**FAA
Airports**

Minimum Requirements for AIP-funded SMS Manuals

The SMS Manual should provide enough detail to be systematic, proactive, and explicit. The airport sponsor should use the four SMS components (Safety Policy, Safety Risk Management, Safety Assurance, and Safety Promotion) and establish the supporting processes, procedures, etc., scalable to their operations, organization and governance structures. For example, an airport could use a drop box for hazard reporting under the Safety Assurance component instead of acquiring a web-based reporting system or other new infrastructure to support hazard reporting on the airport. Also, the airport should use existing processes, procedures, etc., when possible, to serve as the basis or foundation of SMS compliance. For example, many airport sponsor organizations have existing policy statements that could be expanded or morphed to incorporate safety commitments.

1. The airport's Safety Policy which includes the statement and documentation adopted by the airport to define its commitment to safety and overall safety vision. At a minimum, the Safety Policy section of the SMS Manual should:
    a. Express management's commitment and responsibility including the identification of an accountable executive for the airport
    b. Include a safety policy statement signed by the accountable executive
    c. Appoint key safety personnel and detail their responsibilities
    d. Establish safety metrics or objectives for the airport
    e. Detail documentation requirements under the SMS
2. The airport should establish a formal process within its SMS to address Safety Risk Management. At a minimum, the SRM section of the SMS Manual should:
    a. Include processes for identifying hazards and other operational safety issues
    b. Establish safety risk assessment processes/procedures and acceptable mitigation methods for the airport. The safety risk assessment process will use a five step method of:
        i. System description
        ii. Hazard identification
        iii. Analyzing risk
        iv. Assessing risk
        v. Mitigating risk when necessary

3. The airport should establish a process that will evaluate the continued effectiveness of implemented strategies, support hazard identification, and provide confidence that the airport is meeting its safety metrics or objectives to satisfy the Safety Assurance component of SMS. At a minimum, the Safety Assurance section of the SMS Manual should:

    a. Establish a means for monitoring and measuring safety performance associated with safety metrics or objectives

    b. Establish and maintain a hazard reporting system

4. Under the Safety Promotion component, the airport should use a combination of training, communication, and other methods to foster a safety culture. At a minimum, the Safety Promotion section of the SMS Manual should:

    a. Detail training for SMS implementation and oversight

    b. Identify the types of employees to receive that training

    c. Establish formal means for communicating safety information