AIR CHARTER
SĀFETY
FOUNDATION

SMS Focus Group
February 12, 200

Vision

The Air Charter Safety Foundation vision is to continuously enhance the safety and security of air charter and shared aircraft ownership providers in the United States and worldwide.

Mission

Through ***research, collaboration and education***, the Air Charter Safety Foundation advances charter and shared aircraft ownership industry ***standards and best practices***; promulgates safety, security and service ***benchmarks***; and promotes the universal acceptance of ***safety management systems***. The Foundation also provides accurate and objective ***information*** about air charter providers and shared aircraft ownership providers as one of the most important and versatile public transportation resources.

NATA Safety 1st

- SMS Program for FBOs in 2005

- SMS for Air Operators in 2006

- Supporting materials:
    - Guidebook
    - Webcasts
    - Workshops

Initiatives

Current

- Industry Audit Standard
- Data Collection
  - Activity Data
  - Safety Event Reporting (AVSiS)
- Emergency Response Plan
- Air Charter Safety Symposium
  - March 3-4, 2009: NTSB Training Center

Industry Audit Standard

Objective:

* To achieve a standardized and consistent audit product acceptable to both consumers and suppliers
* Develop a program similar in concept to that currently utilized by scheduled air carriers worldwide
* Follows an ISO-compliant format
* Incorporates latest SMS standards

Industry Audit Standard

- First working group meeting: April 2007
- Operator Standards developed
- Auditor working group developed audit materials
- Beta audit with new materials: February 2008
- Initial Auditor Workshop: August 2008
- Two beta audits to test final materials: December 2008
- Official program kick-off: January 2009

Operator Standards

- Operator Standards Manual Version Original released July 2008 in three parts:
1. Operator Standards
2. Appendix A: Guidance Material
3. Appendix B: Regulatory Reference Table
- Available from ACSF website: www.acsf.aero/audit
- Revision 1 current

Audit Manual

- Audit process and procedures
- Audit materials (checklists, forms, etc.)
- Version Original released October 2008
- Will be available from ACSF website in February 09
- Operator Standards & Audit Manual available to industry free-of-charge
- Auditor accreditation and audit workshops

Operator Standard (System)

1. Corporate Organization & Management (ORG)
2. Flight Operations (FLT)
3. Operational Control (DSP)
4. Aircraft Maintenance (MNT)
5. Cabin Operations (CAB)
6. Aircraft Ground Handling & Servicing (GRH)
7. Cargo Operations (CGO)
8. Operational Security (SEC)
9. Passenger Handling & Safety
10. Dangerous Goods/Hazmat

Subsystem/Process

1. Organization, Management & Control
2. Resource Provision
3. Training & Qualifications
4. Documentation & Recordkeeping

Audit Checklist

1.2 Management Commitment	
1.2.1	The Operator shall document a corporate policy, signed by the Accountable Executive, that commits the organization to ensuring safety and quality are core values and a priority in all phases of the operation. *Remarks / Evidence:*	**Documented:** ☐ Yes ☐ No **Implemented:** ☐ Yes ☐ No **Meets Std:** ☐ Yes ☐ No **N/A:** ☐
1.2.2	The Operator shall include safety and quality in the basic duties and responsibilities at all levels of management. *Remarks / Evidence:*	**Documented:** ☐ Yes ☐ No **Implemented:** ☐ Yes ☐ No **Meets Std:** ☐ Yes ☐ No **N/A:** ☐

SMS Summary

SMS EVALUATION		
Operator:		
Audit Date(s):		
Auditor Names: Operations **Maintenance**		
SMS Maturity Level		
Level One:	**Planning & Organization**	
Level Two:	**Reactive Processes**	
Level Three:	**Proactive & Predictive Processes**	
Level Four:	**Safety Assurance & Continuous Improvement**	

SMS Summary (cont.)

Level One Completion Criteria		
	Yes	**No**
1. Management commitment letter	☐	☐
2. Management responsibilities defined	☐	☐
3. Safety policy and objectives	☐	☐
4. Safety responsibilities for managers defined	☐	☐
5. Results of Gap Analysis of the operator's operational systems	☐	☐
6. SMS implementation plan for the entire organization	☐	☐
7. All employee letter or equivalent advising employees of the SMS implementation	☐	☐
8. SMS training plan for all employees	☐	☐

Operator Registration Process

- Operator must correct all Findings.
- ACSF Review Board reviews Audit Report and Findings.
- If acceptable, Operator is listed on Audit Registry as meeting ACSF Standard.
- Audit valid for 24 months.

Registration Removal

- Loss of the appropriate Air Operators Certificate and/or Management Specifications (revocation).
- Investigation by the governing regulatory authority (suspension pending outcome of the investigation).
- Accident involving loss of life (revocation)
- Accident involving substantial damage to equipment (suspension pending the outcome of the investigation by the regulatory authority and review of the findings by ACSF)
- Accident involving injury to one or more individuals (suspension pending the outcome of the investigation by the regulatory authority and review of the findings by ACSF).
- Failure to report an accident/incident to ACSF (revocation)
- Bankruptcy (revocation pending outcome of reorganization)

Registration Removal (cont.)

- Substantive management changes (suspension pending a review of new management qualifications)
- Failure to notify ACSF of any substantive management changes, to include the replacement of the Accountable Manager or any of the designated senior post holders, e.g., Vice President/Director of Operations, the Vice President/Director of Maintenance, the Director of Safety or the Director of Quality (revocation pending a review of the individual/s qualifications)
- Change in ownership of the Operator (revocation pending a review of the new owner's qualifications for operating the company)
- Loss of Insurance (revocation pending re-instatement of insurance and review of policies by ACSF).