RAAus Aviation Safety Management System (ASMS) Guidance Material

Foreword

The Recreational Aviation Australia (RAAus) Aviation Safety Management System (ASMS) has been carefully designed to incorporate the basic requirements of a Safety Management System, required under the CASR Part 149 approval process. It is a pragmatic tool developed to cater to all our schools both large and small, ensuring the benefits of organisational safety is documented appropriately but more importantly provides useful guidance to establishing and maintaining a positive safety culture.

RAAus has developed a suite of templated resources to accompany the Safety Manual based on the size and complexity of the FTS. I t is not our intention to burden our FTSs with superfluous paperwork, rather assist in the on-going development of a positive safety culture throughout our organisation. This is simply to ensure the recreational aviation sector continues to be administered in accordance with an appropriate organisational risk appetite and more importantly is accessible and sustainable for generations to come.

This document is designed to address the individual needs of RAAus Flight Training Schools as they implement the Aviation Safety Management System (ASMS). It provides guidance on successfully implementing an SMS appropriate to the size and complexity of their organisation.

This is a practical guide and acts as a companion document to the FTS Template Safety Manual and the associated documents. It is also recommended that FTSs engage with additional resources available to members on the CFI Portal.

> *"The other positive about a good SMS is that if you take the word safety out of it, it's a good management system. It improves the way you do business."*
> **– Lindsay Evans. Founder of Network Aviation**

Introduction

As part of our intrinsic corporate values and strategic plan Recreational Aviation Australia (RAAus) places safety above all else, and members central to everything we do as we continue to progress and promote safe recreational aviation in Australia.

RAAus is progressively working towards improving safety outcomes through a holistic and pragmatic approach to safety management and the adoption of an open and fair reporting culture through our maturing Occurrence Management System (OMS) and collaborative relationships with government agencies and other Australian Sport Aviation Organisations (ASAOs).

As outlined in our policy, safety is one of our core business values and functions and outlines our on-going commitment to developing, implementing, maintaining and innovating and improving strategies and processes to achieve safe operations.

Organisational Culture

RAAus has shifted its cultural focus on safety from an organisational input to an organisational output. This means that our approach to safety has relocated from a 'silo' endeavour of operations with its own department, to an overarching cross-departmental influence on all that we do. This ethos ensures that all our communication and membership engagement promulgate the importance of safe operations for the viability of our members, the organisation and the community at large.

Part of this cultural change is instigated by the changing regulatory environment and the implementation of CASR Part 149 (Approved Self-administering Aviation Organisations). To maintain compliance with the regulator and afford our members the unique benefits of recreational aviation, it is vital that RAAus demonstrates its maturity as an organisation through its commitment to safety and safe operations throughout our membership base and Flight Training Schools. A requirement of CASR Part 149 approval includes a Safety Management System (SMS) which is structured around the core principles of safety policy, risk management, assurance and promotion.

As many government agencies steer towards a more risk-based approach to governance and regulation, RAAus has remained ahead of the curve. RAAus' unique value proposition to is member base lies predominantly in the pragmatic approach to a simple rule-set and owner maintenance. In many instances, RAAus is world-leading in its approach to progressing not only the sport aviation sector, but aviation in general.

What's in it For You?

Regardless of the size or complexity of an organisation we all recognise that risk exists in all of our operations and we take responsibility as a collective to ensure safe outcomes for all. Notwithstanding that, safe operations are also a commercially-driven incentive as none can afford the costs, financially or otherwise, of an accident.

We know that individual accidents have repercussions on the entire aviation industry, not just on the individual operator involved. They affect how the public perceives our sector the industry, our commitment to safety and our expertise.

Each aviation organisation can create a safe and informed culture that knows where the "edge" is without having the fall over it first. It can achieve this by implementing an effective safety management system.

As a business owner you have legal responsibilities to implement health and safety practices in your workplace as soon as you start your business. You need to ensure that your business doesn't create health and safety problems for your employees, contractors, volunteers, visitors, customers or the public.

Knowing and understanding Workplace Health and Safety (WHS) laws and how they apply to business will help you avoid unnecessary costs and damage to your business caused by workplace injury and illness.

Under Australian WHS/OH&S legislation businesses are legally obliged to:
- provide safe work premises
- assess risks and implement appropriate measures for controlling them
- ensure safe use and handling of goods and substances
- provide and maintain safe machinery and materials
- assess workplace layout and provide safe systems of work
- provide a suitable working environment and facilities
- have insurance and workers' compensation insurance for your employees.[1]

While WHS focuses primarily on safety of the individual employee, SMS focuses on organisational safety. The two are not mutually exclusive.

Let's Be Practical

To be effective, a safety management system must be tailored to suit the type of operation. A "one size fits all" approach will *not* work, and is simply not pragmatic. The objective is to incorporate the principles of SMS into the day-to-day operations of the organisation.

---

[1] https://www.business.gov.au/risk-management/health-and-safety

This is not about telling anyone how to conduct their operation, but rather about following a small number of basic principles, and then adapting proven SMS components to fit the size, type and management style of the operation. As you read this document, you will likely find that 80% of the components and elements for SMS are already present in your organisation.

Templated FTS Safety Manual

The FTS Safety Manual Template has been written for Flight Training Schools (FTS) to meet their responsibilities as part of the RAAus Aviation Safety Management System (ASMS). Where text is written in [blue] the intent is that CFIs may choose to insert the relevant information or delete information to reflect the individual characteristics of their FTS and/or align with their tiered category.

The below table provides guidance to CFIs on determining what tier their school will operate under within the RAAus ASMS and is provided as advisory material only. The decision for which tier a FTS fits lies with the school itself and RAAus is available to assist FTSs determine the best fit for their business.

