



## Scope of Work

### Development and Implementation of a Safety Management System

#### **Background**

Austin Bergstrom International Airport (ABIA) has been selected by the FAA to participate in a pilot program to evaluate the implementation of a tailored Safety Management System (SMS). The information developed will be helpful as the FAA considers development of a Notice of Proposed Rulemaking to incorporate SMS into 14 C.F.R. Part 139, *Certification of Airports*.

#### **Expected Accomplishments**

The Consultant is expected to deliver a systematic and well documented safety program as is inherent in SMS that will allow the airport to anticipate risks and measure mitigating actions taken to improve safety in the face of continued growth in air traffic activity.

#### **Objectives**

1. Develop Outline. The outline should detail the Consultants methodology for development of the SMS program and SMS Manual.
2. Gap Analysis. Compare existing safety components with SMS program requirements and identify all elements that require development.
3. Draft Plan. Draft should address the gap analysis and describe safety risk management, risk mitigation strategies, and documentation processes.
4. Final Plan. Final SMS plan should be delivered in the form of a *Safety Program Manual (SPM)*. The SPM should address the gap analysis and describe safety risk management, risk mitigation strategies, and documentation processes. Further, the final plan should describe how ABIA will incorporate the SPM into the Airport Certification Manual (ACM).

## Tasks, Responsibilities, and Schedule

General. The Consultant will be responsible for the planning, analysis, creation or revision of processes involved in the development of the SMS. The Consultant may perform all work on the project, or may lead an on-site SMS development project team.

Task/Milestone	1 <sup>st</sup> Mo.	2 <sup>nd</sup> Mo.	3 <sup>rd</sup> Mo.	4 <sup>th</sup> Mo.	5 <sup>th</sup> Mo.	6 <sup>th</sup> Mo.
1. Develop an organizational chart identifying positions and safety responsibilities of all key personnel.						
2. Develop draft safety policy statement and describe how it is communicated to airport employees.						
3. Identify, describe, and recommend airport safety goals.						
4. Perform Gap Analysis using "The Five Phases of SRM" as discussed in FAA Circular 150/5200-37.						
5. Provide guidance on use of SRM and develop trend analysis models.						
6. Identify, document, and further develop self-inspection findings, reviews, analysis, corrective actions, and preventative actions taken.						
7. Prepare recommendations for developing the databases, models, and analytical tools to be used for risk management.						
8. Document process to identify training requirements for systems safety.						
9. Identify or develop plan to validate training effectiveness and the process to gain training feedback, including useable metrics.						
10. Identify or develop defined processes to communicate safety policies and objective throughout the organization.						
11. Identify, develop, and describe employee non-punitive reporting systems.						
12. Develop process for documenting and storing results of SRM.						

13. Describe how existing airport quality and risk management activities will be integrated into the SMS.						
14. Develop plan to integrate apron safety management into the SMS.						
15. Develop plan for training and education, safety communication, competency, and continuous improvement processes.						
16. Develop plan for employee SMS orientation and training with outline of proposed curriculum and resources.						
17. Describe how top management will follow-up on SRM to ensure risk mitigation strategies are appropriate.						
18. Identify, document, and further develop detailed self-auditing processes and their findings.						
19. Identify or develop process to review lessons learned from within the organization.						
20. Develop plan to integrate the tailored SMS program into the overall operation of the airport.						
21. Develop <b>Draft Final Plan</b> and schedule for implementation along with anticipated costs.						
22. Develop <b>Final Plan</b> and schedule for implementation along with anticipated costs.						

**Deliverables**

Within six months of award of contract, Consultant shall:

- Provide ABIA a safety risk gap analysis performed using “*The Five Phases of SRM*” as discussed in FAA Circular 150/5200-37. Gap analysis should identify procedures, policies, documentation, and actions that ABIA needs to implement as part of its SMS that go beyond the current Part 139 requirements addressed in the ACM.
- Provide ABIA a *Safety Management System Manual* in accordance with FAA Advisory Circular 150/5200-37. Manual should address gap analysis, and describe the safety risk management, risk mitigation strategies, and documentation processes.