| Column1 | Column2 | Column3 | Column4 | Column5 | Column6 | Column7 | Column8 | Column9 | Column10 | Column11 | Column12 | Column13 | Column14 | Column15 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | |
| | Component | Exposition Reference | Assigned to | Status | | | | | | | | | | |
| | | | | | Cmpletion Date | Cmpletion Date | Cmpletion Date | Cmpletion Date | Cmpletion Date | Cmpletion Date | Cmpletion Date | Cmpletion Date | Implementation Date | Comments |
| **Element 1** | **Safety Policy and Accountability** | | | | **Nov-17** | **Dec-17** | **Jan-18** | **Feb-18** | **Mar-18** | **Apr-18** | **May-18** | **Jun-18** | | |
| 1.1 | The SMS Policy is incorporated into the SMS and Airport Expositions | SMS Manual Sect 3 TAA Exposition needs updating | CEO | Not yet Complete | | | | | | | | | | |
| | Signed Safety Policy by CEO | | CEO | Not yet Completed | | | | | | | | | | |
| 1.2 | Show family tree of accountabilities and responsibilities in the Exposition | SMS Manual Sect 3 | CEO | Complete | | | | | | | | | | |
| | Staff and contractors have been trained in SMS | | Operations Manager | Not yet Completed | | | | | | | | | | |
| 1.3 | Those who are accountable for SMS have been identified | | CEO | Complete | | | | | | | | | | |
| 1.4 | SMS Exposition and Airport Exposition have been updated to reflect the SMS | | CEO | Not yet Completed | | | | | | | | | | |
| **Element 2** | **Co-Ordinated Emergency Response Planning** | | | | | | | | | | | | | |
| 2.1 | Check Emergency Response Plan is appropriate and current | | Operations Manager | Not yet Completed | | | | | | | | | | |
| **Element 3** | **Development, Control and Maintenance of Safety Management Documentation** | | | | | | | | | | | | | |
| 3.1 | Gap Analysis completed | | CEO | Not yet Completed | | | | | | | | | | |
| | SMS Implementation Plan | | CEO | Not yet Completed | | | | | | | | | | |
| | Implementation Plan submitted to CAA for approval | | CEO | Not yet Completed | | | | | | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 3.2, - 3.4 | Incorporate any new documentation and IRIS reporting System | | CEO | Not yet Completed | | | | | | | | | | |
| 3.5 | Develop separate SMS manual | | SMS Management Team | Not yet Completed | | | | | | | | | | |
| **Element 4** | **Hazard Identification** | | | | | | | | | | | | | |
| 4.1 - 4.5 | Review current IRIS reporting System | | SMS Management Team | Complete | | | | | | | | | | |
| 4.4 | Train Staff in IRIS reportng | | Operations Manager | Complete | | | | | | | | | | |
| | Extensive use of IRIS to be promoted | | SMS Management Team | Complete | | | | | | | | | | |
| **Element 5** | **Risk Management** | | | | | | | | | | | | | |
| 5.1, 5.2 | Check existing processes with regards to assessing risk. Are they acceptable? | | SMS Management Team | Not yet Completed | | | | | | | | | | |
| **Element 6** | **Safety Investigation** | | | | | | | | | | | | | |
| 6.1 | Use CAA Part 12 and AC 12-2 | | Safety Manager | | | | | | | | | | | |
| 6.2 | Check Investigators competency's | | Safety Manager | Not yet Completed | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| **Element 7** | **Monitoring and Measuring Performance** | | | | | | | | | | | | | |
| 7.1 - 7.4 | Need to establish reasonable and acheivable objectives and goals. | | SMS Management Team | Not yet Completed | | | | | | | | | | |
| **Element 8** | **Management of Change** | | | | | | | | | | | | | |
| 8.1 -8.6 | Need to clarify the process in the SMS Manual | | CEO | Not yet Completed | | | | | | | | | | |
| 8.7 | Need to have validation process in the SMS Manual | | CEO | Not yet Completed | | | | | | | | | | |
| **Element 9** | **Continuous Improvement of the SMS** | | | | | | | | | | | | | |
| 9.1 - 9.7 | Make sure the review process is incorportaed into the SMS Manual | | CEO | Not yet Completed | | | | | | | | | | |
| 9.11 | Develop Contractor requirements | | Operations Manager | Not yet Completed | | | | | | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Element 10** | **Internal Audit Programme** | | | | | | | | | | | | | |
| 10.1 | Make sure the Audit programme covers all areas of the organisation | | CEO | Not yet Completed | | | | | | | | | | |
| 10.3 | Policy on competency of auditors required | | CEO | Not yet Completed | | | | | | | | | | |
| 10.7 | Policy on External Auditor required | | CEO | Not yet Completed | | | | | | | | | | |
| **Element 11** | **Management Review** | | | | | | | | | | | | | |
| 11.1 | Policy to be developed on Management reviews and what they are to cover | | SMS Management Team | Not yet Completed | | | | | | | | | | |
| **Element 12** | **Safety Training and Competency** | | | | | | | | | | | | | |
| 12.1 | More work required around Training and Competency with regards to Initial and Currency | | Operations Manager | Not yet Completed | | | | | | | | | | |
| 12.2 | Training Syllabus needs to be developed | | Operations Manager | Not yet Completed | | | | | | | | | | |
| **Element 13** | **Communication of Safety Critical Information** | | | | | | | | | | | | | |
| 13.1 -13.6 | Develop the communication policy | | SMS Management Team | Not yet Completed | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | the SMS Management Team consists of the following: | | | | | | | | | | | | | |
| | CEO | Mike Groome | | | | | | | | | | | | |
| | Operations Manager | | Kim Gard | | | | | | | | | | | |
| | Safety Manager | Steve Pederson | | | | | | | | | | | | |
| | Chair, Taupo Airport Operational Safety Committee | | John Funnell | | | | | | | | | | | |