



Tampa International Airport

Safety Management System Manual February 2026



Table of Contents

Acronyms and Definitions.....	2
Authorization Form	6
TPA Safety Policy.....	7
TPA SMS Overview.....	9
TPA's SMS Organizational Chart	12
Roles and Responsibilities.....	13
Safety Objectives and Goals	16
SMS Pillars	18
A. The TPA Safety Policy.....	18
B. Safety Risk Management	18
C. Safety Assurance	26
D. Safety Promotion	31
E. Safety Culture.....	34
TPA Internal SMS Partnerships	37
Appendix A: Safety Committees	38
Appendix B: Document Change Request Form (DCRF).....	39

Table of Figures

Figure 1: Organizational Chart.....	14
Figure 2: TPA Risk Matrix Chart and Definitions.....	24
Figure 3: SRA Triggering Events	25
Figure 4: Safety Change Touchpoints	26
Figure 5: Safety Assurance Diagram from FAA A/C 150/5200-37A.....	27
Figure 6: TPA Resources for Internal SMS	38

Acronyms and Definitions

The Tampa International Airport (TPA) SMS is developed specifically for TPA. As such, some terms, definitions and acronyms are unique to TPA and are defined below.

Index of Acronyms

ACM	Airport Certification Manual
AE	Accountable Executive
AEP	Airport Emergency Plan
AOC	Airport Operations Center
ARFF	Aircraft Rescue and Fire Fighting
ATCT	Air Traffic Control Tower
CFR	Code of Federal Regulations
DCRF	Document Change Request Form
DSR	Data Sharing and Reporting
FAA	Federal Aviation Administration
FOD	Foreign Object Debris
GOM	Ground Operations Manual
SMGCS	Surface Movement Guidance Control System
SMS	Safety Management System
SRA	Safety Risk Assessment
SRM	Safety Risk Management
TPA	Tampa International Airport

Definitions

14 CFR Part 139 – Airport Certification Regulations

Accident – An unplanned event, or series of events, that results in death, injury, damage to, or loss of equipment or property.

Accountable Executive – A person designated by the certificate holder to act on its behalf for the implementation and maintenance of the airport's SMS. The Accountable Executive has control of the certificate holder's human and financial resources for airport operations conducted under an Airport Operating Certificate. The Accountable Executive has ultimate responsibility to the FAA, on behalf of the certificate holder, for the safety performance of operations conducted under the certificate holder's Airport Operating Certificate.

Airfield/Airside – The portion of an airport that contains the facilities necessary for the operation of aircraft.

Airport Owner/Operator – The entity that is legally responsible for the management and operation of an airport including the fulfillment of the requirements of related laws and regulations.

Airport Safety Management System (SMS) – An integrated collection of processes and procedures that ensures a formalized and proactive approach to system safety through risk management.

Badge holder – Individuals authorized to operate at TPA, including TPA employees, construction, contractors, vendors, and all leaseholders while operating at TPA.

Confidential Hazard Reporting Portal (Risk Radar) – Risk Radar is the confidential hazard reporting system at TPA that provides a secure mechanism to empower individuals to anonymously report safety risks or concerns in the workplace, promoting a safer environment without fear of retaliation.

Federal Aviation Administration (FAA) – The United States government agency with the mission of providing safe and efficient aerospace systems in the overall U.S. national airport system.

Hazard – A condition that could foreseeably cause or contribute to: (1) injury, illness, death, damage to or loss of system, equipment or property or (2) an aircraft accident. This has not become a risk or an incident yet.

Hazard Assessment – A systematic, comprehensive evaluation of a change, operation, system or safety issue.

Incident – An occurrence other than an accident, which affects or could affect the safety of airport operations.

Just Culture – A Just Culture fosters an atmosphere of trust in which individuals are compelled to report hazardous conditions and systemic errors. It is an environment where individuals understand the organization's safety goals are focused on proactive identification of systemic errors and the identification of causal factors throughout the entire organization.

Mitigation Action Plan (MAP) - The measures taken to eradicate (remove) a hazard, or to reduce the likelihood or severity of a risk attached to a hazard.

Movement Area – The runways, taxiways and other areas of an airport that are used for taxiing, take-off and landing of aircraft, exclusive of loading ramps and aircraft parking areas.

