

## EASA Part 145 Safety Manager Checklist for Experience, Qualifications & Training

Sofema Online (SOL) [www.sofemaonline.com](http://www.sofemaonline.com) Considers the Regulatory Requirement Related to the EASA Part 145 Safety Manager

### Introduction - Qualifications

- Relevant Degree/Certification
  - Engineering or technical degree in aeronautical, mechanical, electrical, electronic, avionics, or other relevant studies.
- Alternatively, an aircraft technician or maintenance engineer qualification with additional education acceptable to the competent authority.

**Note** - If lacking a degree, 2 additional years of relevant experience (total of 7 years) covering tasks related to maintenance and/or continuing airworthiness management and/or surveillance of such tasks.

### Practical Experience

- Minimum of 5 years of relevant work experience.
- At least 2 years of experience in the aeronautical industry in an appropriate position.

### Knowledge Requirements

- **Aviation safety standards and safe operating practices.**
  - Complete courses and certifications related to aviation safety standards and safe operating practices. For example:
    - EASA Part 145 Initial and Recurrent Training
    - Aviation Safety Management Systems Implementation
    - Human Factors in Aviation Maintenance (HF) - Initial and Recurrent
    - Safety Management Systems Risk Monitoring and Safety Performance Overview
  - Keep a record of all certifications and training completed.
- **Practical Experience:**
  - Gain hands-on experience in the aeronautical industry in roles that involve implementing and adhering to aviation safety standards.
  - Document specific examples of your work related to safety standards, such as overseeing safety inspections, audits, and compliance checks.
    - Develop and Maintain Documentation:
  - Create and maintain a portfolio that includes:
    - Copies of your certifications and training records.
  - Documentation of your role in safety-related projects, including descriptions of your responsibilities and the outcomes.

- Records of any safety audits or inspections you have conducted or participated in.
- Participate in Safety Committees and Working Groups:
- Actively participate in safety committees or working groups within your organization or industry associations.
- Document your contributions and any safety improvements or initiatives you have been involved in.
- Stay Updated with Industry Standards:
  - Regularly review and stay updated with the latest aviation safety standards and regulations.
- Subscribe to industry publications, join professional organizations, and attend relevant workshops and conferences.
- Conduct training sessions for colleagues and subordinates on aviation safety standards and safe operating practices.
- Keep records of these training sessions, including attendance lists and training materials used.
- Be actively involved in the implementation and monitoring of Safety Management Systems within your organization.
- Document your role in the development, implementation, and continuous improvement of SMS.
- Compile and Present Evidence:
  - Compile all the documentation, records, and examples mentioned above into a comprehensive evidence portfolio.
- Be prepared to present this portfolio during audits, inspections, or when applying for relevant positions or certifications.
- Seek Feedback and Continuous Improvement:
  - Seek feedback from peers, supervisors, and auditors on your knowledge and implementation of safety standards.
- Use this feedback to identify areas for improvement and to further develop your expertise.
- Utilize Professional Networks:
  - Engage with professional networks and forums to share experiences and learn best practices from other safety professionals.
- Document any significant learnings or contributions to these networks.
- **Human factors principles.**
  - To demonstrate knowledge of human factors principles, consider the following steps:
    - Complete formal education courses, certifications, and training specifically focused on human factors in aviation. (examples follow)
    - Human Factors in Aviation Maintenance (HF) - Initial and Recurrent

- Aviation Safety Management Systems (SMS) Training with a focus on human factors
- Apply Human Factors Principles in Practice by actively incorporating human factors principles into your daily work.
- This can include - designing work processes that consider human limitations and capabilities.
- Conducting risk assessments that include human factors considerations.
- Implementing and monitoring changes to improve human performance and reduce errors.

**Opportunity** - Document specific examples and case studies where you have applied these principles.

- Participate in Relevant Projects and Committees:
    - Involved in projects, safety committees, or working groups that focus on human factors.
    - Document your contributions, roles, and any improvements or initiatives you have been involved in that relate to human factors.
    - Conduct and Attend Training and Workshops on human factors principles for colleagues and staff.
    - Attend workshops, seminars, and conferences on human factors in aviation.
  - Develop and Implement Human Factors Policies
  - Participate in the development and implementation of human factors policies and procedures within your organization.
  - Document your involvement and the impact of these policies on improving safety and performance.
  - Perform Audits and Assessments:
    - Conduct audits and assessments that include evaluating human factors within your organization.
  - Regularly review the latest research, publications, and best practices related to human factors.
  - Be able to provide evidence of staying updated with the latest research and best practices
- **EU management system requirements (including SMS and compliance monitoring).**
    - Obtain Relevant Education and Training – by completing formal education courses, certifications, and training focused on EASA management system requirements, SMS, and compliance monitoring. Examples include:

