	<p style="text-align: center;">TANZANIA CIVIL AVIATION AUTHORITY SAFETY REGULATION</p>	<p>Revision: 0</p>
<p>Document No. TCAA/QSP/SR/AC/SMS-02</p>	<p style="text-align: center;">ADVISORY CIRCULAR ON DEVELOPMENT OF AN SMS MANUAL</p>	<p>Page 1 of 5</p>

1. PURPOSE

This Advisory Circular (AC) provides guidance to assist service providers in developing an SMS Manual (SMSM) which shall be approved by the Authority in accordance with the Civil Aviation (SMS) Regulations.

2. REFERENCE

Civil Aviation (SMS) Regulations
ICAO Safety Management Manual (Doc 9859)
ICAO Annexes 1, 6, 8, 11, 13 and 14

3. GUIDANCE INFORMATION


3.1 **Regulation 15** of the Civil Aviation (SMS) Regulation requires that a service provider shall, as part of the SMS documentation, develop and maintain a safety management system manual (SMSM), to communicate the service provider's approach to safety throughout the organization.

3.2 The safety management activities are required to be documented and be visible. SMS documentation must include and make reference to all relevant and applicable civil aviation regulations. It must also include SMS-specific records and documentation, such as hazard reporting forms, lines of accountability, responsibility and authority regarding the management of operational safety, and the structure of the safety management organization. It must furthermore document explicit guidelines for records management, including handling, storage, retrieval and preservation.

4. CONTENTS OF AN SMS MANUAL

4.1 **Regulation 16 (2)** of the civil aviation (SMS) regulations requires that the SMS Manual shall document all aspects of the SMS, and that its contents shall include-

- (a) scope of the safety management system;
- (b) safety policy and objectives;

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- (c) safety accountabilities, responsibilities and authorities;
- (d) key safety personnel;
- (e) documentation control procedures;
- (f) coordination of emergency response planning;
- (g) hazard identification and safety risk management schemes;
- (h) safety performance monitoring;
- (i) safety auditing;
- (j) procedures for the management of change;
- (k) safety promotion; and
- (l) control of contracted activities.


4.2 Scope of the safety management system;

The scope of the SMS of the organisation shall be based on the system description that fits the organizations services and processes.

4.3 Safety policy and objectives;

The safety policy and objectives shall define the organization's safety policy which shall be in accordance with regulatory requirements and shall include:

- a) organizational commitments regarding safety;
- b) clearly defined safety objectives;
- c) a clear statement about the provision of the necessary resources for the implementation of the safety policy;
- d) how the policy will be communicated, with visible endorsement, throughout the organization;
- e) safety reporting procedures;
- f) types of operational behaviours that are unacceptable;

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- g) conditions under which disciplinary action would not apply;
- h) procedures for periodic review of the policy to ensure it remains relevant and appropriate to the organization; and
- i) the safety policy which shall be endorsed by the Accountable Executive of an organization

4.4 Safety accountabilities, responsibilities and authorities shall;

- a) identify the Accountable Executive who, irrespective of other functions, shall have ultimate responsibility and accountability, on behalf of the organization for the implementation and maintenance of the SMS. Identify the accountabilities of all members of management, irrespective of other functions, as well as of employees, with respect to the safety performance of the SMS.
- b) indicate how safety responsibilities, accountabilities and authorities shall be documented and communicated throughout the organization.
- c) define the levels of management with authority to make decisions regarding safety risk tolerability.

4.5 Key safety personnel;


The organization shall identify a safety manager who will be a responsible individual and focal point for the implementation and maintenance of an SMS. The organization shall define the accountabilities, responsibilities and authorities of the safety manager and other key safety personnel.

4.6 Documentation control procedures;

The organization shall describe the SMS documentation control procedures in order to ensure that all data and information relating to the SMS are kept in an orderly manner and can be retrieved and updated as appropriate.

4.7 Coordination of emergency response planning;

The organization shall develop an emergency response plan that provides for the orderly and efficient transition from normal to emergency operations and return to normal. The ERP shall also define procedures for ensuring operations are effectively coordinated with the emergency response plans of those organizations with which the service provider must interface during the provision of its services.

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4.8 Hazard identification and safety risk management schemes;

The organization shall describe the formal process for ensuring that hazards in operations are identified based on a combination of reactive, proactive and predictive methods of safety data collection. Describe the formal process for ensuring analysis, assessment and control of the safety risks in the organization's operations.

4.9 Safety performance monitoring;

The organization shall describe the means to verify the safety performance of the organization and to validate the effectiveness of safety risk controls in reference to the safety performance indicators and safety performance targets of the SMS.

4.10 Safety auditing;

The organization shall describe procedures and processes for conduct of internal safety audits, surveys and inspections of all aspects of the organizations' operations.

4.11 Procedures for the management of change;

The organization shall identify changes within the organization which may affect established processes and services and describe the arrangements to ensure safety performance before implementing changes and to eliminate or modify safety risk controls that are no longer needed or effective due to changes in the operational environment.

4.12 Safety promotion;

The organization shall describe a safety training programme that ensures that personnel are trained and competent to perform the SMS duties and whose scope is appropriate to each individual's involvement in the SMS. It must also describe a formal means for safety communication that ensures that all personnel are fully aware of the SMS, conveys safety-critical information, and explains why particular safety actions are taken and why safety procedures are introduced or changed.

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4.13 Control of contracted activities.

The organization shall develop procedures for ensuring safety of contracted, subcontracted and purchased products and/or services.

DIRECTOR OF SAFETY REGULATION