Non-movement Area – The area, other than that described as the movement area, used for the loading, unloading, parking and movement of aircraft on the airside of the airport (including ramps, apron areas and on-airport fuel farms).

Preliminary Root Cause Assessment/Analysis – An initial investigation into a hazard including interviews, observations and research.

Responsible Executive – A direct report to the Accountable Executive designated to carry out duties and task work of the SMS.

Risk – The composite of predicted severity and likelihood of the potential effect of a hazard. Risk is assessed at TPA via the TPA Risk Matrix found within this manual.

Risk Analysis – The process whereby a hazard is characterized for its likelihood and the severity of its effect or harm. Risk analysis can be either quantitative or qualitative analysis; however, the inability to quantify or the lack of historical data on a particular hazard does not preclude the need for analysis.

Risk Mitigation – Any action taken to reduce or eliminate a hazard's effect.

Safety Assurance – The process within the SMS that functions systematically to ensure the performance and effectiveness of risk controls or mitigations and that the organization meets or exceeds its safety objectives through the collection, analysis and assessment of information.

Safety Evaluation – Procedures to monitor performance based upon safety objectives, SMS requirements or initiatives, tied to Safety Assurance.

SMS Manager – The individual, or designee, designated by the Accountable or Responsible Executive for administering the SMS.

Safety Objectives – Measurable goals or desirable outcomes related to safety.

Safety Policy – The certificate holder's documented commitment to safety, which defines its safety objectives and the accountabilities and responsibilities of its employees for safety.

Safety Promotion – The combination of training and communication of safety information to support the implementation and operation of an SMS in an organization.

Safety Risk Assessment (SRA) – The process by which the results of safety risk analyses are used to make decisions. Often this is a multidisciplinary review and documentation conducted by a panel of experts. It is the process of combining the impacts of risk elements discovered in risk analysis and comparing them against some acceptability

criteria. Safety risk assessment can include consolidating risks into sets that can be jointly mitigated, combined and then used in decision-making.

Safety Risk Management (SRM) – A process within the SMS composed of describing the system, identifying the hazards, and analyzing, assessing, and controlling risk.

SMS – Safety Management System means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of safety risk controls. It includes systematic procedures, practices, and policies for the management of safety risk.

SMS Stakeholder Committee – This committee represents stakeholder tenants/employees who operate in the movement and non-movement areas of the airport and serves as an integral part of the SMS Communications Plan with tenants.

Stop Work Authority (SWA) – A safety policy that allows employees to stop work if they see an unsafe condition or behavior. The goal of a SWA is to encourage employees to speak up without fear of retaliation.

TPA- Tampa International Airport

Trend - Refers to a pattern or consistent direction of change observed in safety-related data over time. Three or more hazard reports on the same topic will constitute a trend.

User - Anyone operating on TPA property, including those detailed as badge holders and non-badged individuals under or not under escort. Any operational time spent on TPA property places all users under TPA's SMS jurisdiction.

Authorization Form

Safety Management System Manual Approvals

By the signature(s) below, the following officials certify this document serves as an approved Safety Management System Manual (SMS MANUAL) that supports the safety policies, goals and practices of a Safety Management System (SMS) at TPA.

Approved: _____ Date _____

Accountable Executive

Approved: _____ Date _____

Responsible Executive



Tampa International Airport **SAFETY MANAGEMENT SYSTEM POLICY**

As the accountable executive of Tampa International Airport's (TPA) Safety Management System (SMS), I affirm our commitment to prioritizing safety in all aspects of our operations within the movement and non-movement areas.

This Policy will be established and continually maintained within the TPA SMS program and signed by the accountable executive.

This Policy shall be made available via the TPA public website (<https://www.TampaAirport.com/safety>).

HCAA's organizational structure includes the accountable executive, senior leadership staff, dedicated SMS staff, and safety committees.

- The responsibility for executing this Policy's goals is delegated from the Executive Vice President of Operations and Customer Service to the Vice President of Operations or a representative.
- Management is responsible for staff understanding how and when to report safety-related issues and is responsible for ensuring a strong safety culture.

HCAA will establish and maintain safety objectives & the defined methods, processes, and organizational structure necessary to meet those objectives.

