

SAFETY MANAGER CHECKLISTS

DAILY

1. Manage New Issues
2. Review Overdue Issues
3. Airport Inspection (if applicable)
4. Read Messages on Message Board

WEEKLY

1. Safety Meeting
2. Review overdue CPAs
3. Review overdue Audits
4. Review Items You Assigned to Others
5. Review Investigations
6. Review Message Board & Remind

MONTHLY

1. Review SMS Induction
2. Newsletter
3. Review Expiring Training
4. Review SMS Implementation Plan
5. Review Emergency Response Settings
6. Monitor SMS Program (Performance Monitor)
7. Review Emergency Drills Schedule
8. Validate (review) Issues

SEMI-ANNUAL

1. Safety Committee Meeting
2. Review Goals & Objectives
3. Review Trends
4. Review Audits
5. Update Safety Articles

ANNUAL

1. Review SMS Induction Recurrent Training
2. Review Policies & Procedures
3. Review Duties & Requirements of Key Safety Personnel
4. Conduct Gap Analysis
5. Review Org Chart
6. Review Hazards in Hazard Register
7. Review KPIs (in Custom Report Viewer or Charts)
8. Conduct Safety Survey to Measure Culture & Educate
9. Review MSDS Data Sheets
10. Review Safety Cases/MOCs & Update Remedial action lists
11. Verify Vendors List
12. Review Documents to Ensure They are Relevant & Current