



Civil Aviation Authority Bangladesh

CHECKLIST FOR EVALUATION OF THE AERODROME SAFETY MANAGEMENT SYSTEMS

For

Aerodrome Standard Division

(AGA)

version 1.0

2024

CAAB HQ, Kurmitola, Dhaka-1229

Bangladesh.



CIVIL AVIATION AUTHORITY OF BANGLADESH
AERODROME STANDARD DIVISION,
KURMITOLA, DHAKA-1229.

**CHECKLIST FOR EVALUATION OF THE AERODROME
SAFETY MANAGEMENT SYSTEMS**

Ref: ANO 19 Vol 1,

Y=Yes, N=No, S=Satisfactory, U=Unsatisfactory, NA= Not Applicable

Name of Aerodrome:	Ref Code:
Date of Inspection:	From: _____ To: _____
Type of Inspection	
Aerodrome Inspector(s)	
Ref: Office Order	

General Information

SI No	Topic	Remarks
1.	Address of the Aerodrome	
2.	Geographical Coordinate	
3.	Total land/water area acquired	
4.	Name of ED/Director/APM of Aerodrome	

A. SAFETY POLICY AND OBJECTIVES

A.1 MANAGEMENT COMMITMENT

SI No	Ref.	Topic	Y	N	S	U	NA	Remarks
5.	Ano-19, App 1, Art 1.1.1	The Organization shall define its safety policy in accordance with international and national requirements. The safety policy shall:						
5.1		Be signed by the accountable executive of the organization						
5.2		Be <u>periodically reviewed</u> to ensure it remains relevant and appropriate to the Organization						
6.		What to look for						
6.1		Safety Policy signed by the Accountable Manager						
6.2		Ensure that All Safety components are detailed in the Safety Policy are presents.						
6.3		What triggers the last revision of the						



Sl No	Ref.	Topic	Y	N	S	U	NA	Remarks
		Safety Policy?						
6.4	Ano-19, App 1,	Talk to accountable manager to assess his/her knowledge and understanding of the safety policy						
6.5	Art 1.1.1	Interview staff to determine how readable and understandable it is.						
7.		The safety policy shall: Include a clear statement about the provision of the necessary resources for the implementation of the safety policy						
8.		What to look for						
8.1		Review available resources including personnel, equipment and financial.						
8.2		There are sufficient and competent personnel.						
8.3		Review planned manpower vs actual manpower.						
8.4		SAG minutes are reporting resources issues						
9.		The safety policy shall: Be communicated, with visible endorsement, throughout the organization						
10.		What to look for						
10.1		Review how safety policy is communicated.						
10.2		Safety policy is clearly visible						
10.3		Question managers and staff regarding knowledge of the safety policy						
11.		The safety policy shall Reflect organizational commitment regarding safety, including the promotion of a positive safety culture						
12.		What to look for						
12.1		All Managers are familiar with the key elements of the safety policy.						
12.2		Evidence of senior management participation in safety meetings - Review Attendance list of SRM, SAG, and review delegation list.						
12.3		Evidence of senior management participation in safety training, conferences						
12.4		Feedback from safety culture surveys and related actions.						
12.5		Relationship with regulator and other stakeholders. (how can it be seen)						
13.		The safety policy shall: Clearly indicate which types of behaviours' are unacceptable related to the Organization's aviation activities and include the circumstances under which disciplinary action would not apply.						
14.		What to look for						
14.1		Evidence of when the just culture principles have been applied following an event.						



