



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 asses 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.