- HCAA is committed to providing multiple methods for hazard reporting, including the TPA SMS Hazard Reporting Portal (which can be submitted anonymously) or by contacting the Airport Operations Center (AOC) at 813-870-8770.
- A cornerstone of HCAA's commitment is the creation of an SMS program and the promotion of a safety culture that adheres to safe operating practices.
- HCAA shall recognize safety excellence and address deficiencies and communicate such to the SMS Program Manager.
- HCAA shall promote open and transparent safety communications for all airport users without fear of reprisal.
- The development and implementation of an effective SMS program that complies with FAA requirements is the responsibility of the SMS Program Manager.
- HCAA will provide annual training for safety awareness, hazard identification, and hazard reporting for all personnel operating within the movement and non-movement areas.

Safety is a shared responsibility that requires the cooperation of all personnel, and this Policy serves as a foundation for that commitment. The entire HCAA staff, TPA partners, FAA, and other stakeholders serve clearly defined roles and responsibilities under the SMS program. This program will be the cornerstone to mitigating risk and ensuring a safe operating environment.

A handwritten signature in blue ink, reading "John Tiliacos".

John Tiliacos
Chief Operating Officer
November 1, 2024



Access safety
information
using this
QR code.

Requests for information may be made to the TPA Safety Manager
through email SMS@TampaAirport.com



Revisions

[illegible]

TPA SMS Overview

1. TPA Safety Mission Statement

At the Tampa International Airport (TPA), we believe safety is a shared responsibility, not just a policy. Our Safety Management System (SMS) cultivates a proactive safety culture by empowering every individual through clear structure, open dialogue, and accessible hazard reporting.

Management champions this culture by ensuring everyone understands their vital safety role, providing safety training, and celebrating safety achievements. We're dedicated to a transparent, non-retaliatory environment, complying with FAA standards, and constantly striving to enhance safety outcomes.

2. General

TPA's SMS systematically manages the risks associated with our operations to achieve the highest level of safety performance throughout the airport. SMS provides a formal top-down, organization wide approach to managing safety risk. TPA SMS is comprised of five pillars:

- (1) Safety Policy
- (2) Safety Risk Management
- (3) Safety Assurance
- (4) Safety Promotion
- (5) Safety Culture

3. Purpose and Importance

The main goal of our SMS is to establish a sustainable system that ensures the safety of all users at TPA by preventing incidents and accidents, while effectively managing risk using available resources. The SMS is designed to achieve this enhanced safety performance by meeting or exceeding compliance with FAA regulatory requirements. At TPA, the vision for our SMS is to empower a cohesive culture for all airport users to sustain an unwavering commitment to the safety of each other.

Why is SMS important?

TPA's focal point is everyone's safety at the airport – whether you are a badged employee or just passing through. Safety is our top priority, and we believe that using an SMS is critical to making that happen. The SMS helps us identify potential hazards and address them before they become incidents or accidents, creating a proactive and predictive safety culture. Your safety matters.

4. Regulatory Requirement

The Federal Aviation Administration (FAA) is committed to improving the safety of air transportation. As the demand for air transportation increases, the impacts of an increase in aircraft movement, added surface operations, changes in air traffic procedures, changes in aircraft fleet mix, and airport construction can increase risks in airport operations. Enhanced airport safety management practices can help mitigate those risks. In support of these efforts, the FAA published a final rule establishing the requirements for Airport SMS on Feb. 23, 2023, with an effective date of April 24, 2023.

As a large hub airport, TPA is required to comply with the FAA's SMS rule. Per the requirements of the Airport SMS rule, this SMS Manual will be a stand-alone document referenced in the Airport Certification Manual and in TPA Rules and Regulations. This document will be prepared and maintained in accordance with 14 CFR Part 139 Subpart E.