Sl No	Ref.	Topic	Y	N	S	U	NA	Remarks
14.2	Ano-19, App 1, Art	Evidence of interventions from safety investigations addressing organisational issues rather than focusing only on the individual.						
14.3	1.1.1	Review how the organisation is monitoring reporting rates						
14.4		The number of aviation safety reports appropriate to the activities.						
14.5		Safety Reports include the reporter's own errors and events they are involved in (events where no one was watching).						
14.6		Feedback on just culture from staff safety culture surveys.						
14.7		Interview staff representatives to confirm that they agree with just culture policy and principles.						
14.8		Talk to staff to check they are aware of the just culture policy and principles						
15.	Ano-19, App 1, Art	Taking due account of its safety policy, the Organization shall define safety objectives. The safety objectives shall:						
15.1	1.1.2	Form the basis for safety performance monitoring and measurement as required						
15.2		Reflect the Organization's commitment to maintain or continuously improve the overall effectiveness of the SMS						
15.3		Be communicated throughout the organization						
15.4		Be periodically reviewed to ensure they remain relevant and appropriate to the Organization						
16.		What to look for						
16.1	Ano-19, App 1, Art	Assess whether the safety objectives are appropriate and relevant?						
16.2	1.1.3	Objectives are defined that will lead to an improvement in processes, outcomes and the development of a positive safety culture						
16.3		Assess how safety objectives are communicated throughout the organisation.						
16.4		Safety objectives are being measured to monitor achievement through SPIs.						
16.5		SPI reported in SRM and action taken in case of Alert Level reached						

NOTES BY INSPECTOR (RECOMMENDATIONS FOR ACTION BY AERODROME OPERATOR)

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A.2 SAFETY ACCOUNTABILITY AND RESPONSIBILITIES

SL No	Ref.	Topic	Y	N	S	U	NA	Answer / Remarks
17.	Ano-19, App 1, Art 1.2	The Organization shall: <u>Identify the accountable</u> executive who, irrespective of other functions, is accountable on behalf of the organization, for the implementation and maintenance of an effective SMS						
18.		What to look for						
18.1		Evidence that the accountable manager has the authority to provide sufficient resources for relevant safety improvements.						
18.2		Evidence of decision making on risk acceptability.						
18.3		Review SMS activities are being carried out in a timely manner and the SMS is sufficiently resourced.						
18.4		Evidence of activities being stopped due to unacceptable level of safety risk						
19.		The Organization shall:						
19.1		Clearly define lines of safety accountability throughout the organization, including a direct accountability for safety on the part of senior management.						
19.2		<u>Identify the responsibilities of all members</u> of management, irrespective of other functions, as well as of employees, with respect to the safety performance of the organisation						
19.3		<u>Document and communicate safety accountability</u> , responsibilities, and authorities throughout the organization.						
19.4		Define the levels of management with authority to make decisions <u>regarding safety risk tolerability</u>						
20.		What to look for						
20.1		Question managers and staff regarding their roles and responsibilities.						
20.2		Confirm senior managers are aware of the organisation's safety performance and its most significant risks.						
20.3		Evidence of managers having safety related performance targets.						
20.4		Look for active participation of the management team in the SMS.						
20.5		Evidence of appropriate risk mitigation, action and ownership.						
20.6		Levels of Management authorised to make decisions on risk acceptance are defined.						
20.7		Acceptance of risk is aligned with authorisations.						



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A.3 APPOINTMENT OF KEY SAFETY PERSONNEL

SL No	Ref.:	Topic	Y	N	S	U	NA	Answer / Remarks
21.	ANO-19, App 1, Art 1.3.1	The Organization shall appoint a <u>safety manager</u> who is responsible for the implementation and maintenance of the SMS. <i>Depending on the size of the Organization 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</i>						
22.		What to look for						
22.1		Review safety manager role including credibility and status.						
22.2		Appropriate safety training received.						
22.3		Evidence of maintained competency.						
22.4	ANO-19, App 1, Art 1.3.2	Review how the safety manager gets access to internal and external safety information.						
22.5		Review how the safety manager communicates and engages with operational staff and senior management						
22.6		Review safety manager workload / allocated time to fulfil role.						
22.7		Check there are sufficient resources for SMS activities such as safety investigation, analysis, auditing, safety meeting attendance and promotion.						
22.8		Review of safety report action and closure timescales.						
22.9		Interviews with accountable manager and safety manager.						
23.		Management System AMCs for complex organisations.						
24.		What to look for						
24.1		Review safety committee and meeting structure and Terms of ANO 19 SARPS reference for each committee/meeting.						
24.2		Review meeting attendance levels (SRB and SAG).						
24.3		Review meeting records and actions.						
24.4		Outcomes are communicated to the rest or the organisation						



