

**SECTION C  
 DESCRIPTION/SPECIFICATIONS/EXHIBITS**

**EXHIBIT 31 - SAFETY MANAGEMENT SYSTEM (SMS) COMPONENTS QUESTIONNAIRE AND ACCIDENT HISTORY**

The FS aviation program views Safety Management Systems (SMS) as a critical element for contract evaluation. A complete response is highly encouraged.

(a) Safety Management System Components

The FS aviation program uses Safety Management Systems (SMS) agency-wide approach to aviation operations that includes safety management policy, safety risk management, safety assurance and safety promotion. Provide evidence of your SMS program as described below.

**Note:** Under the column heading OFFEROR ACTION REQUIRED on the form, the documentation provided must describe the policy or process used to meet the standard with completed evidence. Blank forms are not acceptable as evidence. For example, for audit evidence under Safety Assurance, a certificate of an SMS audit serves as evidence; or a copy of a “self-validated” SMS audit will suffice. If no action is stated, simply mark the column with a Y, N or N/A where applicable.

SAFETY MANAGEMENT SYSTEM COMPONENTS		Y	N	N	A	OFFEROR ACTION REQUIRED
	Standard					
<b>1</b>	<b>Safety Policy and Objectives</b>					
1a	Are key safety personnel appointed? Is there an identified trained Aviation Safety Manager? <div style="border: 1px solid black; padding: 2px; display: inline-block; color: red;">PRISM onsite and Denver SMS Courses</div>					Describe and provide evidence.
1b	Does the company have an organizational structure (organizational chart) that clearly defines duties, authorities and accountabilities? <div style="border: 1px solid black; padding: 2px; display: inline-block; color: red;">PRISM SMS Manual</div>					Describe and provide evidence.
1c	Where the company has more than one operating base, has the management structure addressed the management responsibilities at each location? <div style="border: 1px solid black; padding: 2px; display: inline-block; color: blue;">GOM</div>					Describe and provide evidence.
1d	Operations Manual					
	• Does the Operations Manual contain a flight operations and aircraft maintenance policy?					<div style="border: 1px solid black; padding: 2px; display: inline-block; color: blue;">GOM</div> Describe
	• Does the Operations Manual contain an operational control system and SOP's?					<div style="border: 1px solid black; padding: 2px; display: inline-block; color: blue;">GOM</div> Provide evidence.
	• Is the Operations Manual approved by management (CEO)?					<div style="border: 1px solid black; padding: 2px; display: inline-block; color: blue;">GOM</div>
	• Is the Operations Manual amended or revised as necessary to ensure that the information contained in it is kept up to date? <div style="border: 1px solid black; padding: 2px; display: inline-block; color: blue;">GOM</div>					Describe and provide evidence.

**SECTION C**  
**DESCRIPTION/SPECIFICATIONS/EXHIBITS**

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	<b>Standard</b>				ARMOR Read & Initial, TQT
	<ul style="list-style-type: none"> <li>Have the employees been trained on the Operations Manual?</li> </ul>				Provide evidence.
	<ul style="list-style-type: none"> <li>Does the Operations Manual reflect the type operation that is being contracted for? GOM</li> </ul>				Describe and provide evidence.
1e	Emergency Response Plan				
	<ul style="list-style-type: none"> <li>Do you have an internal emergency response plan? PRISM ERP Manual</li> </ul>				
	<ul style="list-style-type: none"> <li>Is the Accident / Emergency Plan available to all employees? PRISM ERP Manual in ARMOR Safety Locker</li> </ul>				Describe
	<ul style="list-style-type: none"> <li>Are personnel who have a role in the emergency response plan trained in their role, and is the plan exercised periodically in order to test its integrity? ARMOR ERP Drills, Safety Locker</li> </ul>				Provide evidence.
<b>2</b>	<b>Safety Risk Management</b>				
2a	Does the company have a Risk Management Policy? PRISM SMS Manual. ARMOR Safety Locker				Provide evidence.
2b	Has the company developed and maintained a Risk Management Process to: Identify Hazards Risk Analysis (Exposure) Risk Assessment (Severity and likelihood) Decision Making (Mitigations) Validation of Control (Controls effective) ARMOR RPT, RAT, IEP, Assurance Checks, Risk Control Validation, Risk Matrix Tool				Describe and provide evidence. No blank forms.
2c	Does the company have an Operational Risk Management (ORM) Worksheet ARMOR FRAT, GRAT				Describe and provide evidence.
2d	Is there a process to elevate the risk decision outcome? i.e. Chief Pilot? CEO? ARMOR FRAT, GRAT				Describe and provide evidence.
<b>3</b>	<b>Safety Assurance</b>				
3a	Have operations (internal or external) audits been conducted in this past field season? ARMOR IEP				Describe and provide evidence of this audit.
3b	Is there an Action Plan (AP) developed from the audits? ARMOR IEP Findings Report, Safety Locker				Provide your latest plan.
3c	Does the company have a Quality Assurance Program? ARMOR IEP				Describe and provide evidence.

**SECTION C  
 DESCRIPTION/SPECIFICATIONS/EXHIBITS**

3d	Has the company developed and maintained a means of: monitoring and measuring safety performance, identifying and managing organizational changes that may affect safety, ensuring continual improvement? <div style="border: 1px solid black; padding: 2px; display: inline-block; color: red; font-weight: bold;">ARMOR Reports from all Tools, SIE, Safety Locker, Project Manager, IEP</div>		What action has your company taken and/or plans to facilitate change? Describe and provide evidence.
3e	Does the company have a training program that ensures personnel are trained and competent to perform their assigned duties? <div style="border: 1px solid black; padding: 2px; display: inline-block; color: red; font-weight: bold;">ARMOR TQT, Safety Locker</div>		Do you have a process that can train your pilots and mechanics, both initially and annually, on the requirements of this contract? Describe and provide evidence.
3f	Does the company have a separate training program for: pilots, maintenance personnel, fuelers / truck drivers? <div style="border: 1px solid black; padding: 2px; display: inline-block; color: red; font-weight: bold;">ARMOR TQT, Safety Locker</div>		Describe and provide evidence.
<b>4</b>	<b>Safety Promotion</b>		
4a	Has the company developed and maintained a formal means of safety communication (like SAFECOM) <div style="border: 1px solid black; padding: 2px; display: inline-block; color: red; font-weight: bold;">ARMOR RPT, "Publishing"</div>		Briefly describe technology your company has acquired to facilitate communication with deployed pilots. Describe and provide evidence
4b	Are there lessons-learned developed from incidents/accidents? Are they shared with the company personnel? <div style="border: 1px solid black; padding: 2px; display: inline-block; color: red; font-weight: bold;">ARMOR RPT, "Publishing"</div>		Provide evidence.
4c	Is a Safety Award system in place? <div style="border: 1px solid black; padding: 2px; display: inline-block; color: red; font-weight: bold;">PRISM SMS Manual</div>		Describe

(b) Accident History for the previous 5 years: Include all aircraft that have operated under your Operating Certificates (fixed wing and rotor wing). Complete the blocks that apply to your company accident history.

(1) Total number of flight hours for the previous 5 years: \_\_\_\_\_

(2) Number of aircraft accidents reported to NTSB in the previous 5 years: \_\_\_\_\_

If your company has had an accident in the last 5 years provide an accident prevention action plan or evidence of actions taken to prevent future accidents.

If you had an accident that was reported to the NTSB and it was downgraded to an incident, you must provide evidence from the NTSB.