A Guide to Change Management faced with a change of any size or complexity. Using this guide alongside your SMS processes Define the change. Were all stakeholders involved? Were actions assigned? Does the risk assessment require regular review? Has the scope of the project changed? Is the risk assessment still valid?

Change management is a key part of SMS, and this guide is for certificate holders who are

and policies should assist with any change.

Who does the change affect directly and indirectly?

Does the change require Regulatory Approval or acceptance?

Have all the safety and operational risks been identified?

What was the outcome of the risk assessment?

Are the risk(s) acceptable?

If not, have robust mitigations been defined?

Have meetings, processes and risk assessments been documented to a reasonable standard?

Does anyone else need to be included in the process?

Are the actions and mitigations kept up to date?

Review change and repeat as required.



SAFETY SUPPORT INTERNATIONAL

Further guidance can be found in: OTAC 139-2 Safety Management Systems OTAC 139-24 Safety Assessments OTAC 139-26 Aerodrome Development Projects

www.airsafety.aero/requirements-and-policy

