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# AVIATION SMS IMPLEMENTATION: PHASE 2 CHECKLIST

# Phase 2 Checklist

## What is Phase 2

Phase 2 of SMS Implementation is largely dedicated to document foundational, core, elements of your safety management system. The result of implementing Phase 2 is an SMS Safety Policy that all employees can reference to understand:

- What the SMS is;
- What their role in the SMS is;
- Available resources for working safely; and
- What is expected of them to facilitate the SMS on a daily basis?

Initially, you will create a Safety Policy, which will be mostly empty at first. This safety policy can exist physically or online. As you create needed Safety Policy items, you simply need to add them to your policy.

## Tips for Using This Checklist

Most items on this checklist can be done in any order, though we have put the list in an order than may likely prove the easiest. What is most important is making sure that:

- Each item is communicated throughout your organization;
- The resulting Safety Policy is organized; and
- That the Safety Policy exists in an easy to access location

Finally, once your Safety Policy is complete, you should review each item in the policy – over the course of developing your policy, your ideas about your SMS may change. You should update all parts of your policy that don't reflect your current understanding of your SMS. 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 2 Checklist

Responsible Manager: \_\_\_\_\_

Start Date: \_\_\_\_\_

	PHASE 2 TASK	COMPLETE?	DATE
COMMITMENTS	The accountable executive has written a personal commitment to safety		
	Management has written a formal company commitment to safety, communicated it to employees		
	Other key commitments to safety have been documented, such as a non-punitive reporting policy, voluntary reporting policy, and so on		
PERSONNEL	Key personnel have been identified for facilitation of the SMS and communication channels		
	The duties and responsibilities (i.e. accountabilities) have been clearly identified for each role in our safety program		
GUIDANCE	An emergency response plan has been created and coordinated with ERPs of associated organizations		
	All company safety policies and procedures have been documented		
	High level, long term company safety goals have been identified and documented		
COMPLETION	A Safety Policy has been created, and each completed documented policy item (i.e., the above items) has been added to the Safety Policy		
	The accountable executive has signed our Safety Policy to confirm that they approve		

TOTAL: /

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