5. Scope, Accountability and Ownership

- a. **Scope.** Effective safety management requires more than establishing an appropriate organizational structure with rules and procedures to be followed. It requires a commitment to safety on the part of every employee. To achieve this, the Chief Executive Officer (CEO) has designated the Chief Operating Officer (COO) as the Accountable Executive for SMS at TPA. The SMS manual and all SMS policies reach TPA employees and stakeholders at every level.
- b. **Accountability.** All TPA staff will be held accountable for understanding, promoting, and adhering to the safety management system implemented at TPA. TPA's SMS will supersede all new or already established SMS policies or systems. It can work in conjunction with established safety management systems, if approved by the Responsible Executive or designee.
- c. **SMS MANUAL Ownership.**
 - i. The SMS manual, its revisions, and amendments are prepared and published by the SMS Manager. The Responsible Executive (or designee) is responsible for its contents and the Safety Systems Manager (SMS Manager) for keeping instructions and information current. Any employee with approval from their management may submit proposed revisions to the SMS Manager for review. The Responsible Executive (or designee) will review for acceptance prior to publishing.
 - ii. This manual is publicly available for the sole purpose of understanding the TPA SMS. It must not be reproduced, in whole or in part, or disclosed to any third parties for any purpose other than this, without prior written consent from TPA. While copies may be

provided to regulatory authorities, contractors, and industry partners, the ownership of those copies remains with TPA.

iii. Records for the SMS shall be maintained in accordance with 14 CFR Part 139.402

SMS Records:

1. Records associated with the certificate holder's safety risk management (SRM) processes must be retained for the longer of:
 - a. 36 consecutive months after the risk analysis of identified hazards has been complete or;
 - b. 12 consecutive months after mitigations required have been completed
2. Training records and safety awareness orientation that cover hazard identification and reporting must be retained for 24 consecutive months after the materials were made available.
3. Retain records of all SMS communications provided for a minimum of 12 consecutive calendar months (notification of hazards to interfacing persons and safety communications).

TPA's SMS Organizational Chart



Figure 1: Organizational Chart

Roles & Responsibilities

SMS Roles and Responsibilities

A. The Accountable Executive

- The Chief Operating Officer is the Accountable Executive.
- Receives status updates, as needed but no less than quarterly, on the SMS from the SMS Manager and enables implementation of the system throughout TPA.
- Acts as the final authority for the acceptance of hazards assessed within the Risk Matrix as “Extreme Risk.”
- Promotes safety through SMS policies and expectations. Adheres to the safety policy.
- Maintains a thorough understanding of the Risk Matrix and the safety risk assessment process.

B. The Responsible Executive

- Maintains overall responsibility for implementing and managing TPA’s SMS processes and procedures.
- Reports directly to the Accountable Executive regarding SMS progress, implementation and status.
- Acts as the final authority for the acceptance of hazards assessed within the Risk Matrix as “High Risk.”
- Promotes safety through SMS policies and expectations. Adheres to a safety code of conduct as an example and a standard.
- Maintains a thorough understanding of the Risk Matrix and the safety risk assessment process.

C. The SMS Manager

- Responsible for day-to-day management of the SMS.
- Reports to the Responsible Executive but maintains direct access to the Accountable Executive for SMS issues as needed.
- “Medium” and “Low” risk are accepted at this level in concurrence with departmental managers.
- May delegate program tasks to a designee as necessary.
- Responsible for the operational management of TPA’s SMS, including updating the SMS manual and scheduling annual SMS assurance audits.
- Collects and reports accurate information regarding safety risks and controls.

- Coordinates safety committees listed in the SMS manual, including scheduling, preparing and distributing meeting minutes, and facilitating documentation and communication concerning the SMS. This role can be delegated as needed.
- Drives dissemination of training to TPA employees as per 14 CFR Part 139.402(D)(3). Ensures training covers the SMS process at TPA, reporting process, stop work authority and hazard identification. Ensures training is tailored to responsibilities per level of authority.
- Develops the SMS manual and maintains revisions as required. Ensures adherence to TPA's Safety Policy by all TPA employees and participating entities.
 - Maintains records of the following in accordance with 14 CFR Part 139
 - Employee training records
 - Hazard mitigation records
 - Incident reports
 - Safety Risk Assessment records
- Cross references all regulatory bodies such as the FAA for current regulations and guidelines when developing and implementing the SMS.
- Attends final walk through of all completed projects on the airfield.

D. Assurance Evaluator

This person(s) shall evaluate the Airport's 14 CFR Part 139 compliant SMS, at a minimum, once per calendar year (CY). The intention is for the evaluator(s) to assess the program with FAA SMS regulations and the SMS manual.

The SMS Manager is responsible for scheduling annual evaluations. The evaluator(s) will be responsible for assessing the SMS and approving the corrective actions created by the SMS Manager if deficiencies are found. The SMS Manager will submit corrective action plans to the Accountable Executive for approval.

