QB29 MANAGEMENT SYSTEM

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
	Management System		
	ADR.OR.D.005 (a)		
1	Has the Aerodrome Operator implemented a management system with an integrated SMS?		
	ADR.OR.D.005 (d)		
2	Has the aerodrome operator satisfied itself that the management system is proportionate to the size of the organisation and its activities?		
	ADR.OR.D.005 (d)		
3	Does the management system take into account the hazards and associated risks inherent in its activities?		
	ADR.OR.D.005 (e)		
4	Does the management system cover all activities in the scope of the aerodrome operator's certificates (e.g air navigation services when such a certificate is held by the aerodrome operator)?		
	Safety Management System		
	ADR.OR.D.005 (b)(1)		
5	Does the Management System include clear lines of responsibility and accountability throughout the aerodrome operator (including a direct accountability for safety on the part of senior management)?		
	AMC1 ADR.OR.D.005 (b)(1)		
6	Is there an organisational structure for the management of safety which is proportionate and appropriate to		

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
	the size of the aerodrome operator?		
AMC1 ADR.OR.D.005 (b)(1)			
7	Does the organisational structure include a Safety Review Board?		
AMC1 ADR.OR.D.005 (b)(1)			
8	Is there a Safety Services Office (or similar) to assist the work of Safety Manager?		
AMC1 ADR.OR.D.005 (b)(1);(a)(1)			
9	Is the Safety Services Office (or similar) managed in a way that maintains neutrality (in terms of the processes and decisions made regarding the delivery of services by the line managers of operational units)?		
AMC1 ADR.OR.D.005 (b)(1);(a)(2) (i) – (iv)			
10	Does the safety Services Office: • manage and oversee the hazard identification system? • monitor safety performance of operational units directly involved in aerodrome operations? • advise senior management on safety management matters? assist line managers with safety management matters?		
AMC1 ADR.OR.D.005 (b)(1);(b)(1)			
11	Does the Safety Review Board consider matters of strategic safety in support of the accountable		

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
	manager's safety accountability?		
AMC1 ADR.OR.D.005 (b)(1);(b)(2)			
12	Is the Safety Review Board composed of heads of functional areas, and chaired by the accountable manager?		
AMC1 ADR.OR.D.005 (b)(1);(b)(3) (i) – (iii)			
13	Does the Safety Review Board monitor: • safety performance against the safety policy and objectives? • timeliness of safety actions? the effectiveness of the organisation's safety management processes?		
AMC1 ADR.OR.D.005 (b)(1);(b)(4)			
14	Does the Safety Review Board ensure that appropriate resources are allocated to achieve the established safety performance?		
AMC1 ADR.OR.D.005 (b)(1);(b)(5)			
15	Is there a process to allow the Safety Manager (or any other relevant person) to attend SRB meetings (to communicate to the accountable manager and make decisions based on safety data)?		
AMC1 ADR.OR.D.005 (b)(1);(b)(6)			
16	When an Aerodrome Operator of multiple aerodromes, with a central SRB, does it ensure that all aerodromes are represented at the SRB at the appropriate management		

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MANAGEMENT SYSTEM

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
	level?		
**Safety Policy**
**ADR.OR.D.005 (b)(2)**
17	Does the Management System include a Safety Policy which describes the overall safety philosophies and principles of the aerodrome operator, signed by the Accountable Manager?		
**AMC1 ADR.OR.D.005 (b)(2);(a)(1)**
18	Is the aerodromes Safety Policy endorsed by the Accountable Manager?		
**AMC1 ADR.OR.D.005 (b)(2);(a)(2)**
19	Does the Safety Policy identify safety as the highest organisational priority (over commercial, operational, environmental, or social pressures)?		
**AMC1 ADR.OR.D.005 (b)(2);(a)(3)**
20	Does the Safety Policy reflect organisational commitments regarding safety and its proactive and systematic management?		
**AMC1 ADR.OR.D.005 (b)(2);(a)(4)**
21	Is the Safety Policy communicated, with visible endorsement, throughout the organisation?		
**AMC1 ADR.OR.D.005 (b)(2);(a)(5)**
22	Does the Safety Policy include safety reporting principles?		
**AMC1 ADR.OR.D.005 (b)(2);(a)(6)**
23	Is the safety Policy periodically		

