



waterlooairport.ca



Arrivals



Departures



Safety Management System (SMS)

ACI-NA SMS Workshop Presentation

Prepared by:

Region of Waterloo International Airport (YKF)

August 2019

2854435



Performance Monitoring and Measurement

Determining Key Performance Indicators

- The basic principles to be used to determine KPI's include:
 - Selecting the activity which Management determines important to monitor.
 - Review to ensure that monitoring the activity conforms to the goals and objectives.
 - Determining appropriate metrics (events per 10,000 movements, etc.)
- Tracking Key Performance Indications (KPI's)
 - Data Tracking (Data Source, Reporting Frequency, Target Goal Value, etc.)
- Review of Key Performance Indicators



Small Airport Metrics

Consider the following Hazards:

Regulatory, Training, Industry Reporting/Trends, Incursions, Winter Operations, Wildlife, Construction/Foreign Object Debris , Mixed Operations – aircraft mix, Human Factors, Obstacles (Trees, Towers), Model Aircraft / UAV's.

YKF Performance Metric Example

Runway Incursions:

- 2018 - Runway Incursions –
10% reduction Year over Year
- 2019 - Runway Incursions –
Maintain 2018 value and/or reduce
the number of runway incursions
by 10%



Reporting Metrics

SMS Committee

- Review metrics, hazards and reports
- Make recommendations to mitigate risk
- Promote safety policy
- Develop safety goals and monitor safety performance

Management Review:

- Weekly management team meetings
- Regular update of safety and security incidents for awareness to staff
- Bi-annual reviews – Accountable Executive
- Periodic self-assessment on SMS effectiveness and areas for improvement



CONTINUOUS IMPROVEMENT

- Continuous Improvement Initiatives
- Plan, Do, Check, Act
- Evaluation of Effectiveness
- Review for Cause
- Quality Assurance Cycle
- Internal Audits
- External Audits
- TCCA: Performance Validation Inspections (PVI's)

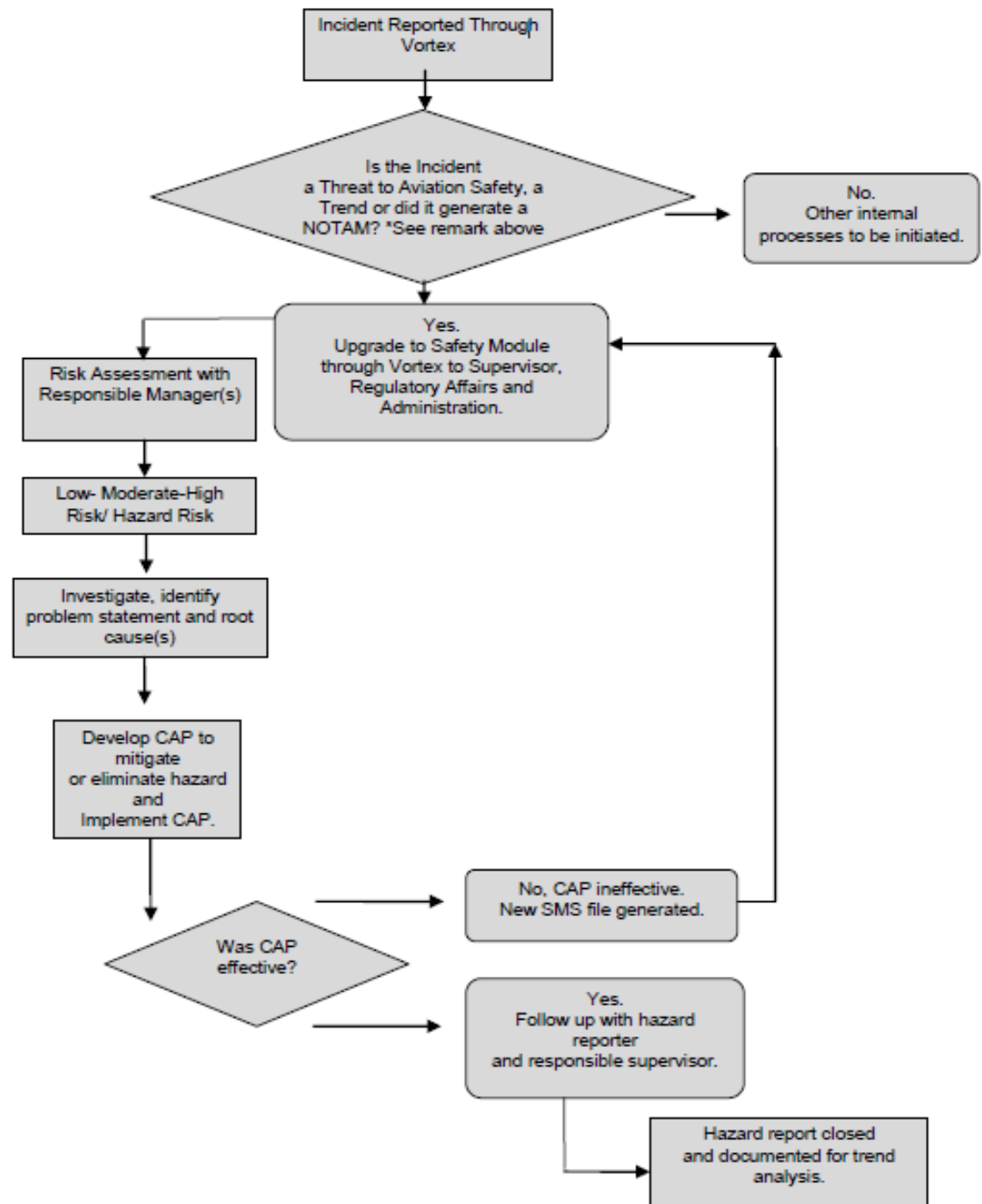
QA ACTIVITIES	Document Owner	YEAR 1				YEAR 2				YEAR 3			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Wildlife Mgmt. Program	Supervisor, Airport Operations (1)			v									
Emergency Procedures Manual	Supervisor, Airport Operations (2)				v								
Safety Management System	Supervisor, Regulatory Affairs & Administration												v
Quality Assurance Program	Supervisor, Regulatory Affairs & Administration and Supervisor, Airport Operations (1)(2)												v
Obligations of the Operator	Supervisor, Regulatory Affairs & Administration												
Airport Operations Manual	Supervisor, Regulatory Affairs & Administration										v		
Snow Operations Plan	Supervisor, Airport Operations (1)				v								
TP312 Ch 1 – 4	Supervisor, Airport Operations (1)												
TP312 Ch 5 - Markings	Supervisor, Airport Operations (1)												
TP312 Ch 5 – Lights	Supervisor, Airport Operations (1)												
TP312 Ch 5 – Signs	Supervisor, Airport Operations (1)												
TP312 Ch 6 – 9	Supervisor, Airport Operations (1)												
Aircraft Rescue and Fire Fighting (ARFF)	Supervisor, Airport Operations (2)												

Preliminary 3 year Audit Planning Schedule. As noted in Section 5.0 – Annual Audit Planning Schedule and Process – the preliminary 3 year audit planning schedule may be modified in the future to suit the needs of the airport. The current Audit Planning Schedule is held by the Supervisor, Regulatory Affairs and Administration.



Continuous Improvement

YKF – SMS Process Map





Region of Waterloo
INTERNATIONAL
AIRPORT

Jeff Caswell

Supervisor, Regulatory Affairs and Administration
519-648-2256 Ext. 8512
jcaswell@regionofwaterloo.ca



YKF

waterloairport.ca

