



# **Management Plan**

## **Safety Management System for the Santa Maria Public Airport**

Submitted to:

**Santa Maria Public Airport  
District (SMPAD)**

Submitted by:

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# Management Plan

## Safety Management System for Santa Maria Public Airport

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## **I. INTRODUCTION**

The SMS Manual provides the organization, policies, systems and procedures for the Safety Management System (SMS) at the Santa Maria Public Airport (Airport). With all such systems, a rational step-wise approach to implementation is required so that the system is introduced in a fashion that will be synchronized with other operations and will allow for the change in culture required for its successful implementation.

The FAA's Airport SMS Pilot Project requires the development of a Management Plan for integrating each major component of the SMS into the overall operation of the Authority and the Airport.

It is suggested that the following strategy be utilized to implement the SMS. It is subject to amendment as required and certain activities may be speeded up or slowed down as conditions warrant. The overall objective, however, is to implement and have a full SMS at the Airport in place as quickly as possible.

This Management Plan is specific to the Santa Maria Public Airport.

## **II. SAFETY ORGANIZATION**

The SMX General Manager should seek the endorsement of the SMS Manual by the SMPAD Board of Directors. The General Manager should confirm the safety organization structure and responsibilities detailed in the SMS Manual. Within that context, the General Manager should also confirm that the Operations Supervisor will be responsible for administering and implementing the SMS as detailed in the SMS Manual. (The FAA refers to this responsibility as the SMS Manager. For the purposes of this document, this term has also been used.) The Operations Supervisor in the role of SMS Manager will be responsible for safety training, communications, safety trend analysis, SRM advice to staff within SMX. Where required, job descriptions should be developed and approved based on the roles and responsibilities described in the SMS.

## **III. AIRPORT SAFETY COMMITTEE**

The Airport Safety Committee needs to be established. This committee could replace the existing Operations Committee with an expanded mandate and member. The Airport General Manager should send out a letter to the organizations that will be participating in the new Airport Safety and Security Committee outlining the role of the Committee and asking for their participation and commitment. At the first meeting of the Airport Safety and Security Committee, the SMS Manager should provide a briefing on SMPAD's SMS and the role of the Committee. The Airport General Manager should attend the briefing to emphasize the importance of the Airport Safety and Security Committee in promoting aviation safety. The terms of reference of the Committee should be discussed and, if necessary, clarified. The initial meeting should also be used to propose tentative topics for the subsequent meeting; for example, specific aviation safety issues that tenants may have. A date for the next meeting should be established.

## **IV. SMS TRAINING**

As part of the SMS development project, Jacobs Consultancy is developing and delivering an SMS Familiarization Module and a SRM Module. The training will be provided to the Operations and Maintenance Supervisors as well as maintenance staff during March 2008. The modules will be suitable for providing training by the Operations Supervisor in the future.

The SMPAD should consider sending the Operations Supervisor to specialized safety training particularly SRM where this is available and applicable to airport situations. [Jacobs Consultancy will identify what is available.]

## **V. SAFETY ASSURANCE**

The implementation of the SMPAD SMS employee safety reporting system will require finalizing the design of the Employee Safety Report, distributing the Report to supervisors' offices, setting up an internet reporting for those employees with internet access and wishing to use the internet, and communicating the details of the new employee safety reporting system through Safety Newsletters and Bulletins. SMPAD supervisors and employees should be briefed on the Employee Safety Reports during SMS familiarization training before the system is implemented.

The Operations Supervisor will need to be ready to respond to any reports including safety risk assessments as outlined in the SMS Manual.

The Operations Department will also need to start collecting baseline aviation safety data and set up appropriate data bases to conduct trend analysis. Within six months of collecting baseline data, the Safety Manager should consult with his colleagues to establish specific annual safety objectives and confirm methods to collect relevant indicators showing progress to meeting these objectives.

By the end of year one, the Department should prepare the first annual Safety Report as outlined in the SMS.

## **VI. SMS PROMOTION – COMMUNICATIONS**

The Operations Department should develop the initial Safety Newsletters to summarize the SMS and plans for implementation, particularly the Employee Reporting System. Safety Posters should be used to augment and reinforce the Safety Newsletter. Subsequent Newsletters should be focused on specific SMS topics such as safety objectives, annual safety report, summaries of the minutes of the Airport Safety Committee.

## **VII. SAFETY RISK MANAGEMENT**

The SMS Safety Manager in discussion with the Maintenance should identify three or four situations or practices that would be subject to a formal SRM process during the first year of the SMS. Potential

applications for the SRM, for example, could include:

- General Aviation Community activities in the vicinity of Taxiway A;
- Summer field maintenance tasks such as control of equipment on or near active taxiways and runways;
- New ramp Operations with the opening of the new hold room and the positioning of aircraft on the ramp; and
- Negative trends in wildlife management such as increased bird sightings at, or near, the Airport.

## **VIII. SUMMARY AND IMPLEMENTATION SCHEDULE**

Exhibit VIII-1 summarizes the implementation strategy and potential timing for the SMS at the Santa Maria Public Airport.

**Exhibit VIII-1. Summary Implementation Strategy**

Action Items	Timing
<p>1. Safety Organization</p> <ul style="list-style-type: none"> <li>• Confirm safety organization and SMS Manager</li> <li>• Prepare job description as required</li> </ul>	<p>Month 1 Month 1</p>
<p>2. Airport Safety and Security Committee</p> <ul style="list-style-type: none"> <li>• Prepare and distribute letter establishing new Committee</li> <li>• Hold initial meeting</li> <li>• Subsequent meetings</li> </ul>	<p>Month 1 Month 2 At least quarterly</p>
<p>3. SMS Training</p> <ul style="list-style-type: none"> <li>• Develop and deliver SMS Familiarization Module</li> <li>• Develop and deliver SRM Module</li> <li>• Detailed SMS training for Operations Supervisor</li> </ul>	<p>End of March 2008 End of March 2008 When available</p>
<p>4. Safety Assurance</p> <ul style="list-style-type: none"> <li>• Finalize Design of Employee Reporting System</li> <li>• Start collecting baseline aviation safety data</li> <li>• Roll-out Employee Reporting System</li> <li>• Establish annual Safety Objectives</li> <li>• Prepare first Annual SMS Safety Report</li> </ul>	<p>Month 2 Month 2 Month 3 Month 6 Month 12 or end of Calendar year</p>
<p>5. Safety Communications</p> <ul style="list-style-type: none"> <li>• Prepare and distribute Newsletter and Posters announcing SMS and Employee Safety Reporting</li> </ul>	<p>Month 3</p>
<p>6. Safety Risk Management (SRM)</p> <ul style="list-style-type: none"> <li>• Identify 3 or 4 situations to apply SRM</li> <li>• Conduct SRM for each situation</li> </ul>	<p>Month 3 Approximately one per quarter</p>