1. Table of contents.

2. List of effective pages.

3. Distribution list.

4. Safety policy and objectives *(this section should include the safety policy signed by the Accountable Manager).*

5. Safety organisation *(this section should detail the management structure of the organisation).*

5.1 Scope of SMS and contracted activities *(this section should detail what the SMS covers and how it interfaces with other safety related parties).*

5.2 Safety accountabilities and responsibilities *(this section should detail the key safety staff members and the safety committee and safety accountabilities and responsibilities of all key staff members).*

## 5.3 Documentation of SMS *(this section should describe the way the SMS is documented and recorded).*

6. Hazard identification and risk management process *(this section should include the safety reporting and hazard identification process and how hazards and their risks are assessed and then managed and controlled).*

7. Safety assurance *(this section should include how the SMS and its outputs are audited. It should also include the safety performance monitoring and measurement process).*

8. Change management *(this section should detail how the organisation uses the SMS system to manage change).*

9. Emergency Response Plan *(this section should detail how the organisation would deal with an emergency situation and provide a quick reference guide for key staff members).*