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**SMS Training Needs Analysis Tool**

**The purpose of this document is to help you understand the areas where you would like to receive SMS training and the type of training which is available.**

Within Sofema Aviation Services our focus is on helping organisations maximize their Safety Management System in the way that provides the optimum benefit to the organisation. Please use this document to help explore the areas where you would like to receive specific training.

It is our opinion that there is a fundamental misunderstanding of the benefit and potential of the SMS to support the management team, and we strongly promote developing SMS driven processes within your organisation.

We offer a range of courses to support the Implementation – Development and ongoing Management of your SMS – our goal is to help you reduce organisational exposure and in so doing to deliver efficiencies which translate to real business savings.

The following is provided as a guide to a number of courses which are available

To provide additional support and specific guidance please provide as much information regarding the current status and the potential training requirements

Please Note

Courses shown for evaluation are hyperlinked or you may also see the full program here <http://sassofia.com/regulatory-training-courses/>

**We are confident that an effective SMS can provide your management team with:-**

**a) An understanding of business wide exposures many of which have negative cost implications**

**b) Data which can be used to manage Key Performance Indicators (KPI) and Safety Performance Indicators (SPI)**

**c) A process which delivers risk reducing mitigation to the business area owners and the decision makers**

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| **Organisation Current Size & Shape** |
| **Name & Contact information for Nominate Person** **Name** **Email** **Skype / Other** **GSM**  |
| **Describe the Primary Activity or (Proposed Activity)** |
| **Number of Managers / Executives** |  |
| **Number of Operational Staff** |  |
| **Number of Administration & Support Staff** |  |
| **Number of Subcontract Staff (Service Provision)** |  |

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| Notes / Comments & Key Objectives |

Please use these questions as a guide to your current level of knowledge related to SMS

**Safety Management System Training for Executives**

**Management Team Roles & Responsibilities Understood**

i/ Does the management team fully understand its SMS core responsibilities

ii/ Does the management team understand the role of the Safety Manager (SM) – (as a service provider to the “Management Team”)

iii/ Has the Nominated Person / Post Holder established the resources required to comply with their SMS obligations within the business area.

iv/ Is the process to manage change embedded in the organisations process and procedures

v/ Is the SMS communication and training process acceptable within your business area

vi/ How are you measuring the effectiveness of the SMS within your business area (Performance Indicators & KPI’s)

vii/ Are your team members willing to report into the SMS? How is this evidenced? – How many reports in the last year? (Consider an effective measure is connected with the willingness to report)

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SAS offers a range of SMS training courses specifically focused on the needs of the accountable executive and post holders

Please see the following courses

[SMS Introduction and Awareness – 1 Day](http://sassofia.com/course/sms-introduction-and-awareness-1-day/)

[Active Safety Management for Managers – 3 Days](http://sassofia.com/course/active-safety-management-for-managers-3-days/)

[SMS Introduction for Accountable Managers Post Holders and Key Executives – 1 Day](http://sassofia.com/course/sms-introduction-accountable-managers-post-holders-key-executives-1-day/)
[SMS Introduction for Managers and Post Holders – 1 Day](http://sassofia.com/course/sms-introduction-for-managers-post-holders-1-day/)
[SMS Introduction Training for Safety and Quality Managers – 2 Days](http://sassofia.com/course/sms-introduction-training-safety-quality-managers-2-days/)

[SMS Overview and Benchmarking Workshop – 1 Day](http://sassofia.com/course/sms-overview-and-benchmarking-workshop-1-day/)

[Aviation SMS Hazard Identification and Risk Analysis – 1 Day](http://sassofia.com/course/aviation-sms-hazard-identification-risk-analysis-1-day/)

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**Implementation of Your SMS**

**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?

**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?

**SMS Appointment of Key Safety Personnel**

i/ Have you identified the key roles in your organisations SMS ? (SMS Manager, Flight Safety Officer, Cabin Crew Safety Officer, Maintenance Safety Officer, Safety Action Group, Safety Expert Group, Safety Reps,

ii/ Have you established the required competence and training associated with the various roles

**Safety Management System Training**

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?

**Marketing and Communication of the SMS**

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 and active safety communicator?

iv/ Has your knowledge been tested or measured?

