

SMS Manual

The SMS Manual is the foundation of an effective SMS.

What is it?

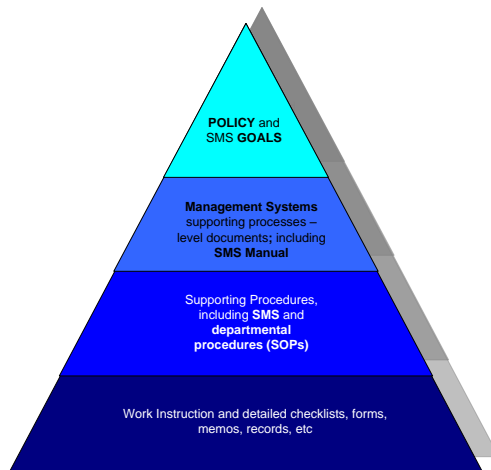
The SMS Manual is a process level document that provides the foundation of your SMS. It describes all the SMS related processes and organizational responsibilities. It is the one-stop SMS reference.

Why do it?

An SMS Manual describes all SMS processes and how they interact. It provides a reference to your organization that will allow you to consistently and effectively apply your SMS.

Why chose ISR?

ISR can create a customized SMS manual for your organization, and integrate it with your existing processes. Our experience includes:



- The creation of SMS manuals for several airports both domestically and abroad.
- The review, update and ultimately improvement of SMS manuals for organizations such as airlines.
- The creation of SMS manuals that exceed requirements by including occupational health and safety and the protection of the environment.

Creating an SMS Manual involves:

- Defining the processes that best suit your organization's SMS needs; and
- Creating a document that clearly delineates the SMS policies, processes, procedures, and practices and how they relate to each other.

Furthermore, ISR can assist your organization with the creation of any other needed documentation such as standard operating procedures, forms and templates, and other program documents. (See SMS Processes, Tools and Artefacts)