

LEGAL NOTICE NO. 288

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. 6) APPROVED MAINTENANCE  
ORGANISATION] (AMENDMENT) REGULATIONS, 2019

1. These Regulations may be cited as the Civil Aviation [(No. 6) Citation  
Approved Maintenance Organisation] (Amendment) Regulations, 2019.

2. In these Regulations, “the Regulations” mean the Civil Aviation Interpretation  
[(No. 6) Approved Maintenance Organisation] Regulations, 2004. Chap. 49:03

3. Regulation 2 of the Regulations is amended by inserting in the Regulation 2  
appropriate alphabetical sequence, the following definition: amended

“maintenance organisation’s procedures manual” means a  
document endorsed by the head of the maintenance  
organisation which details the maintenance organisation’s  
structure and management responsibilities, scope of work,  
description of facilities, maintenance procedures and  
quality assurance and inspection systems;”

4. Regulation 6A(1) of the Regulations is amended by deleting Regulation 6A  
paragraph (a) and substituting the following paragraph: amended

“(a) identifies safety hazards from collected safety data and  
ensures the assessment of safety risks associated with  
identified hazards;”

5. Regulation 30(3) of the Regulations is amended in paragraph (a) Regulation 30  
by inserting after the words “carried out”, the words “, including amended  
detailed reference of the approved data used”.

Regulation 1A  
amended

6. The Regulations are amended by revoking Schedule 1A and substituting the following schedule:

“SCHEDULE 1A

[Regulation 6A(1)(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 Maintenance Organisation”.

GENERAL

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

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**1. Safety policy and objectives**

1.1 Management commitment

1.1.1 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 related 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 that it remains relevant and appropriate to the service provider.

1.1.2 Taking due account of its safety policy, the service provider shall define safety objectives, guidance for which is provided in the applicable Trinidad and Tobago Civil Aviation Authority (TTCAA) Advisory Circular.

The safety objectives shall—

- (a) form the basis for safety performance monitoring and measurement as required by 3.1.2;
- (b) reflect the service provider's commitment to maintaining or continuously improving the overall effectiveness of the SMS;
- (c) be communicated throughout the organisation; and
- (d) be periodically reviewed to ensure that they remain relevant and appropriate to the service provider.

1.2 Safety accountability and responsibilities

The service provider shall—

- (a) 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;

- (b) clearly define lines of safety accountability throughout the organisation, including a direct accountability for safety on the part of senior management;
- (c) 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;
- (d) document and communicate safety accountability, responsibilities and authorities throughout the organisation; and
- (e) define the levels of management with authority to make decisions regarding safety risk tolerability.

### 1.3 Appointment of key safety personnel

The service provider shall appoint a safety manager who shall be responsible for the implementation and maintenance of the SMS. 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.

### 1.4 Coordination of emergency response planning

The service provider required to establish and maintain an emergency response plan for accidents and incidents in aircraft operations and other aviation emergencies, shall 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.

### 1.5 SMS documentation—

1.5.1 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; and
- (d) accountability, responsibilities and authorities for SMS processes and procedures.

1.5.2 The service provider shall develop and maintain SMS operational records as part of its SMS documentation. Depending on the size of the service provider and the complexity of its aviation products or services, the SMS manual and SMS operational records may be in the form of stand-alone documents or may be integrated with other organisational documents (or documentation) maintained by the service provider.

## **2. Safety risk management**

### 2.1 Hazard identification—

2.1.1 The service provider shall develop and maintain a process to identify hazards associated with its aviation products or services.

2.1.2 Hazard identification shall be based on a combination of reactive and proactive methods.

### 2.2 Safety risk assessment and mitigation—

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

## **3. Safety assurance**

### 3.1 Safety performance monitoring and measurement—

3.1.1 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.

3.1.2 An internal audit process is one method which may be used to monitor compliance with safety regulations, the foundation upon which SMS is built, and assess the effectiveness of these safety risk controls and the SMS.

3.1.3 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.

### 3.2 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.

### 3.3 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**

### 4.1 Training and education,

4.1.1 The service provider shall develop and maintain a safety training programme that ensures that personnel are trained and competent to perform their SMS duties.

4.1.2 The scope of the safety training programme shall be appropriate to each individual's involvement in the SMS.

4.2 Safety communication,

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

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

Made by the Trinidad and Tobago Civil Aviation Authority this 14th day of August, 2019.

F. REGIS  
*Trinidad and Tobago  
Civil Aviation Authority*

Approved by the Minister of Works and Transport this 16th day of August, 2019.

R. SINANAN  
*Minister of Works and Transport*