SCHEDULE OF EVENTS

Job Aid

Purpose: This document satisfies the requirements for the Safety Management System Voluntary Program (SMSVP) Schedule of Events and may be used by the Certificate Holder (CH) and the Certificate Management Team (CMT).

Scope: Preparation of the Schedule of Events benefits the CH by systematically ensuring all internal assessments (Design Validations and Design Demonstrations) are addressed.

General Information:

The column labeled Design Validation and Design Demonstration contains the name of the Safety Management System (SMS) Custom Data Collection Tool (C DCT) that will be used by the Certificate Management Team to validate this section of the SMS.

The column labeled requirements contain the parts of the SMSVP Standard that are validated by the SMS C DCT.

> **Note:** Additional SMS C DCTs may be required to adequately validate the CH's SMS processes.

Job Aid Instructions:

- Enter the Certificate Holder's (CH) name and designator.

- The Schedule of Events must be kept current. If planned dates change, this document must be revised to include the date change, the revised date on the top right hand corner updated, and the revision submitted to the CMT.

- The column labeled Certificate Holder; the CH will provide the planned completion date the self-assessment(s) is/are complete for all process area(s). The CMT will validate these process area(s) after the CH has performed their self-assessment. The dates provided by the CH will be used by the CMT to forecast resources for the validation activities.

   Note: The CH will provide one date for the Design Validation, this will ensure the manual/ documentation is provided to the CMT at one submission.

- The column labeled Certificate Management Team; the CMT will provide the planned date the assessment will start. There may be additional assessments required if there are differences in the process. Note that multiple SMS C DCTs may be required to adequately validate the CH's SMS processes.

   Note: The Design Validation must be completed prior to the Design Demonstration.

CERTIFICATE HOLDER NAME/ DESIGNATOR:			REVISED
		Certificate Holder	**Certificate Management Team**
Design Validation	**Requirements**	**Self-Assessment Planned Completion Date**	**Validation Planned Start Date**
Safety Policy Design Validation	C DCT requires completion of: 5.21 (a-d); 5.23 (a)(1-3); 5.23 (a)(2); 5.23 (b); 5.25 (b); 5.25 (b)(2);5.25 (c); 5.27 (a-c); 5.95 (a-b)		
SRM Design Validation	C DCT requires completion of: 5.23(a)(2)(i); 5.23(b-c); 5.25(c)(2); 5.51(a-d); 5.53(a-c); 5.55(a-d); 5.73(a)(3); 5.95(b); 5.97(a)		
SA Design Validation	C DCT requires completion of: 5.3(b); 5.23(a); 5.25(b-c); 5.71(a)(1-7); 5.71(b); 5.73(a-b); 5.75; 5.95(b); 5.97(b);		
Safety Promotion Design Validation	C DCT requires completion of: 5.3(b); 5.23(a)(2)(iii); 5.25(c)(4); 5.91; 5.93; 5.95(b); 5.97(c-d)		
Design Demonstration	**Requirements**	**Self-Assessment Planned Completion Date**	**Validation Planned Start Date**
Safety Policy Design Demonstration	C DCT requires completion and implementation of: 5.21(a)(4); 5.21(a)(5); 5.21(a)(1); 5.23(a)		
Emergency Preparedness Response	C DCT requires completion and implementation of: 5.27(a-c); 5.91		
SRM (Process/ Department Owner)	C DCT requires completion and implementation of: 5.23(a-b); 5.51; 5.73(a)(3); 5.91		
Audit Process	C DCT requires completion and implementation of: 5.71(a); 5.71(a)(3); 5.91		
Evaluation Process	C DCT requires completion and implementation of: 5.23(a)(2)(iv); 5.25(c)(5); 5.71(a)(1); 5.71(b); 5.73(a)		
Investigation Process	C DCT requires completion and implementation of: 5.51(a-c); 5.71(a)(5); 5.73(a)(3); 5.75		

CERTIFICATE HOLDER NAME/ DESIGNATOR:			REVISED
		Certificate Holder	**Certificate Management Team**
Design Demonstration	**Requirements**	**Self-Assessment Planned Completion Date**	**Validation Planned Start Date**
Continuous Improvement Process	C DCT requires completion and implementation of: 5.23(a); 5.25(a-c); 5.51; 5.(c); 5.71(b); 5.75; 5.91		
Records Retention Process	C DCT requires completion and implementation of: 5.97		
Safety Communications	C DCT requires completion and implementation of: 5.93; 5.97(d)		
The SMSPO will observe the CMT complete the final two assessments.			
Accountable Executive Review	C DCT requires completion and implementation of: 5.23(b); 5.51; 5.55(b); 5.73(a)(3); 5.91		
SRM (Organizational)	C DCT requires completion and implementation of: 5.25(b); 5.73; 5.97		