An evaluator can be selected from the below list of potential sources:

- TPA Internal Assurance Evaluator
- Stakeholder Assurance Evaluator
- External Assurance Evaluator

In the event of unforeseen circumstances, assurance evaluators will be asked to undergo repeated rotation if the initially assigned evaluator for the year is unable to conduct the assessment. The list of evaluators is interchangeable.

E. SMS Committees

These committees represent TPA leadership and stakeholder tenants/employees who operate in the movement and non-movement areas. Members of TPA Leadership and SMS

stakeholder committees are invited to regular meetings and may be invited to participate (as required) in SRAs.

Each SMS stakeholder identified in [Appendix A](#) should dedicate at least one liaison to attend SMS committee meetings. During these meetings, attendees are encouraged to report hazards brought to their attention by employees for discussion with the committee. The SMS Manager will also brief committee representatives on the status of SMS safety objectives, hazard reports, and SRAs. Representatives may also play a role in assisting with SRAs, should the risk being assessed directly affect their operating area and/or lend subject matter expertise during an assessment. All committees should meet as needed but not less than quarterly.

Appendix A outlines a detailed compilation of entities who fall under the following committee titles: Executive Leadership, TPA Operations Safety, and TPA Tenants Safety. This list is open to additional committees, if applicable, to the success of SMS and if deemed necessary by the SMS Manager or above.

F. All Airport Employees

TPA is committed to the continuous improvement of the SMS through proactive risk mitigation. To maintain the highest levels of safety, our SMS requires the trust and participation of employees at all levels throughout the airport. All TPA employees are responsible for safely performing their duties and reporting unsafe conditions.

TPA employees must follow current media policies. All requests made by media to HCAA employees regarding Safety shall go through Communications@TampaAirport.com to be handled by public information officers at TPA.

All TPA employees have stop-work-authority (SWA). SWA can be called at any time when a circumstance is or is perceived to be unsafe. Notably, there is zero tolerance for reprisal or negative repercussions for issuing a SWA.

Employee Takeaways:

- All TPA employees and stakeholders are responsible for safety in their area of operation. The TPA SMS manual and Safety Policy are the governing guidance for all workplace conduct.
- Training, as detailed in Section D of this manual, is a mandatory requirement and must be completed when assigned.

SWA empowers every employee to keep an eye out for potentially unsafe situations or processes and stop work until the problem is corrected

- Identify hazards and report hazards via the following options:
 - [Risk Radar](#), this is the centralized reporting app for all safety reports at TPA
 - [Tampaairport.com/safety](http://tampaairport.com/safety)
 - Call the AOC at (813)-870-8770
 - Or, by any other means of reporting
- In the event of an emergency, Emergency Management procedures will supersede the SMS.

Safety Objectives and Goals per Calendar Year (CY):

Safety objectives serve as goals which assist in measuring the effectiveness of TPA's SMS. The Accountable Executive approves safety objectives, which have been developed and updated based on safety-related trends in the CY. Annual objectives will adhere to the following stipulations:

- Effective for at least one CY from the SMS manual's effective date unless otherwise noted
- Base-lined to facilitate measurement of progress
- Shared with TPA stakeholders and staff

Airport Safety will formulate objectives and corresponding goals for presentation to the Senior Leadership within relevant safety divisions of TPA. Following a thorough review and deliberation by Senior Leadership, these objectives will then be submitted to the Accountable Executive for final approval. Such decisions will be informed by past CY's achievements, regulatory adjustments, and specific ambitions unique to TPA.

The success of these objectives is dependent upon continuous communication and the building of a strong safety culture with all TPA employees. These objectives will be tracked, and their status will be communicated quarterly via the airport safety website. This data should be used to identify red flags, which can alert the SMS to negative trends, prompting proactive intervention. Objectives may be added or removed at the discretion of the Accountable Executive and/or Responsible Executives. Annual SMS reports will be provided to both Accountable and Responsible Executives in which hazards, metrics, and SMS accomplishments are highlighted.

The annual TPA Safety Objectives will be displayed in break rooms, published on the tampaairport.com/safety website, and distributed through all accessible channels to both

TPA personnel and stakeholders. These objectives will be supported by specific and achievable goals.