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
	reviewed to ensure it remains relevant and appropriate?		
AMC1 ADR.OR.D.005(b)(2);(b)(1) (i) – (iv)			
24	Does the safety Policy include commitment to all of the following: • improvement towards the highest safety standards? • compliance with all applicable legal requirements, meet all applicable standards, and consider best practices? • provision of appropriate resources? • enforcement of safety as one primary responsibility of all managers and staff?		
AMC1 ADR.OR.D.005 (b)(2);(b)(2)			
25	Does the Safety policy include the safety reporting procedures?		
AMC1 ADR.OR.D.005 (b)(2);(b)(3)			
26	Does the Safety Policy make reference to a just culture (that clearly indicates which types of operational behaviours are unacceptable, and includes the conditions under which disciplinary action would not apply)?		
AMC1 ADR.OR.D.005 (b)(2);(b)(4)			
27	Is the Safety Policy periodically reviewed to ensure it remains relevant and appropriate?		
AMC1 ADR.OR.D.005 (b)(2);(c)(1)			

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No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
28	Does Senior Management continually promote the safety policy to all personnel, and demonstrate their commitment to it?		
AMC1 ADR.OR.D.005 (b)(2);(c)(2)			
29	Has Senior Management provided the necessary human and financial resources for the implementation of the Safety policy?		
AMC1 ADR.OR.D.005 (b)(2);(c)(3)			
30	Has Senior Management established safety objectives and performance standards?		
Hazard Identification Process			
ADR.OR.D.005(b)(3)			
31	Does the management system include a formal process to ensure that hazards in operations are identified?		
AMC1 ADR.OR.D.005 (b)(3);(a)			
32	Is hazard identification based on a combination of reactive, proactive, and predictive methods of safety data collection?		
AMC1 ADR.OR.D.005 (b)(3);(b)			
33	Do all reporting systems include an effective feedback process?		
Safety Risk Assessment and Mitigation			
ADR.OR.D.005 (b)(4) / AMC1 ADR.OR.D.005 (b)(4);(a)			
34	Does the management system include a formal process that ensures analysis (probability and severity), assessment (tolerability)		

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MANAGEMENT SYSTEM

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
	and control (mitigation) of the safety risks in aerodrome operations?		
AMC1 ADR.OR.D.005 (b)(4);(b)			
35	Are the levels of management who have the authority to make decisions regarding the tolerability of safety risks specified in the aerodrome manual?		
Safety Performance Monitoring and Measurement			
ADR.OR.D.005(b)(5) / AMC1 ADR.OR.D.005 (b)(5);(a)			
36	Is there a safety performance monitoring and measurement process (the purpose of which is to verify the safety performance of the aerodrome operator in reference to the safety policy and objectives, identified safety risks and the mitigation measures)?		
ADR.OR.D.005(b)(5) / AMC1 ADR.OR.D.005 (b)(5);(b)			
37	Does the safety performance monitoring and measurement process include the setting of safety performance indicators and safety performance targets, and the measurement of safety performance against them?		
ADR.OR.D.005(b)(5)			
38	Does this verification validate the effectiveness of safety risk controls (mitigation measures)?		
The Management of Change			
ADR.OR.D.005(b)(6) (i) – (iii)			

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MANAGEMENT SYSTEM

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
39	Does the management system include a formal process to: • identify changes within the aerodrome operator's organisation, management system, the aerodrome or its operation which may affect established processes, procedures and services? • describe the arrangements to ensure safety performance before implementing change? • eliminate or modify safety risk controls that are no longer needed or effective due to changes in the operational environment?		
AMC1 ADR.OR.D.005 (b)(6)			
40	Does the Aerodrome Operator have a documented process to manage safety risks related to a change making use of the hazard identification, safety risk assessment, and mitigation processes contained in the SMS?		
AMC1 ADR.OR.D.005 (b)(6)			
41	Does the change management process identify external and internal change that may adversely affect safety?		
Continuous Improvement of the SMS			
ADR.OR.D.005 (b)(7)			
42	Does the management system include a formal review process to: • identify the causes of		

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
	• substandard performance of the SMS • determine the implications of such substandard performance in operations • eliminate or mitigate such causes)?		
AMC1 ADR.OR.D.005 (b)(7)			
43	Has a formal process been developed to promote continuous improvement of safety performance?		
AMC1 ADR.OR.D.005 (b)(7); (a) – (c)			
44	Does the formal continuous improvement process include: • proactive and reactive evaluation of facilities, equipment, documentation, and procedures? • proactive evaluation of an individual's performance (to verify the fulfilment of that individual's safety responsibilities)? • reactive evaluations of the control and mitigation of safety risks (in order to verify the effectiveness)?		
ADR.OR.D.005 (b)(8) / AMC1 ADR.OR.D.005 (b)(8);(a)			
45	Does the management system include a safety training programme that ensures that personnel involved in the operation, rescue and firefighting, maintenance and management personnel (supervisors, managers, senior managers and the Accountable Manager) of the		

