

## **What is the current Status of the SMS within our Organisation & Where are the Challenges?**

Consider the Following 10 key areas :-

For each item annotate a number between 1 & 5 where 5 is very knowledgeable and 1 is minimum or limited knowledge of the question point.

### **a) Safety policy and objectives**

i/ Do you know the contents of the Safety Policy ?

ii/ Do you know where it is written ?

iii/ Have you received training how to comply ?

Iv/ Has your knowledge been tested or measured?

### **b) Coordination of emergency response planning**

i/ Are you familiar with the ERP and your role in an emergency ?

ii/ Have you been trained on what emergencies could occur in your business area ?

iii/ Do you regularly practice Emergency scenario's (say twice each year ?)

Iv/ Has your knowledge been tested or measured?

### **c) SMS documentation**

i/ Are you familiar with the SMS Documentation including all the reporting forms?

ii/ Have you been trained on working with SMS documentation?

iii/ Have you ever reported "potential" issues into your SMS Do you regularly practice Emergency scenario's (say twice each year ?)

Iv/ Has your knowledge been tested or measured?

## **d) Safety Risk Management**

i/ Are you familiar with the Concept of Safety Risk Management and “how” it is actually “managed”?

ii/ Have you received any training on how to perform risk management?

iii/ Have you seen and understood the contents of the “risk register” and what it means for you?

iv/ Has your knowledge been tested or measured ?

## **e) Hazard identification**

i/ Do you know how to recognize a hazard ?

ii/ Have you received any formal training on hazard identification?

iii/ Have you reported hazards each time you have identified an exposure?

iv/ Has your knowledge been tested or measured ?

## **f) Risk assessment and mitigation**

i/ Are you familiar with the Risk Assessment & Mitigation Process?

ii/ Have you received any formal training on how to assess risks and develop mitigations?

iii/ Have you received any formal training in root cause analysis?

iv/ Has your knowledge been tested or measured ?

## **g) Safety Assurance**

i/ Are you familiar with the role of Safety Assurance ?

ii/ Do you know the difference between Quality Assurance & Safety Assurance?

iii/ Have you received any formal training in assessment of “Risk”?

iv/ Has your knowledge been tested or measured ?

## **h) Safety promotion**

i/ Have you read the “Safety Promotion Procedures”?

ii/ Do you know how many methods of safety promotion are active within your organisation ?

iii/ Are you “active” in the process of delivery of safety promotion in your business area?

iv/ How would you describe your personal contribution to the creation of Safety related Process & Procedures?

## **i) Training and Education**

i/ Do you know what SMS training is required for each group of staff?

ii/ Have you received formal training in the concept of SMS ?

iii/ Would you say that you “take” opportunities to support SMS Training and Education

iv/ Has your knowledge been tested or measured ?

## **j) Safety communication**

i/ Are you fully briefed on the methods of Safety Communication within your organisation?

ii/ Have you been trained regarding effective communication strategies?

iii/ Would you consider yourself an active safety communicator?

iv/ Has your knowledge been tested or measured ?

You have now considered a total of 40 Questions & Statements and scored each 1 a maximum of “5”

Therefore a perfect score would be 200 – your actual score is an indication of where you are personally in respect of your engagement with your companies SMS.