

SOUTH AFRICAN



CIVIL AVIATION
AUTHORITY

GUIDANCE ON THE DEVELOPMENT OF AN SMS GAP ANALYSIS FOR SERVICE PROVIDERS

Advisory Circular

SUBJECT: GUIDANCE MATERIAL FOR DEVELOPMENT OF AN SMS GAP ANALYSIS

EFFECTIVE DATE: 01 JANUARY 2015

REFERENCE:

ICAO Doc 9859 3rd Edition
CARs Part 140

1. APPLICABILITY

The information and guidance material is only applicable to entities as listed in SACARs Part 140.01.1.

2. PURPOSE

This Guidance Material is issued to describe the process of developing a Safety Management System Gap Analysis.

3. GAP ANALYSIS

The implementation of an SMS requires a service provider/entity/organisation to conduct an analysis of its system to determine which components and elements of an SMS are currently in place and which components and elements must be added or modified to meet the implementation requirements. This analysis is known as gap analysis, and it involves comparing the SMS requirements against the existing resources in the service provider.

The Gap Analysis form CA 140-02 provides in checklist format, information to assist in the evaluation of the components and elements that comprise the SMS framework and to identify the components and elements that will need to be developed. The form can be used as a template to conduct a gap analysis. Each question is designed for a "Yes" or "No" response. A "No" answer indicates that a gap exists between the component/element of the ICAO SMS framework and the system of the service provider.

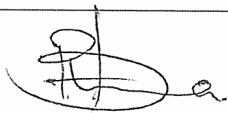


Note – Within the context of this guidance the term "service provider" refers to any organisation providing aviation services. The term includes approved training organisations that are exposed to safety risks during the provision of their services, aircraft operators, approved maintenance organisations, organisations responsible for type design and/or manufacture of aircraft, air traffic services providers and certified aerodromes, as applicable.

1. Safety policy and objectives
 - 1.1 – Management commitment and responsibility
 - 1.2 – Safety accountabilities
 - 1.3 – Appointment of key safety personnel
 - 1.4 – Coordination of emergency response planning
 - 1.5 – SMS documentation

2. Safety risk management
 - 2.1 – Hazard identification
 - 2.2 – Safety risk assessment and mitigation

3. Safety assurance
 - 3.1 – Safety performance monitoring and measurement
 - 3.2 – The management of change
 - 3.3 – Continuous improvement of the SMS

4. Safety promotion
 - 4.1 – Training and education
 - 4.2 – Safety communication.

DEVELOPED BY:		
	BONGI MTLOKWA	20 NOVEMBER 2014
SIGNATURE OF SMS COORDINATOR: SAFETY RISK	NAME IN BLOCK LETTERS	DATE
REVIEWED & VALIDATED BY:		
	DANNY PERUMAL	26/11/2014
SIGNATURE OF SENIOR MANAGER: RISK, QUALITY AND COMPLIANCE	NAME IN BLOCK LETTERS	DATE
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