LEGAL NOTICE No. 146

REPUBLIC OF TRINIDAD AND TOBAGO

THE CIVIL AVIATION ACT, CHAP. 49:03

REGULATIONS

MADE BY THE AUTHORITY WITH THE APPROVAL OF THE MINISTER
    UNDER SECTION 33 OF THE CIVIL AVIATION ACT AND SUBJECT TO
    NEGATIVE RESOLUTION OF PARLIAMENT

THE CIVIL AVIATION [(NO. 9) AVIATION TRAINING
ORGANIZATION] (AMENDMENT) REGULATIONS, 2011

1. These Regulations may be cited as the Civil Aviation [(No. 9) Citation
Aviation Training Organization] (Amendment) Regulations, 2011.

2. In these Regulations, "the Regulations" means the Civil Aviation Interpretation
[(No. 9) Aviation Training Organization] Regulations, 2004.

3. Regulation 2 of the Regulations is amended by inserting in the Regulation 2 amended
appropriate alphabetical sequence the following definitions:

> " "safety management system" means a systematic approach to
>   managing safety, including the necessary organizational
>   structures, accountabilities, policies and procedures;
>
> "State safety programme" means an integrated set of
>   regulations and activities aimed at improving safety;".

4. The Regulations are amended by inserting after regulation 14B, Regulation
the following regulation: 14C amended

"Safety Management Systems

Safety Management Systems

14C. (1) An operator of an Aviation Training
Organization shall implement a safety management
system that is acceptable to the Authority and—

> *(a)* identifies safety hazards;
>
> *(b)* ensures the implementation of remedial
>   action necessary to maintain the level of
>   safety performance established by the
>   Director General;
>
> *(c)* provides for continuous monitoring and
>   regular assessment of the safety
>   performance;

(d) aims at a continuous improvement of the overall performance of the safety management system; and

(e) meets the standards set out in Schedule 1A.

(2) As part of the safety management system required under subregulation (1), an operator of an Aviation Training Organization shall clearly define lines of safety accountability throughout the organization including a direct accountability for safety on the part of senior management.".

Schedule 1A inserted

5. The Regulations are amended by inserting after Schedule 1, the following Schedule:

"SCHEDULE 1A

[Regulation 14C*(e)*]

The following are the minimum standards for an Aviation Training Organization Safety Management System:

General

This specifies the framework for the implementation and maintenance of a safety management system (SMS) by an Aviation Training Organization. An SMS is a management system for the management of safety by an organization. The framework includes four components and twelve elements representing the minimum requirements for SMS implementation.

The implementation of the framework shall be commensurate with the size of the organization and the complexity of the services provided. A brief description of each element of the framework is also included.

Contents

1. *Safety policy and objectives:*
    (a) Management commitment and responsibility;
    (b) Safety accountabilities;
    (c) Appointment of key safety personnel;
    (d) Coordination of emergency response planning; and
    (e) SMS documentation.

2. *Safety risk management:*
    (a) Hazard identificaiton; and
    (b) Safety risk assessment and mitigation.

3. *Safety assurance:*
    (a) Safety performance monitoring and measurement;
    (b) The management of change; and
    (c) Continuous improvement of the SMS.

4. *Safety promotion:*

    (a) Training and education; and

    (b) Safety communication.

1. Safety policy and objectives

(a) management commitment and responsibility

An Aviation Training Organization shall define the organization's safety policy which shall be in accordance with international and national requirements, and which shall be signed by the accountable executive of the organization. The safety policy shall—

    (i) reflect organizational commitments regarding safety;

    (ii) include a clear statement about the provision of the necessary resources for the implementation of the safety policy;

    (iii) be communicated, with visible endorsement, throughout the organization;

    (iv) include the safety reporting procedures;

    (v) clearly indicate which types of operational behaviours are unacceptable;

    (vi) include the conditions under which disciplinary action would not apply; and

    (vii) be periodically reviewed to ensure it remains relevant and appropriate to the organization.

(b) Safety accountabilities

An Aviation Training Organization shall identify the accountable executive who, irrespective of other functions, shall have ultimate responsibility and accountability, on behalf of the Aviation Training Organization, for the implementation and maintenance of the SMS. The Aviation Training Organization shall also identify the accountabilities of all members of management, irrespective of other functions, as well as of employees, with respect to the safety performance of the SMS.

Safety responsibilities, accountabilities and authorities shall be documented and communicated throughout the organization, and shall include a definition of the levels of management with authority to make decisions regarding safety risk tolerability.

(c) Appointment of key safety personnel

An Aviation Training Organization shall identify a safety manager to be the responsible individual and focal point for the implementation and maintenance of an effective SMS.

(d) Coordination of emergency response planning

An Aviation Training Organization shall ensure that an emergency response plan that provides for the orderly and efficient transition from normal to emergency operations and the return to normal operations is properly coordinated with the emergency response plans of those organizations it must interface with during the provision of its services.

(e) SMS documentation

An Aviation Training Organization shall develop an SMS implementation plan, endorsed by senior management of the organization that defines the organization's approach to the management of safety in a manner that meets the organization's safety objectives. The Aviation Training Organization shall develop and maintain SMS documentation describing the safety policy and objectives, the SMS requirements, the SMS processes and procedures, the accountabilities, responsibilities and authorities for processes and procedures, and the SMS outputs.

Also as part of the SMS documentation, the Aviation Training Organization shall develop and maintain a Safety Management System Manual (SMSM), to communicate its approach to the management of safety throughout the organization.

2. Safety risk management

(a) Hazard identification

An Aviation Training Organization shall develop and maintain a formal process that ensures that hazards in operations are identified. Hazard identification shall be based on a combination of reactive, proactive and predictive methods of safety data collection.

(b) Safety risk assessment and mitigation

An Aviation Training Organization shall develop and maintain a formal process that ensures analysis, assessment and control of the safety risks in training operations.

3. Safety assurance

(a) Safety performance monitoring and measurement

An Aviation Training Organization shall develop and maintain the means to verify the safety performance of the organization and to validate the effectiveness of safety risk controls. The safety performance of the organization shall be verified in reference to the safety performance indicators and safety performance targets of the SMS.

(b) The management of change

An Aviation Training Organization shall develop and maintain a formal process to—

(i) identify changes within the organization which may affect established processes and services;

(ii) describe the arrangements to ensure safety performance before implementing changes; and

(iii) eliminate or modify safety risk controls that are no longer needed or effective due to changes in the operational environment.

(c) Continuous improvement of the SMS

An Aviation Training Organization shall develop and maintain a formal process to identify the causes of substandard performance of the SMS, determine the implications of substandard performance of the SMS in operations, and eliminate or mitigate such causes.

4. Safety promotion

(a) Training and education

An Aviation Training Organization shall develop and maintain a safety training programme that ensures that personnel are trained and competent to perform the SMS duties. The scope of the safety training shall be appropriate to each individual's involvement in the SMS.

(b) Safety communication

The Aviation Training Organization shall develop and maintain formal means for safety communication that ensures that all personnel are fully aware of the SMS, conveys safety-critical information, and explains why particular safety actions are taken and why safety procedures are introduced or changed.".

Made by the Civil Aviation Authority this 8th day of July, 2011.

R. LUTCHMEDIAL
Civil Aviation Authority

Approved by the Minister of Works and Transport this 8th day of July, 2011.

J. WARNER
Minister of Works and Transport