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MANAGEMENT SYSTEM

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
	aerodrome are trained and competent to perform the safety management system duties?		
AMC1 ADR.OR.D.005 (b)(8);(b)			
46	Is the safety management training proportionate and appropriate to the individual's responsibility and involvement in the SMS?		
AMC1 ADR.OR.D.005 (b)(8);(c)			
47	Have the requirements of AMC1 ADR.OR.D.017(a);(b), and AMC1 ADR.OPS.B.010 (b);(c) been incorporated into the SMS training programme?		
ADR.OR.D.005 (b)(9) / AMC1 ADR.OR.D.005 (b)(9);(a) / AMC1 ADR.OR.D.005 (b)(9);(c) :(1), (2), (4)			
48	Does the management system include a formal means for safety communication to: • ensure that all personnel are fully aware of the safety management system (including objectives and procedures)? • convey safety critical information? • explain why particular safety actions are taken and why safety procedures are introduced or changed?		
AMC1 ADR.OR.D.005 (b)(9);(b)			
49	With regard to safety communications, does the safety manager provide all operational personnel with information on:		

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
	• the safety performance of the organisation? • lessons learned from investigations? • safety related events? • internal safety related experiences? • safety related experiences from other organisations?		
ADR.OR.D.005(b)(10) / AMC1 ADR.OR.D.005 (b)(10)			
50	Does the management system include the coordination of the SMS with the aerodrome emergency response plan to ensure continuous improvement of the systems and procedures contained within the plan?		
ADR.OR.D.005(b)(10)			
51	Is there coordination between the aerodrome emergency response plan with the emergency response plans of those organisations it must interface with during the provision of aerodrome services?		
Compliance Monitoring			
ADR.OR.D.005 (b)(11)			
52	Does the management system include a formal compliance monitoring process? Please refer to Compliance Monitoring Question Bank		
Aerodrome Operator Management System Documentation			
ADR.OR.D.005 (c) / AMC1 ADR.OR.D.005 (c)			
53	Are all key processes of the management system documented,		

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
	including a process for making personnel aware of their responsibilities, as well as its amendment procedure?		
AMC1 ADR.OR.D.005 (c) ;(a)			
54	Does management system documentation include a signed statement by the accountable manager (to confirm that the aerodrome operator will continuously work in accordance with applicable requirements and operators documentation)?		
AMC1 ADR.OR.D.005 (c) ;(b)			
55	Does management system documentation include the aerodrome operator's scope of activities?		
AMC1 ADR.OR.D.005 (c) ;(c)			
56	Does management system documentation include the titles and names of persons referred to in ADR.OR.D.015 and AMC2 ADR.OR.D.005(b)(11) including: a) the accountable manager b) the person responsible for compliance monitoring c) managers/supervisors responsible for operational services at the aerodrome d) managers/supervisors responsible for aerodrome maintenance e) persons responsible for the day to day management and		

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
	maintenance of the SMS		
AMC1 ADR.OR.D.005 (c) ;(d)			
57	Does the management system documentation include an organisation chart that shows the lines of responsibility between the nominated persons?		
AMC1 ADR.OR.D.005 (c) ;(e)			
58	Does the management system documentation include a general description and location of the facilities?		
AMC1 ADR.OR.D.005 (c) ;(f)			
59	Does the management system documentation include procedures specifying how the aerodrome operator ensures compliance with the applicable requirements?		
AMC1 ADR.OR.D.005 (c) ;(g)			
60	Does the management system documentation include the amendment procedure for the management system documentation?		
AMC1 ADR.OR.D.005 (c) ;(h)			
61	Does the management system documentation include details of SMS outputs?		
Aerodrome Operator Safety Management Manual			
AMC2 ADR.OR.D.005 (c);(a)			
62	Where safety management is set out in a Safety Management Manual (SMM) does it communicate the		

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MANAGEMENT SYSTEM

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
	aerodrome operator's approach to safety?		
AMC2 ADR.OR.D.005 (c);(b)(1)-(12)			
63	Does the SMM or AM document all aspects of safety management (including the safety policy, objectives, procedures, and individual responsibilities)?		