

# Safety Management System Voluntary Program



## Simple As 1-2-3!

# 1

### Preparation

#### Certificate Holder

- ✓ Submit a letter for entry into the SMS Voluntary Program
- ✓ Submit a schedule of events within 90 days
- ✓ Should conduct an internal assessment
- ✓ Submit compliance statement to the Certificate Management Team

# 2

### Validation

#### Certificate Management Team

- ✓ Review and accept the schedule of events
- ✓ Review manual/documents and compliance statement
- ✓ Conduct design validations
- ✓ Conduct design demonstrations

# 3

### Administration

#### Safety Management System Program Office

- ✓ Issue an FAA SMS acceptance letter

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**To learn more contact the  
FAA Office of Safety Standards | SMS Program Office  
9-NATL-SMS-ProgramOffice@faa.gov**

Please include the 14 CFR part associated with the request or question  
and provide the company name and location (city/state), if applicable.



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