EAC
No. 19-13

SMS Manual Review Checklist

Purpose

This form is to be filled and submitted by the service provider as part of the acceptance process of the Safety Management Manual and establishing a Safety Management System. Through this checklist, the Safety Management General Directorate in ECAA will be able to verify that the service providers' manual is covering all the applicable elements of a Safety Management System.

Element	SMS Manual and Review List	To be filed by Service provider	To be filed by ECAA inspector	
		Cross reference to manual (PageNo)	S	U
1	**Safety policy and objectives**			
1-1	**Management commitment**			
1-2	**Safety accountability and responsibilities**			
1-3	**Appointment of key safety personnel**			
1-4	**Coordination of emergency response planning**			
1-5	**SMS documentation**			
2	**Safety risk management**			
2-1	**Hazard identification**			
2-2	**Safety risk assessment and mitigation**			
3	**Safety assurance**			
3-1	**Safety performance monitoring and measurement**			
3-2	**The management of change**			
3-3	**Continuous improvement of the SMS**			
4	**Safety promotion**			
4-1	**Training and education**			
4-2	**Safety communication**			

Operator name :
date:

Manual Issue:

inspector name :
Date :