Aviation Safety Management Systems (SMS) Training Course Description
Provider: PRISM, LLC, Updated January 2023
_____

Length of Course:

Three full days in a classroom with instructor and attendees physically present

General Course Description:

This course is designed to instruct safety and other managers in an aviation organization on how to implement and run an ICAO compliant Safety Management System (SMS). The course is highly interactive and provides four credits towards the NBAA Certified Aviation Manager (CAM) Program.

➢ Describe the 4 Components and the 12 Elements of the ICAO SMS Framework, including the processes and activities associated with each Element.
➢ Become familiar with the various sources of specific SMS requirements and which ones apply to your organization
➢ Become familiar with characteristics of an effective and "just" safety culture and learn techniques for how to evaluate your organization's safety culture
➢ Describe the purpose of having a Safety Reporting Program
➢ Use the Safety Risk Management process and understand how it differs from a Flight Risk Assessment
➢ Describe what Change Management is concerned with according to SMS
➢ Become familiar with Safety Performance Indicators (SPI) and how they relate to the three strategies of SMS
➢ Describe how to implement an Internal Auditing Program (IAP) in your organization and where to find appropriate checklists.
➢ Become familiar with a phased approach to SMS implementation
➢ Describe safety investigation techniques and Root Cause Analysis
➢ Pass a written exam.

General Outline:

Module 1   Introduction – Definitions and Goals
Module 2   Basic safety concepts
Module 3   Safety culture
Module 4   Introduction to safety management
Module 5   Hazards
Module 6   Risks
Module 7   The SMS Framework
SMS Case Study: Prism ARMOR
Module 8   SMS Implementation
Module 9   Safety Investigation and Root Cause Analysis

Aviation Safety Management Systems (SMS) Training Course Description
Provider: PRISM, LLC, Updated January 2023

_____

Learning Objectives:

At completion of the training, the student will be able to:

1. Describe the difference between Safety Management and SMS.
2. State the current edition number of the ICAO Safety Management Manual
3. Name the Four Components (Pillars) and 12 Elements of the SMS Framework.
4. State the basic criteria for saying that your organization has an implemented SMS
5. Identify which of these areas is the most recent focus of Safety Management: Technology, Human Factors, Organizational Management or the Total System Management?
6. Describe Reason's Model (The Swiss Cheese Model)
7. Describe the Human Factors Analysis and Classification System (HFACS)
8. Describe "Practical Drift"
9. Describe "Latent Conditions"
10. Describe characteristics of an effective and "just" safety culture
11. Describe characteristics of an ineffective and "unjust" safety culture
12. Name and describe the three strategies of Safety Management
13. Describe the relationship between a Safety Objectives, SPIs, SPTs and Safety Triggers
14. Describe leading versus lagging safety performance indicators (SPIs)
15. Name 10 things that should be in your SMS Manual
16. Explain why hazard and "near-miss" reporting is so important
17. Describe the concept of ALARP.
18. State and describe the ICAO risk management process (5-Step Process is okay substitute)
19. State the two questions that you must ask to "assess" a risk
20. Describe the "Hierarchy of Controls" and how it applies to corrective actions
21. State two purposes of an Internal Auditing Program
22. State what Change Management is concerned with according to SMS.
23. Describe what Safety Training is concerned with according to SMS
24. Describe what is involved in "Safety Communication" according to SMS.
25. Define a "Root Cause" and its limitations
26. Describe two methods of Root Cause Analysis (RCA)
27. State where RCA fits in the 5-step risk management process
28. Complete an open book exam on these topics at the end of the course.