SL No	Ref.:	Topic	Y	N	S	U	NA	Answer / Remarks
24.5		Evidence of safety objectives, safety performance and compliance being reviewed and discussed at meetings.						
24.6		Participants challenging what are being presented when there is limited evidence.						
24.7		Senior management are aware of the most significant risks faced by the organisation and the overall safety performance of the organisation.						
24.8		Safety Strategies are implemented by SAG						

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A.4 CO-ORDINATION OF EMERGENCY RESPONSE PLANNING

SL No	Ref.	Topic	Y	N	S	U	NA	Answer / Remarks
25.	ANO-19, App 1, Art 1.4.1	The Organization required establishing and maintaining an <u>emergency response plan</u> for accidents and incidents in aircraft operations and other aviation emergencies shall ensure that the emergency response plan is <u>properly coordinated with the emergency response plans of those organizations</u> it must interface with during the provision of its products and services.						
26.		What to look for						
26.1	ANO-19, App 1, Art 1.4.2	Review emergency response plan.						
26.2		Review how co-ordination with other organisations is planned.						
26.3		Review how ERP is distributed and where copies are held.						
26.4		Talk to key personnel and check they have access to the ERP						
26.5		Different types of foreseeable emergencies have been considered.						
26.6		Review when plan was last reviewed and tested and any actions taken as a result						

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A.5 SMS DOCUMENTATION

SL No	Ref.	Topic	Y	N	S	U	NA	Answer / Remarks
27.	ANO-19, App 1, Art 1.5.1.	The Organization shall develop and maintain an SMS manual that describes its (<i>Endorsed by the Accountable Manager</i>):						
27.1		Safety policy and objectives						
27.2		SMS requirements						
27.3		SMS processes and procedures						
27.4		Accountability, responsibilities and authorities for SMS processes and procedures						
28.		What to look for						
28.1		Review the SMS Documentation and amendment procedures						
28.2		Check for cross ANO 19 SARPS references to other documents and procedures.						
28.3		Check availability of SMS documentation to all staff						
28.4		Check staff know where to find safety related documentation including procedures appropriate to their role.						
29.	ANO-19, App 1, Art 1.5.2	The Organization shall develop and maintain SMS operational records as part of its SMS documentation.						
30.		What to look for						
30.1	ANO-19, App 1, Art 1.5.4	Review the supporting SMS documentation (hazard logs, meeting minutes, safety performance reports, risk assessments etc).						
30.2		Check how safety records are stored and version controlled.						
30.3		Data protection and confidentiality rules have been defined and are consistently applied.						
30.4		Check appropriate staff are aware of the records control processes and procedures						

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B SAFETY RISK MANAGEMENT

B.1 HAZARD IDENTIFICATION

SL No	Ref.	Topic	Y	N	S	U	NA	Answer / Remarks
31.	ANO-19, App 1, Art 2.1.1	The Organization shall <u>develop and maintain a process to identify hazards</u> associated with its aviation products or services. Hazard identification shall be based on a combination of reactive and proactive methods.						
32.		What to look for						
32.1	ANO-19, App 1, Art 2.1.2	Review how hazards are identified, analysed and recorded.						
32.2		Consider hazards related to;						
32.2.1		Possible accident scenarios. Human and organisational factors						
32.2.2		Business decisions and processes, Third party organisations						
32.3		Review what internal and external sources of hazards are considered such as: Safety reports / audits / safety surveys / investigations / inspections / brainstorming / Management of Change activities / Commercial and other external influences etc.						
32.3.1		Investigations of safety occurrences establish causal/contributing factors (why it happened, not just what happened) and identify Human and organisational contributing factors. Hazards identified from occurrences are processed in compliance with Regulations.						
33.		Safety reporting procedures						
33.1	ANO-19, App 1, Art 2.1.3	Review the reporting system for access and ease of use (E.g. – Safety Reporting Box in a private area).						
33.2		Check staff trust the reporting system, are familiar with it and know what should be reported.						
33.3		Review how data protection and confidentiality is achieved.						
33.4		Evidence of feedback to reporter, the organisation and third parties.						
33.5		Assess volume and quality of reports including self-reporting.						
33.6		Review report closure rates.						
33.7		Check availability to contracted organisations and customers to make reports.						
33.8		The system supports analysis and follow-up.						
33.9		Confirm responsibilities with regards to occurrence analysis, storage and follow-up clearly defined.						
33.10		Check relevant staff are aware of which occurrences should be mandatory						
33.11		Assess how senior management engage with the outputs of the reporting system.						



