

SMS AND SSP IMPLEMENTATION TRAINING

COSCAP-SA Course Reference	102
Scope of training	Classroom course covering ICAO Annex 19 SSP and SMS Requirements and how to evaluate the effectiveness of the SMS. This course will be supplemented with on the job training whereby an SMS assessment will be made at an organisation.
Objectives of the course	The classroom course is to reinforce the inspector's knowledge and understanding on safety management (SSP and SMS) and how to evaluate an SMS using SMS assessment tools. The 'on the job training' would be used to reinforce the knowledge and understanding gained in the classroom and provide practical experience of assessing an SMS
Course duration	3 day classroom training course, 1 day SSP on the job training, 1 day SMS assessment training. The SMS assessment would involve four one-day sessions (to accommodate all of the delegates) and which would require a willing organisation to participate in the assessment. This could be done at more than one organisation if requested. This would be one day per organisation.
Recommended participant profile	Participants should have a basic understanding of SMS.
Key topics	<ul style="list-style-type: none"> • Introduction to Safety Management and Annex 19 • State Safety Programme • Acceptable Level of Safety Performance • Safety Management Systems • Safety policy & objectives • Safety Culture • Safety risk management • Safety assurance • Safety promotion • Planning and assessing an organisation's SMS
Method of delivery	Classroom training includes PowerPoint presentations, case studies, group exercises, group discussions and lesson learnt on SMS / SSP implementation. The on-the job training will be a practical assessment allowing the participants to observe and participate (under supervision) an SMS assessment at an organisation.
Maximum participants	16 for the classroom training 4 for the On the job training
Logistical requirements requested from host state	Classroom training: projector and screen, a flip chart with marker pens, U shaped class layout. For the group exercises, additional space will be required to facilitate the group to break into 4 groups. On the job training would need the willing participation of an approved organisation(s). Access would be required to documents such as an SMS Manual, Hazard register, safety case, meeting minutes, which would need to be provided by the organisation(s).