



CAUTION
SUPPORT ZONE
WHILE LOADING
TO NEXT POSITION

AVIATION SMS IMPLEMENTATION: PHASE I CHECKLIST

Phase 1 Checklist

What is Phase 1

Phase 1 of SMS Implementation involves activities that are designed to help lay some ground work that you will need in order to begin implementing parts of your safety program. This includes basic activities to assess questions like:

- How are we currently managing safety?
- How do we ultimately want to manage safety?
- How are we going to get there?

Phase 1 will help you gain a high-level overview of what it's going to take to implement your SMS, and what the end goal is. In larger organizations with complex interactions, this phase can take around 12 months. For smaller organizations Phase 1 can be completed fairly quickly.

Tips and Resources for Using This Checklist

Items on this checklist can be completed in any order, though we recommend completing the first three items in order.

Here are some resources that should prove valuable for implementation:

Resources for SRM Tasks

- [Overview of 4 Phases of SMS Implementation](#)
- [SMS Pro Implementation Manager](#)
- [SMS Implementation Quiz](#)
- [Gap Analysis Checklist](#)
- [Safety Management Manual](#) (includes implementation guidance)

SMS Implementation Phase 1 Checklist

Responsible Manager: _____

Start Date: _____

PHASE 1 TASK	COMPLETE?	DATE
An accountable executive has been identified who will be responsible for our SMS		
The person/team responsible for implementing our SMS has been identified		
A gap analysis has been performed on our SMS		
An implementation plan has been created, including things like timelines, implementation goals, etc.		
The person who is responsible for managing/maintaining the SMS (i.e., a safety manager) has been identified		
Establish which channels will be used to communicate safety, such as email, message boards, etc.		
Establish various types of training you will use to train employees on the SMS, such as initial SMS training, hazard identification training, etc.		
Define and document the scope in which the SMS will apply in your operations, such major departments, facilities, other types of systems (QMS), and so on		

TOTAL: /

Name: _____ Signature: _____ Date: _____