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B.2 SAFETY RISK ASSESSMENT AND MITIGATION

SL No	Ref.	Topic	Y	N	S	U	NA	Answer / Remarks
34.	ANO-19, App 1, Art 2.2.1	The Organization shall develop and maintain a <u>process that ensures analysis, assessment</u> [and control] <u>of the safety risks</u> associated with identified hazards.						
35.		What to look for						
35.1	ANO-19, App 1, Art 2.2.2	Review risk classification scheme and procedures.						
35.2		Severity and likelihood criteria defined (or alternative methodology described).						
35.3		Review layout of risk register.						
35.4		Sample an identified hazard and how it is processed and documented						
35.5		Review what triggers a risk assessment.						
35.6		Check any assumptions made and whether they are reviewed.						
35.7		Review how issues are classified when there is insufficient quantitative data available.						
35.8		Process defines who can accept what level of risk.						
35.9		Risk register is being reviewed and monitored by the appropriate safety committee(s).						
35.10		ANO-19, App 1, Art 2.2.3	Evidence of risk acceptability being routinely applied in decision making processes.					
36.	ANO-19, App 1, Art 2.2.4	The Organization shall develop and maintain a <u>process that ensures [analysis, assessment and] control of the safety risks</u> associated with identified hazards.						
37.		What to look for						
37.1	ANO-19, App 1, Art 2.2.6	Risk controls consider human and organisational factors.						
37.2		Evidence of risk controls being actioned and follow up.						
37.3		Aggregate risk is being considered.						
37.4		Look at whether the risk controls have reduced the residual risk.						
37.5		Risk controls clearly identified. Review the use of risk controls that rely solely on human intervention.						



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C SAFETY ASSURANCE
C.1 SAFETY PERFORMANCE MONITORING AND MEASUREMENT

SL No	Ref.	Topic	Y	N	S	U	NA	Answer / Remarks
38.	ANO-19, App 1, Art 3.1.1	The Organization shall <u>develop and maintain</u> the means to verify the <u>safety performance</u> of the organization and to validate the effectiveness of safety risk controls.						
39.		What to look for						
39.1		Evidence of risk controls being assessed for effectiveness (eg. audits, surveys, reviews).						
39.2	ANO-19, App 1, Art 3.1.2	Evidence of risk controls applied by contracted organisations / third parties being assessed.						
39.3	ANO-19, App 1, Art 3.1.3	Information from safety assurance and compliance monitoring activities feeds back into the safety risk management process.						
39.4	ANO-19, App 1, Art 3.1.6	Review where risk controls have been changed as a result of the assessment.						
40.	ANO-19, App 1, Art 3.1.10	The Organization's <u>safety performance shall be verified</u> in reference to the safety performance indicators and Safety performance targets of the SMS in support of the organization's safety objectives.						
41.		What to look for						
41.1		Evidence that SPIs are based on reliable sources of data.						
41.2		Evidence of when Safety performance indicators were last reviewed.						
41.3		The defined SPIs and targets are appropriate to the organisation's activities, risks and safety objectives.						
41.4		SPIs are focused on what is important rather than what is easy to measure.						
41.5		Consideration of any State SPIs.						
41.6		Review whether any action has been taken when an SPI is indicating a negative trend (ANO 19 SARPS reflecting a risk control or an inappropriate SPI).						
41.7		Evidence that results of safety performance monitoring are discussed at senior management level.						
41.8		Evidence of feedback provided to the accountable manager.						



