanent	1 year (only open issues)
Hazards list	SMS-50-HAZ	Safety Manager	Electronic	Permanent	When necessary
Safety Recommendation	SMS-51-REC	Safety Manager	Electronic	5 years	When necessary
Safety Audit	SMS-60-AUD	Safety Manager	Electronic	5 years	1 year
Safety Trainings Register	SMS-71-TR	Safety Manager	Electronic	5 years	1 year
Safety Magazine	SMS-80-MAG	Safety Manager	Electronic	5 years	When necessary
Safety Alert Notice	SMS-81-SAN	Safety Manager	Electronic	5 years	When necessary
Safety Bulletin	SMS-82-SBU	Safety Manager	Electronic	5 years	When necessary
Various divulgation material	SMS-83-DIV	Safety Manager	Electronic	5 years	When necessary

In the absence of such indication, all records should be kept for a minimum period of 5 years. Documents are reviewed as reported in the list or whenever is deemed necessary.



QUESTIONS?



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