EAC
No. 19-6

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Self Evaluation of SMS System

This checklist is provided for aviation organization to conduct a self-evaluation of their safety management system.

YES	NO	NS	NA	1	SAFETY POLICY
				1.1	Is a safety management system in place and being followed?
				1.2	Is the safety management system appropriate to the size and com- plexity of the organisation?
				1.3	Is there a safety policy in place?
				1.4	Has the organisation based its safety management system on the safety policy?
				1.5	Is the safety policy approved by the accountable executive?
				1.6	Is the safety policy promoted by the accountable executive?
				1.7	Is the safety policy reviewed periodically?
				1.8	Is the safety policy communicated to all employees with the intent that they are made aware of their individual safety obligations?
YES	**NO**	**NS**	**NA**	**2**	**NON-PUNITIVE SAFETY REPORTING POLICY**
				2.1	Is there a policy in place that provides immunity from disciplinary action for employees that report safety deficiencies, hazards or occurrences?
YES	**NO**	**NS**	**NA**	**3**	**ROLES & RESPONSIBILITIES**
				3.1	Has an accountable executive been appointed with responsibility for ensuring that the safety management system is properly imple- mented and performing to requirements in all areas of the organi- sation?
				3.2	Does the accountable executive have control of the financial and human resources required for the proper execution of his/her SMS responsibilities?
				3.3	Has a qualified person been appointed to manage the operation of the SMS?
				3.4	Does the person managing the operation of the SMS fulfill the required job functions and responsibilities?
				3.5	Are the safety authorities, responsibilities and accountabilities of personnel at all levels of the organisation defined and documented?
				3.6	Do all personnel understand their authorities, responsibilities and accountabilities in regards to all safety management processes, decisions and actions?
YES	**NO**	**NS**	**NA**	**4**	**COMMUNICATIONS**
				4.1	Are there communication processes in place within the organisation that permit the safety management system to function effectively?
				4.2	Are communication processes (written, meetings, electronic, etc.) commensurate with the size and scope of the organisation?