

LEGAL NOTICE No. 147

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. 12) AERODROME LICENSING]  
(AMENDMENT) REGULATIONS, 2011

1. These Regulations may be cited as the Civil Aviation [(No. 12) Citation  
Aerodrome Licensing] (Amendment) Regulations, 2011.
2. In these Regulations, “the Regulations” means the Civil Aviation Interpretation  
[(No. 12) Aerodrome Licensing] Regulations, 2004.
3. Regulation 52 of the Regulations is amended in subregulation (4)—<sup>Regulation 52  
amended</sup>
  - (a) by deleting paragraph (b) and substituting the following  
paragraph:  
“(b) ensures the implementation of remedial action  
necessary to maintain the level of safety  
performance established by the Director  
General;”;
  - (b) in paragraph (c), by deleting the words “level achieved; and”  
and substituting the words “performance;”;
  - (c) by deleting paragraph (d) and substituting the following  
paragraphs:  
“(d) aims at a continuous improvement of overall  
performance of the safety management system;  
and  
(e) meets the standards set out in Schedule 2.”.
4. The Regulations are amended by inserting after Schedule 1, the <sup>Schedule 2  
inserted</sup> following Schedule:

“SCHEDULE 2

[Regulation 52(4)(e)]

The following are the minimum standards for an Operator Safety  
Management System:

**General**

This specifies the framework for the implementation and maintenance of a  
safety management system by an aerodrome operator. A safety management

system 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 safety management system 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) Safety Management System documentation.

2. *Safety risk management:*

- (a) Hazard identification; 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 Safety Management System.

4. *Safety promotion:*

- (a) Training and education; and
- (b) Safety communication.

**1. Safety policy and objectives**

(a) *Management commitment and responsibility*

The aerodrome operator 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 reflect organizational commitments regarding safety; shall include a clear statement about the provision of the necessary resources for the implementation of the safety policy; and shall be communicated, with visible endorsement, throughout the organization. The safety policy shall include the safety reporting procedures; shall clearly indicate which types of operational behaviours are unacceptable; and shall include the conditions under which disciplinary action would not apply. The safety policy shall be periodically reviewed to ensure it remains relevant and appropriate to the organization.

*(b) Safety accountabilities*

The aerodrome operator shall identify the accountable executive who, irrespective of other functions, shall have ultimate responsibility and accountability, on behalf of the operator, for the implementation and maintenance of the safety management system. The aerodrome operator 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 safety management system.

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*

The aerodrome operator shall identify a safety manager to be the responsible individual and focal point for the implementation and maintenance of an effective safety management system

*(d) Coordination of emergency response planning*

The aerodrome operator 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) Safety management system documentation*

The aerodrome operator shall develop a safety management system 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 operator shall develop and maintain safety management system documentation describing the safety policy and objectives, the safety management system requirements, the safety management system processes and procedures, the accountabilities, responsibilities and authorities for processes and procedures, and the safety management system outputs.

Also as part of the safety management system documentation, the operator 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*

The aerodrome operator 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*

The aerodrome operator 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*

The aerodrome operator 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 safety management system.

*(b) The management of change*

The aerodrome operator shall develop and maintain a formal process to identify changes within the organization which may affect established processes and services; to describe the arrangements to ensure safety performance before implementing changes; and to 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 Safety Management System*

The aerodrome operator shall develop and maintain a formal process to identify the causes of substandard performance of the Safety Management System, determine the implications of substandard performance of the safety management system in operations, and eliminate or mitigate such causes.

### **4. Safety promotion**

*(a) Training and education*

The aerodrome operator shall develop and maintain a safety training programme that ensures that personnel are trained and competent to perform the safety management system duties. The scope of the safety training shall be appropriate to each individual's involvement in the safety management system.

*(b) Safety communication*

The aerodrome operator shall develop and maintain formal means for safety communication that ensures that all personnel are fully aware of the safety management system, 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*