SMS Activation Checklist

The attached document was developed by the Operations and Safety Working Group, part of the OPSID Steering Committee. The members who developed this checklist have been deeply involved in SMS development and activation for more than a decade. The checklist is intended for airports of all size: small, medium and large. The checklist is to be utilized after the airport has developed their SMS manual and that processes and procedures have been approved by senior management and the "Accountable Executive".

The checklist addresses the major components of activation of an SMS once the program is approved. The timelines assume that key stakeholders have been involved in the SMS development process for likely 24 months at a minimum and are familiar with the key components. The checklist is not a static document and is intended to be modified for each airport's individual approach. The checklist will be reviewed periodically by the Operations and Safety Working Group and updated accordingly.

It is recommended that activation of an SMS be a thoughtful roll out starting first with engaging key stakeholders such as those that have a role in the SMS, i.e. organizing committee members. It is then recommended to expand the activation to airport organization employees prior to involving all airport campus employees. This approach allows for deficiencies in the process and procedures to be discovered and corrected prior to activating the SMS campus wide. This type of roadmap should help airports to have a successful SMS that is embraced by the entire airport community

SMS Activation Checklist (Post Manual Development)

Objective	Tasks	Timeline	Concurrent with other Tasks	Activities

Activate Policy	1. Form SMS Committee(s)
	  a. Internal airport committee
	  b. Executive committee
	  c. Stakeholder committee
		3 to 6 months (Internal and Executive airport committee can take place immediately) Stakeholder committee needs to be organized	Internal and Executive committees are or should be in place already from manual development	Determine organizational structure of SMS Committees
				Should account for the governance structure/organizational structure from the manual
				If not already in place precede hiring or delegating duties of SMS manager
				Develop schedule of meetings and initiatives for SMS committees

	2. Develop or update the budget plan for SMS activation	3 months within fiscal year process		Develop SMS budget and get approvals
Activate Safety Risk Management	1. Train specifically the three Committees on SRM and specific to their roles	Immediately upon formation of Committees	Contingent on formation of Committees Concurrent with Promotion	Training modules for each committee must be developed Committees need to be trained on how to conduct SRMs specific to their role
	2. Conduct at least 1 Risk Assessment and Mitigation Plan	3 to 6 months		Identify a hazard that is not too complicated such as passenger ground boarding Provide documentation to committee members Schedule and conduct Risk Assessments associated with hazard (can be done at separate meetings) Create a mitigation plan Review mitigations after implementation and reassess
	3. Update SRM tools/manual if needed	Continuous process	Concurrent with all other tasks	Concurrent with all other activities
Activation Assurance	1. Develop Internal Evaluation Plan	12 months		Based on SMS manual develop tools such as checklists for the evaluator
	2. Train Evaluator	12 to 18 months		Develop training materials Identify evaluator(s) should be unbiased to SMS activities (i.e. not an active role)

Objective	Tasks	Timeline	Concurrent with other Tasks	Activities
				Conduct the training
	3. Conduct Evaluation	18 to 24 months		Conduct evaluation in accordance with SMS manual process
	4. Update Evaluation Tools	Continuous process	Concurrent with all other tasks	Concurrent with all other activities
Activation Promotion	1. Develop Training program for SMS Committees	Immediately upon formation of Committees	Contingent on formation of Committees	Immediately upon formation of Committees Three training programs: 1. Internal SMS airport committee 2. Executive committee 3. Stakeholder committee
	2. Conduct Committee training	1 to 3 months for all three committees (OJT is done to an extent from manual development)		Conduct Training 1. Internal SMS airport committee 2. Executive committee 3. Stakeholder committee
	3. Develop Training for General Employees	12 to 18 months	Concurrent with budget plan	Develop training materials, i.e., brochure, PowerPoint, on-line training module, etc. (FAA requires at least a brochure)
	4. Conduct Training	12 to 18 months		Conduct training based on above approach
	5. Develop Logo, posters, "Brand", etc.	3 to 18 months	Concurrent with budget plan	Develop Promotional materials Advertise materials
	6. Develop Incentive Programs	3 to 18 months		Develop Incentive programs Advertise programs
Activation Database	1. Develop a user friendly hazard tracking tool, Word, Excel or access database	1 to 3 months	Concurrent with activation of Safety Risk Management	Develop a reporting and tracking method while deciding what the ultimate SMS tool/database will be. This is likely managed by the SMS manager and/or designee for all inputs
	2. Develop requirements	Immediately	Concurrent with other tasks	Meet with stakeholders to develop database needs and requirements
	3. Develop RFP for Software Solicitation (if needed)	3 to 6 months	Concurrent with budget plan	Develop stakeholder group including SMS committee, procurement, IT and legal as needed
	4. Advertise and Select a Vendor	6 months	Concurrent with RFP development	Advertise per airport procurement processes
	5. Implement Software	8 to 18 months	Contingent on procurement and system selected	Activities will follow vendor contract processes

Objective	Tasks	Timeline	Concurrent with other Tasks	Activities
Conduct Assurance Evaluation	1. Conduct Assurance Evaluation after activating SMS	3 years from activation	Contingent on Internal Evaluation	Conduct evaluation ideally third party unbiased to understand how effective and efficient SMS data, process and procedures are working and make updates as necessary