Training Course on SMS Auditing and Performance Monitoring

Professional Development Training Course Outline

Category	Aviation and Airport Management	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Training Course on SMS Auditing and Performance Monitoring provides a comprehensive deep dive into **Safety Management System (SMS) auditing** and **performance monitoring**, equipping professionals with the critical skills and knowledge to drive **organizational safety excellence**. In today's complex operational environments, a robust and continually improving SMS is not just a regulatory requirement but a strategic imperative for minimizing risk, enhancing operational efficiency, and fostering a proactive **safety culture**. Participants will gain expertise in conducting effective audits, interpreting safety data, establishing meaningful **Key Performance Indicators (KPIs)**, and leveraging insights for **continuous improvement** in their SMS.

Through a blend of **interactive workshops**, **real-world case studies**, and **expert-led discussions**, this program goes beyond theoretical concepts, focusing on **practical application** and **best practices** in SMS assurance. We will explore **trending methodologies** in safety auditing, including **data-driven approaches** and the integration of **digital tools** for efficient **compliance verification** and **risk management**. By mastering the art of SMS auditing and performance monitoring, participants will become invaluable assets to their organizations, capable of identifying systemic weaknesses, promoting **proactive hazard identification**, and ensuring sustained **regulatory compliance** in dynamic industries.

Programme Curriculum

Training Course on SMS Auditing and Performance Monitoring

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Course Duration

10 days

Course Objectives

1. Comprehend the core principles and regulatory frameworks of Safety Management Systems (SMS) in various industries.
2. Develop proficiency in planning, conducting, and reporting on internal and external SMS audits.
3. Learn to establish, track, and analyze Safety Performance Indicators (SPIs) and Safety Performance Targets (SPTs).
4. Enhance skills in **hazard identification**, **risk assessment**, and the development of effective **mitigation strategies** within an SMS.
5. Utilize audit findings and performance data to foster a culture of **proactive safety enhancement** and **organizational learning**.
6. Interpret and apply relevant national and international safety regulations and standards (**e.g., ICAO Annex 19, ISO 45001**).
7. Employ **data analytics** to identify trends, predict potential hazards, and make informed safety decisions.
8. Understand effective **incident reporting**, investigation, and **root cause analysis** methodologies within an SMS context.
9. Explore strategies for promoting a strong **just culture** and fostering active employee engagement in safety.
10. Gain familiarity with software and technological solutions for streamlining SMS processes, auditing, and reporting.
11. Perform comprehensive gap analyses to identify discrepancies between current SMS practices and regulatory requirements or best practices.
12. Improve skills in communicating safety information, audit findings, and performance results to stakeholders.
13. Equip participants with the knowledge and preparation strategies for successful external SMS certification audits.

Organizational Benefits

- Proactive identification and mitigation of safety risks, leading to fewer incidents and accidents.
- Assurance of adherence to national and international safety standards, minimizing legal liabilities and penalties.
- Streamlined safety processes, reduced downtime due to incidents, and more effective resource allocation.
- Fostering a proactive and engaged workforce that prioritizes safety and contributes to continuous improvement.
- Lower insurance premiums, decreased workers' compensation claims, and avoidance of costly operational disruptions.
- Demonstrating a commitment to safety builds trust with stakeholders, customers, and regulatory bodies.
- Ability to leverage safety data for informed strategic planning and resource allocation.
- A safer work environment leads to greater employee confidence, satisfaction, and loyalty.

Target Audience

- Safety Managers and Officers
- Quality Managers and Auditors
- Compliance Personnel
- Operations Managers
- Accountable Managers
- Regulatory Authority Inspectors
- Airline, Airport, and MRO personnel involved in safety
- Professionals seeking to enhance their SMS auditing capabilities

Course Outline

Module 1: Introduction to Safety Management Systems (SMS)

- Evolution of Safety Management
- The Four Pillars of SMS: Policy, Risk Management, Assurance, Promotion
- Regulatory Requirements (ICAO Annex 19, regional regulations)
- Benefits of a Robust SMS
- Case Study: Analysis of a major aviation incident where SMS deficiencies were a contributing factor.

Module 2: SMS Policy and Objectives

- Developing and Communicating Safety Policy
- Defining Safety Objectives and Targets
- Management Commitment and Accountability
- Roles, Responsibilities, and Authorities within SMS
- Case Study: Reviewing an organization's safety policy for effectiveness and clarity.

Module 3: Safety Risk Management (SRM) - Hazard Identification

- Proactive, Reactive, and Predictive Hazard Identification
- Hazard Reporting Systems and Data Collection
- Safety Surveys and Audits for Hazard Identification
- Change Management and its Impact on Hazards
- Case Study: Identifying potential hazards in a simulated operational scenario using various techniques.

