ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

7000.7

SUBJ: AIR TRAFFIC ORGANIZATION TERMINAL SERVICE SAFETY MANAGEMENT PROGRAM

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1. PURPOSE. This order provides guidance for the initial implementation of Safety Management System (SMS) requirements within the Air Traffic Organization Terminal Service (ATO-T).

2. DISTRIBUTION. This order is distributed to ATO-T regional offices, Washington headquarters, the Mike Monroney Aeronautical Center, and the William J. Hughes Technical Center.

3. EFFECTIVE DATE. This order is effective February 28, 2005.

4. BACKGROUND. The FAA, in accordance with its international civil aviation responsibilities, must implement formal safety risk management procedures for the National Airspace System (NAS). Each ATO line of business has been tasked with the responsibility to establish safety policy and procedures, promote a "safety culture," implement safety risk management (SRM) procedures, and develop a process to ensure program compliance as detailed in chapter 2 of the FAA's SMS Manual. The ATO-T Safety Management Office, reporting to the Director, Terminal Safety and Operations Support, is responsible for ensuring that all ATO-T organizations comply with and fully support the Safety SMS program, in particular the need to implement SRM procedures.

To the extent that FAA SMS processes and requirements are evolving and maturing, it is anticipated that this order will be revised as appropriate.

5. REQUIREMENTS. ATO-T has determined that it would be advantageous for certain program areas to transition immediately to full compliance with the provisions of the FAA SMS Manual and SRM requirements. These program areas are listed in Appendix 1.
The applicability of SRM for projects within the Appendix 1 program areas shall be made as detailed in chapter 3 of the FAA's SMS manual.

6. RESPONSIBILITIES.

a. Managers responsible for the program areas identified in Appendix 1 shall:

(1) Designate a focal point for SMS reporting, tracking, and coordination and advise the ATO-T Safety Management Office within 14 days after the effective date of this order.

(2) Work with the ATO-T Safety Management Office to ensure that all technical personnel/specialists in the program office have completed the ATO-Safety Service (ATO-S) SMS practitioners training within 120 days after the effective date of this order.

(3) Provide the ATO-T Safety Management Office with monthly SRM status reports for projects within the programs areas identified in Appendix 1. The first report will be submitted to the ATO-T Safety Management Office within 60 days of the effective date of this order. Subsequent reports will be due on the last working day of each month. Additional guidance concerning the reporting mechanism will be issued separately from this order.

(4) If applicable, conduct SRM for projects within the Appendix 1 program areas in accordance with chapters 4 and 5 of the FAA's SMS Manual.

(5) Provide support for internal audits and reviews conducted by ATO-T Safety Management Office, ATO-S, or Air Traffic Safety Oversight Service (AOV).

(6) Establish a records retention process to ensure that SRM decision memos, SRM documents, and other pertinent safety documents and their subsequent updates are catalogued and retained.

(7) Forward completed SRM packages (with all necessary supporting safety studies, reports, etc) to the ATO-T Safety Management Office for review and for coordination with ATO-S and AOV as defined in the FAA's SMS Manual. This includes SRM packages concerning NAS changes emanating from both Program Operations and Operations Support.

(8) Manage and track risk mitigation assessment efforts to verify that safety levels are maintained.

b. ATO-T Safety Management Office shall:

(1) Work with Managers to define specific projects and to clarify and refine SRM requirements and involvement for the program areas identified in Appendix 1.

(2) Support, advise, and assist program teams in applying SRM tools and techniques.

(3) Develop necessary process revisions, guidance materials, directive/handbook updates, etc. to apply SMS in the Terminal environment.

(4) Assist Managers in meeting SMS training requirements.

(5) Review completed SRM packages (with all necessary supporting safety studies, reports, etc). Coordinate with ATO-S and AOV as appropriate.

(6) Ensure program compliance with high-level safety objectives as detailed in chapter 6 of the FAA's SMS Manual.

(7) Consolidate safety change/action reports and coordinate with ATO-S and AOV, as needed, as detailed in chapter 7 of the FAA's SMS Manual.

(8) Coordinate with ATO-S to establish Terminal safety reporting system.

(9) Promote safety enhancements within ATO-T.

(10) Monitor the effectiveness of the overall ATO-T Safety Program.

(11) Update Appendix 1 yearly.

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Attachment

Appendix 1. FY-05 Terminal Service Program Area of Focus

a. New Airport Traffic Control Towers Sitings

b. Airport Surface Detection Equipment (ASDE)-X Safety Logic

c. National Change Proposal (NCP)

d. New York Integrated Control Complex (NYICC) (Note: The NYICC will be the pilot project for establishing an SRM process for other large facility projects.)

e. Terminal Automation

f. Terminal Surveillance

g. Development of new or changes to existing ATC separation standards and procedures, airspace changes, or other ATC procedures that would have a direct operational impact on pilots and would, therefore, require analysis and review by and coordination with the Flight Standards Service, to include, but not be limited to, the following:

(1) Document change proposals

(2) Notices

(3) Waivers

(4) Responses to the National Transportation Safety Board, the Department of Transportation Office of Inspector General, or Congress

(5) Differences filed with the International Civil Aviation Organization