# Goals of this Checklist

The fact is, Safety Promotion takes the “back seat” in most aviation safety programs. For one, compliance agencies far under-stress it (for example, the FAA only dedicates 4 of its Advisory Circular’s 70+ pages on Part 5 compliance to Safety Promotion).

Also, safety managers tend to either be:

* Short on time/manpower
* Short on budget
* Short on resources for promoting
* Short on know-how for promoting the SMS

None of these shortfalls are conducive to promoting the safety program.

This checklist is designed with goal of providing safety mangers a roadmap for easily attaining a good degree of consistent safety promotional efforts each month. Secondly, most of the safety promotion work is front loaded, meaning that after an initial effort creating templates and processes, you only need to spend a fraction of your time every month promoting the program.

# Tips for Using this Checklist

As said, doing a bit of work up front will vastly improve your ability to automate much of your safety promotional efforts. Instead of recreating the wheel each month for some of the more time consuming promotional items (newsletters, debriefs, update emails, “thank you for reporting” emails) do the following ahead of time:

* Create **templates** that you will reuse
* **Delegate** more routine tasks, such as data gathering
* Create **structures** that are reused, such as meeting formats
* Repeatable **processes** (don’t waste time figuring out “what to do next”)

Putting in a bit of effort before you get started promoting your program will save vast amounts of time in the long run and make expectations consistent among employees. Using tips in the above bullet points, you should be able consistently fulfill most of the checklist items each month.

We have included custom sections in case you have unique promotional activities you do on a regular basis. Print out only the last page to print the checklist.

**Monthly Safety Promotion Checklist**

**Responsible Manager**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month/Year: \_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Safety Promotion Task** | **Complete?** | **Date** |
| **AWARENESS** | All important safety updates, such as changes to SMS, were communicated to relevant employees |  |  |
| Safety debrief sent to employees each week (i.e., summary of week’s safety) |  |  |
| Safety meetings were held each week |  |  |
| New safety poster was added/updated to operational environment. If no new poster, existing poster was recommunicated to employees, such as during safety meeting |  |  |
| **CULTURE** | Each report followed up (with reporter) on this month, such as to say thank you for reporting or provide issue status update |  |  |
| Newsletter was sent out to stakeholders this month |  |  |
| Safety manager personally interacted directly with front line employees at least once per week |  |  |
| **TRAINING** | Lessons learned this month were documented and communicated to stakeholders |  |  |
| All new employees received initial SMS training (check Complete if no new employees this month) |  |  |
| No employees have overdue training by end of month |  |  |
| **CUSTOM** |  |  |  |
|  |  |  |
|  |  |  |

**TOTAL: /**

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_