Module 4: Safety Risk Management (SRM) - Risk Assessment & Mitigation

- Risk Matrix Development and Application
- Assessing Risk Severity and Probability
- Hierarchy of Controls for Risk Mitigation
- ALARP (As Low As Reasonably Practicable) Principle
- Case Study: Applying risk assessment tools to a previously identified hazard and developing mitigation strategies.

Module 5: SMS Performance Monitoring - Fundamentals

- Distinction between Leading and Lagging Indicators
- Developing Effective Safety Performance Indicators (SPIs)
- Setting Safety Performance Targets (SPTs)
- Data Collection Methods for Performance Monitoring
- Case Study: Designing a set of relevant SPIs for a specific operational department.

Module 6: SMS Performance Monitoring - Data Analysis & Interpretation

- Statistical Analysis of Safety Data
- Trend Identification and Anomaly Detection
- Benchmarking Safety Performance
- Visualizing Safety Data for Effective Communication
- Case Study: Analyzing a dataset of safety incidents to identify underlying trends and areas for improvement.

Module 7: Introduction to SMS Auditing Principles

- Purpose and Scope of SMS Audits
- Types of Audits: Internal, External, Compliance, Performance
- Audit Standards and Criteria (e.g., ISO 45001, ICAO)
- Auditor Competencies and Ethics
- Case Study: Understanding the scope and objectives of an SMS audit based on a given scenario.

Module 8: Audit Planning and Preparation

- Developing an Audit Program and Schedule
- Defining Audit Scope and Objectives
- Creating Audit Checklists and Protocols
- Resource Allocation for Audits
- Case Study: Preparing an audit plan for a department within an organization, including relevant checklists.

Module 9: Conducting the SMS Audit

- Opening Meetings and Interview Techniques
- Evidence Collection: Documentation Review, Observation, Interviews
- Identifying Non-Conformities and Observations
- Maintaining Objectivity and Professionalism
- Case Study: Role-playing an audit interview session, focusing on effective questioning and evidence gathering.

Module 10: Audit Reporting and Follow-up

- Writing Clear and Concise Audit Reports
- Formulating Recommendations and Corrective Actions
- Closing Meetings and Presentation of Findings
- Tracking and Verifying Corrective Action Implementation
- Case Study: Developing an audit report based on simulated audit findings and recommending corrective actions.

Module 11: Safety Assurance and Continuous Improvement

- Safety Assurance Processes and Tools
- Management Review of SMS Performance
- Feedback Mechanisms for SMS Enhancement
- The Cycle of Continuous Improvement (Plan-Do-Check-Act)
- Case Study: Evaluating an organization's safety assurance process and identifying opportunities for improvement.

Module 12: Digital Tools for SMS Auditing & Performance

- Overview of SMS Software Solutions
- Leveraging Data Analytics Platforms for Safety
- Mobile Applications for Reporting and Auditing
- Integrated Management Systems
- Case Study: Exploring how a specific SMS software can enhance auditing efficiency and data analysis.

Module 13: Human Factors in SMS Auditing

- Understanding Human Error and Organizational Factors
- Promoting a Just Culture for Reporting
- Communication and Engagement Strategies
- Training and Competence for Safety Personnel
- Case Study: Analyzing a human factors related incident and discussing how SMS auditing can address such issues.

Module 14: Legal and Regulatory Aspects of SMS Auditing

- Legal Liabilities and Due Diligence
- Compliance with National and International Regulations
- Role of Regulatory Bodies in SMS Oversight
- Best Practices for Regulatory Engagement
- Case Study: Discussing the legal implications of a non-compliance issue identified during an SMS audit.

Module 15: Advanced SMS Auditing and Future Trends

- Performance-Based Auditing
- Integration of AI and Machine Learning in Safety
- Predictive Analytics for Risk Management
- Emerging Trends in Safety Culture and Technology
- Case Study: Forecasting future challenges in SMS and discussing proactive auditing strategies.

Training Methodology

This course employs a highly **interactive and practical** training methodology designed for maximum participant engagement and knowledge retention. Key approaches include:

- **Instructor-Led Presentations:** Expert-led sessions delivering core concepts and theoretical frameworks.
- **Interactive Discussions:** Fostering knowledge sharing and critical thinking among participants.
- **Group Activities & Workshops:** Hands-on application of concepts through practical exercises and problem-solving.
- **Real-World Case Studies:** In-depth analysis of actual safety incidents and organizational SMS challenges.
- **Role-Playing Simulations:** Practical experience in conducting audit interviews and presenting findings.
- **Q&A Sessions:** Dedicated time for addressing participant queries and clarifying complex topics.
- **Practical Tools and Templates:** Provision of customizable checklists, reporting templates, and audit frameworks.
- **Facilitated Peer Learning:** Encouraging participants to share experiences and learn from each other.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org **or call** *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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