Please see the following courses

[Safety Management Systems Implementation Review & Workshop – 2 Days](http://sassofia.com/course/safety-management-systemsimplementation-review-workshop-2-days/)
[Safety Management Systems Implementation Workshop – 3 Days](http://sassofia.com/course/safety-management-systems-implementation-workshop-3-days/)
[Safety Management Systems Overview and Recurrent – 1 Day](http://sassofia.com/course/safety-management-system-overview-recurrent-1-day/)

[SMS Implementation and Risk Assessment Review – 1 Day](http://sassofia.com/course/sms-implementation-risk-assessment-review-1-day-2/)
[SMS Implementation Review Development and Risk Management Processes – 5 Days](http://sassofia.com/course/sms-implementation-review-development-and-risk-management-processes-5-days/)

[SMS Introduction Training for Safety and Quality Managers – 2 Days](http://sassofia.com/course/sms-introduction-training-safety-quality-managers-2-days/)

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**Identifying Hazards and Managing Risk**

**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?

**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?

**Risk Assessment and Mitigation**

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

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

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

iv/ Has your knowledge been tested or measured?

If your focus is on the understanding of Hazards and the Management of Risk the following training courses may be of interest

Please see the following courses

[Aviation SMS Hazard Identification and Risk Analysis – 1 Day](http://sassofia.com/course/aviation-sms-hazard-identification-risk-analysis-1-day/)
[SMS Developing Risk Assessment Strategies – 2 Days](http://sassofia.com/course/safety-management-system-developing-risk-assessment-strategies-2-days/)
[SMS Safety Risk Management – 3 Days](http://sassofia.com/course/sms-safety-risk-management-3-days/)

[Safety Management Tools & Methods – 3 Days](http://sassofia.com/course/safety-management-tools-methods-3-days/)
[SMS Developing Risk Assessment Strategies – 2 Days](http://sassofia.com/course/safety-management-system-developing-risk-assessment-strategies-2-days/)

[Safety Management Tools & Methods – 3 Days](http://sassofia.com/course/safety-management-tools-methods-3-days/)

[Safety Management Systems – Aviation Risk Management – 5 Days](http://sassofia.com/course/safety-management-systems-aviation-risk-management-5-days/)

[Safety Management Tools & Methods – 3 Days](http://sassofia.com/course/safety-management-tools-methods-3-days/)
[SMS Developing Risk Assessment Strategies – 2 Days](http://sassofia.com/course/safety-management-system-developing-risk-assessment-strategies-2-days/)
[SMS Safety Risk Management – 3 Days](http://sassofia.com/course/sms-safety-risk-management-3-days/)

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**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 emergences 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?

Please see the following course

[Crisis Management and Emergency Response Planning – 3 Days](http://sassofia.com/course/crisis-management-and-emergency-response-planning-3-days/) (available as a shorter course if required)

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**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?

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?

Please see the following courses

[Root Cause Analysis for Quality Assurance and Safety Practitioners – 1 Day](http://sassofia.com/course/root-cause-analysis-for-quality-assurance-and-safety-practitioners-1-day/)
[Root Cause Analysis for Safety Management Practitioners – 1 Day](http://sassofia.com/course/root-cause-analysis-safety-management-practitioners-1-day/)
[Safety Management Systems Audit Techniques Essentials – 1 Day](http://sassofia.com/course/safety-management-systems-audit-techniques-essentials-1-day/)
[Safety Management Systems Audit Techniques – 2 Days](http://sassofia.com/course/safety-management-systems-audit-techniques-2-days/)

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**Safety Management System Investigations Skills Courses**

Please see the following courses

[SMS Practical Investigation Skills Essential Training – 1 Day](http://sassofia.com/course/sms-practical-investigation-skills-essential-training-1-day/)
[SMS Practical Investigation Skills Training – Intensive Theory – 3 Days](http://sassofia.com/course/sms-practical-investigation-skills-training-intensive-3-days/)
[SMS Practical Investigation Skills Training – 5 Days](http://sassofia.com/course/sms-safety-investigation-training-5-days/)

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**The Next Step !**

The above is only a sample of the SMS related training which is on offer and we are happy to provide a quotation related to any element of the implementation management and benchmarking of your SMS system.

Planning your Training Program – Provide additional guidance to help us to provide the best possible offer.

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| **Consider the Staff Groups** | **Team Size**  | **Identify the Current Training Need For Each Group (TNA)** |
| **Executive** |  |  |
| **Quality & Safety Staff** |  |  |
| **Management** |  |  |
| **Supervision** |  |  |
| **Line Operational Staff** |  |  |
| **Admin & Support Staff** |  |  |
| **Safety Action Group Member** |  |  |
| **Safety Expert Group (Risk Analysis and Mitigation Proposal** |  |  |

When completed please scan & email to Office@sassofia.com