

VIRGINIA FLIGHT SCHOOL



SAFETY MANAGEMENT SYSTEM

INTRODUCTION

SAFETY MANAGEMENT SYSTEM AIM

1. The purpose of any Safety Management System (SMS) is to recognize the potential for errors and establish robust defenses to ensure that errors do not result in incidents or accidents. A successful SMS is woven into the fabric of an organisation. It becomes part of the organisation's culture and the way people go about their work (Reason 200).
2. At Virginia Flight School we accept a Safety Management System to be an *organized approach to managing safety risks*, by establishing the necessary SMS organizational structures, accountabilities, responsibilities, policies and procedures.
3. The effective operation of the Safety Management System will achieve enhanced safety performance enabling best practice through proactive management rather than reactive regulatory compliance. It will ensure the viability of the organisation by minimizing the potential for harm to persons and damage to property.

APPROACH

4. A SMS involves an organizational as well as a cultural change. The SMS at VFS has been phased in over a period of time, providing a manageable series of steps as well as exposure and training of all stakeholders to VFS as the case may be. It has been done according to the VFS SMS implementation plan which is at the beginning of the SMS Manual.
5. BASIC SYSTEM PROCESS
6. To ensure safety at VFS we need to have a process that will anticipate and address safety issues before they lead to an incident or accident - intervention mechanisms.
7. The basic safety process is accomplished in five steps:
 - A safety issue or concern is raised, a hazard is identified, or an incident or accident occurs. The occurrence of an incident or accident will necessitate action after the event. This is the "crying over spilt milk" syndrome – reactive. At VFS we want to intervene before the "milk is spilt" – proactive.
 - The concern or occurrence is reported.
 - The concern or occurrence is analyzed to determine the cause or source.
 - Corrective action, control or mitigation is developed and implemented, feedback is given to concerned parties; and
 - The corrective action is evaluated to ensure effectiveness. If the issue is resolved, the action is documented and safety integrity maintained. If the issue is not satisfactorily resolved on evaluation the process is followed again until resolution is reached. Fig 1 illustrates the process.

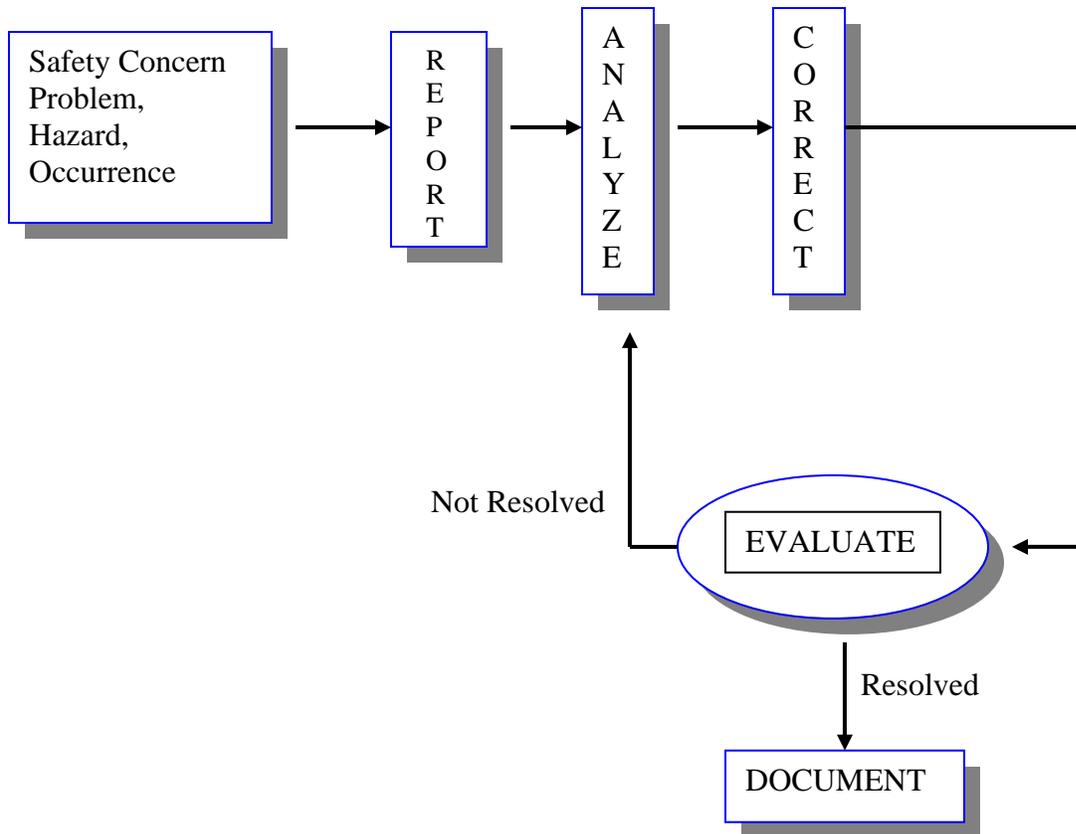


Fig 1

The process is simply one of:

- What's wrong or where can something go wrong?
- How can it be fixed or prevented?
- Did the fix or prevention work?

