



Safety Management System Overview

A Safety Management System (SMS) is a systematic approach to managing safety, including the necessary organisational structures, accountabilities, policies and procedures.¹

The CAA considers that an SMS is designed to:

- Manage risks within the organisation, with a particular focus on risks which impact safety;
- Provide for ongoing monitoring and assessment of safety performance;
- Make continuous improvements to the level of safety in operations; and,
- Develop and improve the safety culture within the organisation.

An SMS should be woven into the fabric of an organisation, so that it becomes part of the culture, the way people do their jobs. The concept of developing a “positive safety culture” is an important overall goal for any organisation.²

Motueka Aero Club’s Safety Management System is laid out in the Safety Manual: In Response to an Occurrence Document.

The safety culture that Motueka Aero Club Inc. (MAC) has adopted is a ‘Just Culture.’³

A just culture “is about applying a fair and measured approach to flight safety. It is a concept based on key tenets of a successful flight safety culture — open and honest reporting; fair and robust investigation; and accountability from all levels of the organisation.”⁴

Motueka Aero Club Mission Statement

The Motueka Aero Club (Incorporated) is dedicated to the development, success, and promotion of flying in its broadest sense through the provision of flight training, materials, facilities and opportunities to enable members and the general public to participate in a range of flying activities and social events such as the Young Eagles program, Club days, flying competitions and flight training.

Motueka Aero Club Objectives

- To promote, foster, encourage and develop safe and skilful flying and the practice, study and research of aviation in all its aspects; and,
- To train pilots and conduct educational and other aviation related studies and courses.

¹ Civil Aviation Authority (CAA) of New Zealand, Safety Management, Advisory Circular AC100-1 Revision 2. 18 February 2016

² Circular AC100-1 Revision 2. 18 February 2016

³ Motueka Aero Club: *Safety Manual: In Response to an Occurrence*

⁴ Air Chief Marshall Sir Jock Stirrup (Rt.) GCB AFC ADC FRAES FCMI RAE

Safety Management System Objectives

General

- The safe and effective operation of Club aircraft is the primary goal of the Club. Each and every Club member must maintain an active interest to achieve this goal;
- The Club shall utilize an internal program to collect and identify any information, experiences or occurrences which may present a hazard to Club operations.

Objectives

The primary objective of the Club SMS is the achievement and maintenance of a high standard of safety in Club operations by:

- Identification of inadequate information, practices, procedures and safety hazards;
- Receipt and management of Confidential Hazard Reports;
- Conducting audits on all aspects of Club operations and administration;
- Reviewing and addressing any non-conformance affecting Club operations; and,
- Conducting safety meetings with Club committee members when required for the gathering and dissemination of information pertinent to safety issues.

It is important to understand that no person will be penalised for submitting a Confidential Hazard Report. The sole objective of the investigation of an accident or incident shall be the prevention of accidents and incidents. It is not the purpose of this activity to apportion blame or liability.⁵

Safety Committee

The Club shall appoint the following persons to the Safety Committee:

- Club President;
- Safety Officer;
- Club Captain;
- Chief Flying Instructor (CFI); and,
- Club Instructors.

The duties of the Safety Committee shall include:

- Overseeing the conduct of the Safety Management System;
- Conducting bimonthly meetings or meetings at the request of the Safety Officer/CFI;
- Formulating responses to the recommendations of the Safety Officer/CFI;
- Formulating and implanting changes to the Safety Committee;
- Formulating reports to the appropriate responsible external organisation where an action required to prevent an identified hazard is outside the control of the Club.

⁵ ICAO Annex 13 3-1

Reporting Structure

The Safety Officer and Chief Flying Instructor shall be responsible to the Club President for the implementation of the SMS.

The Safety Officers/CFI duties shall include:

- The maintenance, review and revision of the Club's SMS;
- Conducting internal audits of Club procedures or organising an audit conducted by an external organisation;
- Maintaining the Club's Confidential Safety Reporting System and the receipt, review, evaluation and monitoring of the Confidential Hazard Reports submitted by Club members;
- Formulating recommendations on Confidential Hazard Reports, convening the Safety Committee to discuss the effectiveness of the SMS and implementation of recommendations on safety matters raised by Club members; and,
- Evaluating the effectiveness of emergency procedures training and recommend changes in the Club's training or operations.

Hazard Identification & Risk Management

General

- Some Club activities, such as Club Days and Fly-ins, may expose Club members and visitors to risks from moving aircraft.
- During such activities a responsible person will be appointed to oversee the operational area and if necessary to direct people away from moving aircraft. This person would also be responsible for directing visiting aircraft to a safe parking area.
- Any other threat mitigation shall be assigned to the specific person responsible for that area of Club operations. A target date for implementation of the action must be given.
- The Hazard Identification and Assessment Record shall not be closed until the required action is implemented. The record shall be retained in order to provide reference for the review of results and future risk assessments.

Document Control

The following documentation is used in the Safety Management System:

- Confidential Hazard Report.
- Online Confidential Safety Report
- Hazard and Risk Register.
- Safety Manual: In Response to an Occurrence