- EASA Part 145 Initial and Recurrent Training
  - Aviation Safety Management Systems (SMS) Implementation
  - Compliance Monitoring System Training
  - Maintain records of all completed training and certifications.
- Apply EU Management System Requirements in Practice
- Actively incorporate EU management system requirements and SMS principles into your daily work. This can include:
  - Developing, implementing, and maintaining an SMS within your organization.
  - Conducting compliance audits and monitoring activities.
  - Ensuring all activities comply with relevant EASA regulations.
- Document specific examples and case studies where you have applied these principles.
- **Thorough knowledge of the organization's Maintenance Organization Exposition (MOE) and safety policy.**
  - Obtain and Study the MOE and Safety Policy
  - Participate in or deliver MOE and Safety Policy Training
  - Apply the procedures and guidelines outlined in the MOE and safety policy in your daily work activities.
    - Keep records of specific examples where you have followed these procedures, such as completing maintenance tasks, conducting inspections, or responding to safety incidents.
  - Demonstrate Involvement in Updates and Revisions
  - Participate in the review and revision process of the MOE and safety policy.
  - Document your contributions to updating these documents, such as suggesting improvements, providing feedback, or helping to implement changes.
  - Perform Audits and Compliance Checks - Conduct internal audits or compliance checks to ensure adherence to the MOE and safety policy.
  - Provide Leadership and Mentoring - Serve as a resource for colleagues and staff who have questions or need guidance on the MOE and safety policy.
  - Mentor new employees or team members on the importance and application of these documents.
- **Relevant sample of aircraft/components knowledge through formalized training.**
  - Minimum would be an Applicable Gen Fam
- **Relevant maintenance methods and application.**

- To demonstrate knowledge of relevant maintenance methods and application, you can take the following steps:
  - Gain hands-on experience in performing maintenance tasks according to relevant methods and procedures.
  - Participate in Maintenance Projects and Teams.
  - Conduct training sessions for colleagues on relevant maintenance methods and applications.
  - Participate in the development and implementation of maintenance procedures within your organization.
- **Applicable Regulations.**
  - Training as Identified above
- **Adequate language and communication skills.**

#### **Experience - Operational Experience**

- Understanding and promotion of a positive safety culture.
- Experience in safety management within the aviation industry.
- Experience in operational activities relevant to the organization.
- **Leadership and Interpersonal Skills**
  - Ability to influence staff and promote safety culture.
  - Strong oral and written communication skills.
  - Data management, analytical, and problem-solving skills.

#### **Suggested Training Program**

##### **Initial Training**

- EASA Part 145 Initial Training
- Aviation Safety Management Systems Implementation
- Human Factors in Aviation Maintenance (HF) - Initial with VO
- Safety Management Systems Risk Monitoring and Safety Performance Overview
- EASA Part 145 Safety (SMS) & Human Factor (HF) Training (Initial) with VO
- Safety Occurrence and Reporting

##### **Recurrent Training (every 2 years or as specified)**

- EASA Part 145 Recurrent Training
- Human Factors in Aviation Maintenance (HF) - Recurrent with VO
- Safety Management Systems Risk Monitoring and Safety Performance Overview – Recurrent
- SMS Advanced Techniques for Safety Practitioners - EASA Compliant

## Specialized Safety and Technical Courses

- 145 Organisation Fire Safety Training
- Aircraft Fuel Tank Entry Safety Procedures
- Aircraft Inspection Techniques (Initial and Recurrent) with VO
- Dangerous Goods Cat 8
- Electrostatic Discharge Sensitive (ESDS) with VO
- ETOPS (Extended Operations) or EDTO (Extended Diversion Time Operations) for CAMO & AMO
- EWIS for Target Groups 1 and 2 (Initial and Recurrent) with VO
- Fuel Tank Safety (FTS) - Initial and Recurrent with VO
- Leadership and Competence Development

### Notes:

Training Providers: Sofema Online (SOL) provides the above courses online through [www.sofemaonline.com](http://www.sofemaonline.com) for a comprehensive and regulatory-compliant training program.

Continuous Improvement: Regularly update knowledge and skills to stay compliant with evolving regulations and industry best practices.

Documentation: Keep thorough records of all training, qualifications, and experience as part of the compliance requirements.

For more details on available courses and to plan your training path, visit Sofema Online or contact [team@sassofia.com](mailto:team@sassofia.com).