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C.2 MANAGEMENT OF CHANGE

SL No	Ref.	Topic	Y	N	S	U	NA	Answer / Remarks
42.	ANO-19, App 1, Art 3.2.1	The Organization shall develop and maintain a process to <u>identify changes which may affect the level of safety risk</u> associated with its aviation products or services and to identify and manage the safety risks that may arise from those changes.						
43.		What to look for						
43.1	ANO-19, App 1, Art 3.2.1	Key stakeholders are involved in the process.						
43.2		Review what triggers the process.						
43.3		Review recent changes that have been through the risk assessment process.						
43.4		Change is signed off by an appropriately authorised person.						
43.5		Transitional risks are being identified and managed.						
43.6		Review follow up actions such as whether any assumptions made have been validated.						
43.7		Review whether there is an impact on previous risk assessments and existing hazards.						
43.8		Review whether consideration is given to the accumulative effect of multiple changes.						
43.9		Review that business related changes have considered safety risks (organisational restructuring, downsizing, IT projects etc.)						
43.10		Evidence of Human Factors issues being addressed during changes.						
43.11		Review impact of change on training and competencies.						

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C.3 CONTINUOUS IMPROVEMENT OF THE SMS

SL No	Ref.	Topic	Y	N	S	U	NA	Answer / Remarks
44.	ANO-19, App 1, Art 3.3.1	The Organization shall monitor and assess its SMS processes <u>to maintain or continuously improve</u> the overall effectiveness of the SMS.						
45.		What to look for						
45.1	ANO-19, App 1, Art 3.3.1	What information and safety data is used for management decision making for continuous improvement?						
45.2		Evidence of:						
45.2.1	ANO-19, App 1, Art 3.3.2	Lessons learnt being incorporated into SMS and operational processes;						
45.2.2		Best practice being sought and embraced						
45.2.3		Surveys and assessments of organisational culture being carried out and acted upon.						
45.2.4		Data being analysed and results shared with Safety Committees.						
45.3		Evidence of follow up actions.						
45.4		Feedback from external occurrences, investigation reports, safety meetings, hazard reports, audits, safety data analysis all contribute towards continuous improvement of the SMS.						

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D SAFETY PROMOTION

D.1 TRAINING AND EDUCATION

SL No	Ref.	Topic	Y	N	S	U	NA	Answer / Remarks
46.	ANO-19, App 1, Art 4.1.1 & 4.1.2	The Organization shall <u>develop and maintain a safety training programme</u> that ensures that personnel are trained and competent to perform their SMS duties. The scope of the safety training programme shall be appropriate to each individual's involvement in the SMS.						
47.		What to look for						
47.1	ANO-19, App 1, Art 4.1.3 & 4.1.4	Review the SMS training programme including course content and delivery method.						
47.2		Check training records against the training programme.						
47.3		Review how the competence of the instructors is being assessed.						



47.4		Training considers feedback from external occurrences, investigation reports, safety meetings, hazard reports, audits, safety data analysis, training, course evaluations etc.							
47.5		Review how training is assessed for new staff and changes in position.							
47.6		Review any training evaluation.							
47.7		Does the training include human and organisational factors?							
47.8		Ask staff about their own understanding of their role in the organisation's SMS and their safety duties.							
47.9		Check all staff are briefed on compliance.							
48.		Requirements for maintaining personnel trained and competent to perform their safety and compliance tasks							
49.		What to look for							
49.1		Review how competence assessment is carried out on initial recruitment and recurrently.							
49.2		Check it includes safety duties and responsibilities and compliance management							

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D.2 SAFETY COMMUNICATION

SL No	Ref.	Topic	Y	N	S	U	NA	Answer / Remarks
50.	ANO-19, App 1, Art 4.2.1	The Organization shall develop and maintain a formal means for safety communication that:						
50.1		Ensures personnel are aware of the SMS to a degree commensurate with their positions						
50.2		Conveys safety-critical information						
50.3		Explains why particular actions are taken to improve safety; and						
50.4		Explains why safety procedures are introduced or changed						
51.		What to look for						
51.1		Review the sources of information used for safety communication.						
51.2		Review the methods used to communicate safety information e.g., meetings, presentations, emails, website access, newsletters, bulletins, posters etc.						
51.3		Assess whether the means of communication is appropriate.						
51.4		Is the means for safety communication being reviewed for effectiveness and material used to update relevant training?						



51.5	Significant events, changes and investigation outcomes are being communicated.						
51.6	Check accessibility to safety information.						
51.7	Ask staff about any recent safety communication.						
51.8	Review whether information from occurrences are communicated to all relevant personnel (internal and external) and it has been appropriately dis-identified.						

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