

LEGAL NOTICE No. 341

REPUBLIC OF TRINIDAD AND TOBAGO

THE CIVIL AVIATION ACT, CHAP. 49:03

REGULATIONS

MADE BY THE TRINIDAD AND TOBAGO CIVIL AVIATION 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) APPROVED TRAINING  
ORGANISATION] (AMENDMENT) REGULATIONS, 2020

1. These Regulations may be cited as the Civil Aviation [(No. 9) Citation  
Approved Training Organisation] (Amendment) Regulations, 2020.
2. In these Regulations, “the Regulations” means the Civil Interpretation  
Aviation [(No. 9) Approved Training Organisation] Regulations, 2004.
3. Regulation 14C of the Regulations is amended in subregulation (1) Regulation  
by—<sup>14C amended</sup>
  - (a) inserting after the words “Approved Training Organisation”,  
the words “that are exposed to safety risks related to  
aircraft,”; and
  - (b) revoking paragraph (a), and substituting the following  
paragraph:
    - “(a) identifies safety hazards from collected safety data  
and ensures the assessment of safety risks associated  
with identified hazards;”
4. The Regulations are amended by revoking Schedule 1A and Schedule 1A  
substituting the following schedule: <sup>revoked and  
substituted</sup>

“SCHEDULE 1A

*[Regulation 14C(e)]*

FRAMEWORK FOR A SAFETY MANAGEMENT SYSTEM (SMS)

The following are the minimum standards for a Safety Management System (SMS).  
An SMS is a management system for the management of safety by a service provider  
organisation.

In this schedule, “service provider” means an “Approved Training Organisation”.

GENERAL

This schedule specifies the framework for the implementation and maintenance of a SMS. The framework comprises the following four components and twelve elements as the minimum requirements for SMS implementation:

1. Safety policy and objectives are as follows:
  - (a) Management commitment;
  - (b) Safety accountability and responsibilities;
  - (c) Appointment of key safety personnel;
  - (d) Coordination of emergency response planning; and
  - (e) SMS documentation.
2. Safety risk management are as follows:
  - (a) Hazard identification; and
  - (b) Safety risk assessment and mitigation.
3. Safety assurance are as follows:
  - (a) Safety performance monitoring and measurement;
  - (b) The management of change; and
  - (c) Continuous improvement of the SMS.
4. Safety promotion are as follows:
  - (a) Training and education; and
  - (b) Safety communication.

CONTENTS FOR SMS IMPLEMENTATION

1. Safety policy and objectives
  - (a) Management commitment shall include the following:
    - (i) The service provider shall define its safety policy in accordance with international and national requirements. The safety policy shall—
      - (A) reflect organisational commitment regarding safety, including the promotion of a positive safety culture;
      - (B) include a clear statement about the provision of the necessary resources for the implementation of the safety policy;
      - (C) include safety reporting procedures;
      - (D) clearly indicate which types of behaviours are unacceptable in relation to the service provider's aviation activities and include the circumstances under which disciplinary action would not apply;

- (E) be signed by the accountable executive of the organisation;
  - (F) be communicated, with visible endorsement, throughout the organisation; and
  - (G) be periodically reviewed to ensure it remains relevant and appropriate to the service provider.
- (ii) Taking due account of its safety policy, the service provider shall define safety objectives. The safety objectives shall—
- (A) form the basis for safety performance monitoring and measurement as required under paragraph 3;
  - (B) reflect the service provider's commitment to maintain or continuously improve the overall effectiveness of the SMS;
  - (C) be communicated throughout the organisation; and
  - (D) be periodically reviewed to ensure they remain relevant and appropriate to the service provider.
- (b) Safety accountability and responsibilities
- The service provider shall—
- (i) identify the accountable executive who, irrespective of other functions, is accountable on behalf of the organisation for the implementation and maintenance of an effective SMS;
  - (ii) clearly define lines of safety accountability throughout the organisation, including a direct accountability for safety on the part of senior management;
  - (iii) identify the responsibilities of all members of management, irrespective of other functions, as well as of employees, with respect to the safety performance of the organisation;
  - (iv) document and communicate safety accountability, responsibilities and authorities throughout the organisation;
  - (v) define the levels of management with authority to make decisions regarding safety risk tolerability.
- (c) Appointment of key safety personnel
- (i) The service provider shall appoint a safety manager who is responsible for the implementation and maintenance of the SMS; and
  - (ii) Depending on the size of the service provider and the complexity of its aviation products or services, the responsibilities for the implementation and maintenance of the SMS may be assigned to one or more persons, fulfilling the role of safety manager, as their sole function or combined with other duties, provided these do not result in any conflicts of interest; and

(d) Coordination of emergency response planning

The aerodrome operator shall—

- (i) establish and maintain an emergency response plan for accidents and incidents in aircraft operations and other aviation emergencies; and
- (ii) ensure that the emergency response plan is properly coordinated with the emergency response plans of those organisations it must interface with during the provision of its products and services.

(e) SMS documentation

- (i) The service provider shall develop and maintain an SMS manual that describes its—
  - (A) safety policy and objectives;
  - (B) SMS requirements;
  - (C) SMS processes and procedures;
  - (D) Accountability, responsibility, and authorities for SMS processes and procedures; and
  - (E) the SMS manual may be in the form of stand-alone documents or may be integrated with other organisational documents maintained by the aerodrome operator; and
- (ii) The service provider shall—
  - (A) develop and maintain SMS operational records as part of its SMS documentation; and
  - (B) the SMS operational records may be in the form of stand-alone documents or may be integrated with other organisational documents maintained by the aerodrome operator.

2. Safety risk management

(a) Hazard identification

- (i) The service provider shall develop and maintain a process to identify hazards associated with its aviation products or services; and
- (ii) Hazard identification shall be based on a combination of reactive and proactive methods.

(b) Safety risk assessment and mitigation

- (i) The service provider shall develop and maintain a process that ensures analysis, assessment and control of the safety risks associated with identified hazards; and
- (ii) The process may include predictive methods of safety data analysis.

3. Safety assurance

(a) Safety performance monitoring and measurement

- (i) The service provider shall develop and maintain the means to verify the safety performance of the organisation and to validate the effectiveness of safety risk controls; and
- (ii) The service provider's safety performance shall be verified in reference to the safety performance indicators and safety performance targets of the SMS in support of the organisation's safety objectives.

(b) The management of change

The service provider shall develop and maintain a process to identify changes which may affect the level of safety risk associated with its aviation products or services and to identify and manage the safety risks that may arise from those changes.

(c) Continuous improvement of the SMS

The service provider shall monitor and assess its SMS processes to maintain or continuously improve the overall effectiveness of the SMS.

4. Safety promotion

(a) Training and education

- (i) The service provider shall develop and maintain a safety training programme that ensures that personnel are trained and competent to perform their SMS duties; and
- (ii) The scope of the safety training programme shall be appropriate to each individual's involvement in the SMS.

(b) Safety communication

The service provider shall develop and maintain a formal means for safety communication that—

- (i) ensures personnel are aware of the SMS to a degree commensurate with their positions;
- (ii) conveys safety-critical information;
- (iii) explains why particular actions are taken to improve safety; and
- (iv) explains why safety procedures are introduced or changed.”.

Made by the Trinidad and Tobago Civil Aviation Authority this 13th day of October, 2020.

**F. REGIS**  
*Trinidad and Tobago  
Civil Aviation Authority*

Approved by the Minister of Works and Transport this 13th day of October, 2020.

**R. SINANAN**  
*Minister of Works and Transport*