

Overview and Agenda

SMS Tool Kit Workshop

September 27 – 29, 2011
08:00 – 16:30 every day
Mount Royal University – Calgary, AB
Bissett School of Business Building
Room EB3047

This workshop has been designed to help operators take the ATAC SMS Tool Kit and establish an SMS program within their operations, while minimizing time and expenses in the implementation process.

The ATAC Tool Kit was created and tested with industry consultation and **reviewed by Transport Canada**.

The workshop is three full days of both lectures and hands-on exercises that will provide participants with detailed knowledge of the SMS components with practical working applications of each.

The areas to be covered are:

1. SMS Overview – Regulations and Standards

A review of current regulations and elements an operator must consider when establishing an SMS.

2. SMS Business Case

The course will provide an explanation of the financial implications, potential cost savings and benefits if the SMS is properly developed and operated.

3. Organizational Risk and Accident Causation

The session will provide understanding of where accident sequences begin which is critical to an operator working on improving their safety profile.

4. Gap Analysis and the Coherence Matrix

The Tool Kit contains a detailed gap analysis tool that can be turned into a coherence matrix to help focus and expedite the development of an SMS.

5. Occurrence Investigation Process

Investigating any occurrence or conducting a follow up on a hazard report is key to the success of an SMS. This session will provide an overview of key elements in the investigative process.

6. Risk Management Process

At the core of any Safety Management System is the Risk Management process. This includes an understanding of how to establish a Hazard Risk Index using Probability and Severity.

7. Corrective Action Follow up

Practical examples of how to effectively implement corrective actions that have been developed by the operator and approved by the regulator, following occurrence and hazard report investigations.

8. Culture

A discussion will focus on the importance of understanding what “organizational culture is” and its operational implications.

9. Quality Assurance Process

The importance of a fully functioning Quality Assurance program will be discussed and its core components reviewed.

10. Emergency Response Planning

A review of the Tool Kit sample emergency response plan will be conducted.

11. SMS Implementation Work Plan and Issues

Tips and ideas of how to best implement a SMS without unnecessarily spending time and money will be discussed.

The workshop will also review all the process charts and forms included in the Tool Kit.

Facilitator

The workshop is facilitated by Mike Doiron, of Doiron Aviation Consulting. Mike has been involved in aviation since 1972 and with safety systems and programs since 1986. He has been involved in the implementation of SMS programs both from the regulators perspective as well as the operators, having spent 19 years at Transport Canada and more recently 12 years as CEO and Principal of the Moncton Flight College, having retired in July 2010. He brings to the workshop an incredible amount of knowledge and insight on Safety Management Systems, and will provide you with many practical ideas on what works and what doesn't.

Testimonials

"I'm very familiar with the concept of SMS, however this workshop was very practical and relevant."

Lance Carr, Ottawa Aviation Services

"Yes, I would recommend this course to others. It is the first course/explanation of SMS that has made sense to me and allowed me to see its value."

Anonymous

"Good for ADMINS decision makers"

Mathieu Desjarlais, Advanced Training Director, Cargair