SAFETY MANAGEMENT SYSTEM COMPONENTS

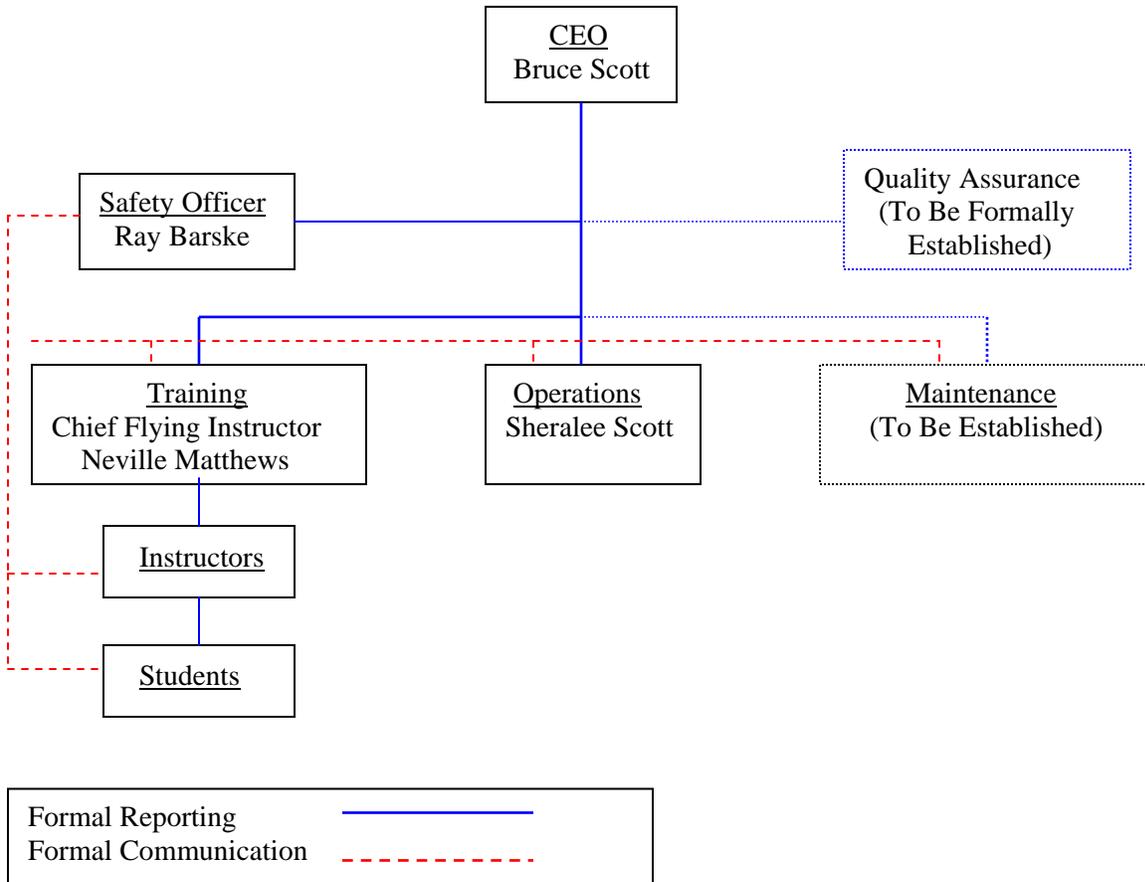
8. The VFS SMS consists of seven components based on the ICAO SMS:

- Safety Plan
- Safety Officer and Safety Committee
- Hazards and Risk Control Principles and Reporting
- Data and Analysis Processes
- Organizational Safety Communication Processes
- Training and Education
- Documentation

- Emergency Response Plan
- Quality Assurance Audit and Review

ORGANIZATIONAL STRUCTURE AND COMMUNICATION LINES

9. Fig 2 shows the management organizational structure of VFS, the placement of the Safety Officer and the lines of communication.



ORGANIZATIONAL ROLES AND RESPONSIBILITIES

10. Chief Executive Officer. The CEO VFS (accountable executive) is responsible for facilitating the establishment and maintenance of the Safety Management System. The CEO VFS is accountable for the overall safety and effectiveness of all operations at VFS. The VFS annual Aviation Safety Report produced by the Safety officer will be authorized for release by the CEO.
11. Safety Officer. The Safety Officer at VFS reports directly to the CEO and is responsible for proposing safety policy, implementing, maintaining and reviewing the approved Safety

Management System. He also provides timely safety advice and assistance to all VFS stakeholders.

12. Accountable Managers. The accountable managers are directly responsible to the CEO for the safe and effective management of all activities within their defined areas of responsibility.
13. Instructors. The instructors at VFS are directly responsible to the Chief Instructor for the safe and effective conduct of flying training and operations as per their task descriptions.
14. Students. The students at VFS are the lifeblood of the organisation. They are first and foremost responsible to themselves and concerned others for conducting all of their flying activities in a safe and professional manner. They are obliged, in the interests of their own safety and the safety of others, to report any occurrence that might compromise the integrity of safety at VFS.

DETAIL

15. The detail of the SMS is readily available for all VFS stakeholders in the main reception area of VFS and each and every person associated with VFS is encouraged to familiarize themselves with the operation of the SMS. This is over and above the formal training sessions that are presented on the working of the SMS.

CONCLUSION

16. The managing of safety at VFS is there to ensure that YOU the stakeholder enjoy a rewarding flying experience free from harm to yourself and damage to property.
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