	TIER 1	TIER 2	TIER 3
INSTRUCTORS	1	2 – 4	5 +
or			
RPC ISSUED	Less than 5	6 – 14	15 +
or			
BFR CONDUCTED	Less than 50	51 – 139	140 +

Tier 1 and Tier 2 Operational Requirements

To appropriately administer the varied demographics of Flight Training Schools relative to the size and complexity of operations, RAAus has developed a simple tiered system to identify the requirements of the ASMS.

FTSs which identify themselves as a tier one (1) or tier two (2) school should* obtain the following basic documentation from the CFI Portal and Safety Toolbox:
- The FTS Safety Manual Template
- Templated Safety Policy
- Appendix B Emergency Response Plan (ERP)
- Tier 1 /2 Risk Profile

FTSs which identify themselves as a tier two (2) schools may at their discretion also complete the following documentation as a means of adopting an enhanced ASMS:
- Tier 3 Risk Register Risk Matrix
- Appendix A Safety Committee Meeting Agenda Template

- Appendix A Safety Committee Meeting Minutes Template

Tier 3 Operational Requirements

FTSs which identify themselves as a tier three (3) schools should* complete the following documentation:
- The FTS Safety Manual Template
- Templated Safety Policy
- Appendix B Emergency Response Plan (ERP)
- Tier 1 /2 Risk Profile Tier 3 Risk Register Risk Matrix
- Appendix A Safety Committee Meeting Agenda Template
- Appendix A Safety Committee Meeting Minutes Template

*Existing ASMS in place?

Implementation of the RAAus ASMS is optional. If your school already utilises an existing suite of documents that incorporates the key components of an SMS, RAAus welcomes the continuation of your system once approved by RAAus. However, it is recommended that each CFI takes time to review the RAAus Safety Toolbox and the templated documentation to ensure all the key components are covered and the system is pragmatic and easy to implement.

6 step guide to integrating with the RAAus Aviation Safety Management System

Step 1 – Develop your School Safety Manual using the Template

Log into the CFI Portal and download the Templated Flight Training School Manual. Work through this document and anything that is in Blue is there for you to delete/change/tailor/localise to your operations.

Implementation Schedule and Continuous Improvement. Once you are happy with your manual you should annotate the version on page 1 and in the footer of each page to reflect Version 1.1 (See version control section of Safety Manual for further guidance).

Step 2 – Develop an Emergency Response Plan

Using the Emergency Response Plan template provided go through the document and fill in all the required contact details. You should also localise it to your aerodrome/operations and add in necessary information to support.

Additionally, you should use the development of this plan to engage with other airport users and improve airport/regional communication. Print out the 'Calls to Make' table and using it as a training aide.

Step 3 – Develop at a minimum a School Risk Profile

BEFORE PROCEEDING YOU WILL NEED TO ENSURE THE FOLLOWING

Tablet device: Download Adobe Acrobat Reader from the App Store before downloading the fillable PDFs.

Computer: The fillable PDFs will work normally on computers provided you have downloaded Adobe Acrobat reader https://get.adobe.com/reader/. Alternatively, you may wish to use the Templated Excel document.

Preferred Option: Risk Profiling. Download the 6 fillable Risk Profile PDFs and use the already identified hazards and risks to develop and implement mitigation strategies and controls to protect your business from these risks.

You must ensure that these mitigation strategies and controls are communicated effectively to relevant parties and should annotate the action you have taken within the profile to ensure this occurs. The below 6 Risk Profile PDFs should be used to maintain a register of these activities:

PDF 1: Risk Profile - Inadequate Aircraft Maintenance
PDF 2: Risk Profile - Collision in the Circuit Area
PDF 3: Risk Profile - Collision on the RWY
PDF 4: Risk Profile - Collision in the Training Area
PDF 5: Risk Profile - Collision on the TXWY
PDF 6: Risk Profile - Emergency Response

A templated Risk Profile is available as well for you to add pages to existing profile or to allow you to create more profile in addition to the 6 provided above.

Alternative Option: Risk Register. Those schools that wish to use a more thorough risk management process can download the Risk Register excel spreadsheet and the associated fillable Risk Matrix. This Risk Matrix is designed to encourage you to add in other dimensions in addition to the safety of people that you will assess risk against.

You may wish to include Finance, Reputation, Capability, Legal and the Environment to the list of dimensions that you assess risk against. You may also wish to draw on some of the hazards and associated risks that have been populated within the risk profiling PDFs above to commence your risk analysis work.

Step 4 – Form a Safety Committee and form a Local Runway Safety Team

Form a safety committee within your school (or equivalent) and begin to discuss the work that you have done in Step 2 and 3. You may wish to use the templates provided within the Safety Toolbox to plan and report on this work. Alternatively, you may wish to journal your work in an operational log or diary to show that you have

a safety committee or equivalent in place. You should also take this opportunity to engage with your fellow aerodrome users and work to form a Local Runway Safety Team to discuss in more detail some of the issues that operators at your respective aerodromes face.

Step 5 – Develop a Safety Policy

Once you have completed Steps 1-4 you are ready to develop a Safety Policy. You may wish to download the template Safety Policy provided within the Safety Toolbox. This document should be advertised in a prominent part of your school, generally in the entry or foyer area.

Step 6 – Set review date for Safety Manual

Finally, you should set a date 6-12 months in advance at which time you plan to review the Safety Manual. This should be tracked in an operational log or diary.

Trouble Shooting!

If at any stage you have trouble completing this work then please feel free to contact RAAus Safety. In the first instance you should email safety@raa.asn.au. As this is a nationwide transition it may take more than the usual time for you to get a response. Please be patient as we work with all the schools to successfully transition into alignment with the RAAus ASMS.