The purpose and intention of TPA Safety Objectives and Goals are to strive for the following:

- Reduced likelihood of accidents
- Assurance that a systematic process is in place to monitor and address safety issues in a transparent and informed way
- Exceptional employee morale and performance

SMS Pillars

The TPA SMS is supported by five pillars:

- A. Safety Policy
- B. Safety Risk Management
- C. Safety Assurance
- D. Safety Promotion
- E. Safety Culture

A. The TPA Safety Policy

Safety Policy as written by the Accountable Executive, is available at Tampaairport.com/safety and is explained throughout the TPA SMS. It is meant to establish senior management's commitment to continually improve safety and define the methods, processes, and organizational structure needed to meet safety objectives.

B. Safety Risk Management (SRM)

Safety Risk Management determines the need for and adequacy of, new or revised risk controls based on the assessment of acceptable risk. It uses a set of standard processes to formally identify hazards in a proactive manner, analyze and assess potential risks and design appropriate risk mitigation strategies. When properly implemented, SRM processes also promote productive communication among stakeholders and a positive safety culture within the airport environment.

All SRM and SRA documentation will adhere to internal guidelines approved by the SMS Manager.

1. The Six Steps of Safety Risk Management

1. Describe the System
2. Identify the Hazards
3. Analyze the Risk(s)
4. Assess the Risk(s)
5. Mitigate the Risk(s)
6. Assurance Check

Step 1. Describe the System

Anything within the movement and non-movement areas can be analyzed for hazards and associated risks. The system description should, at a minimum, answer the following questions:

- What is the mission associated with the topic (e.g., functions or objective)?

- What organizational structures, procedures, rules, or regulations are involved?
- What type of equipment, hardware, software, and/or tools are involved?
- What type of personnel are involved (e.g., operations, maintenance, engineering, etc.)?
- What type of environment is involved (e.g., taxiway, runway, terminal, gate, etc.)?
- Where is the hazard/risk located (e.g., movement area, non-movement area, etc.)?
- Is there a change of condition or process?

Step 2. Identify the Hazards

Hazards can be self-reported through the **Risk Radar app** (TPA's confidential hazard reporting portal), by reporting an issue online at **tampaairport.com/safety**, or by dialing **(813) 870-8700**. Hazard reports may also be emailed directly to Safety via sms@tampaairport.com.

All employees are required to report imminent risk to 911 and/or (813)-870-8700.

TPA empowers everyone to identify, and report perceived hazards using the hazard reporting processes outlined above. The Airport Safety Team will be responsible for validating and/or investigating reported hazards. Post investigation, the SMS Manager will determine the need for an SRA and/or mitigations.

A full SRA can be triggered by circumstances listed in [AC 150/5200-37A](#) from the FAA.

Step 3. Analyze the Risk(s)

During this stage of the process, the SMS Manager will consider the worst credible outcome for a given hazard (e.g., what is the worst probable or most likely outcome if the hazard is left untreated). The SMS Manager may temporarily appoint individuals who have subject matter experience in a specific operational area (e.g., electricians, law enforcement, aircraft ground handlers, caterers, Air Traffic Control, airline pilots, etc.) to ensure the required background and knowledge are available to determine the potential risks associated with identified hazards.

Step 4. Assess the Risk(s)

One of the main tasks for hazards requiring a full SRA is to assess the risk(s) of an identified hazard and assign a risk level according to the definitions on the TPA Risk Matrix (Figure 2). The findings and recommendations will be reported by the SMS Manager to the Responsible and/or Accountable Executive depending on the assigned risk level.

Step 5. Mitigate the Risk(s)

For hazards requiring a full SRA (as defined in [AC 150/5200-37A](#)), the applicable SMS Committee is responsible for developing mitigation recommendations associated with pertinent hazards and their respective worst credible outcome. The SMS Manager or designee will then assess the recommended mitigations. The SMS Manager is responsible for developing a mitigation plan and working with the applicable airport departments to implement approved mitigations.

Step 6. Assurance Check (e.g., reassessment of risk post mitigation)

The SMS Manager should reassess hazards for residual risk, when applicable (for hazards requiring a full SRA). This reassessment should be conducted to determine if approved mitigations are expected to decrease risks to an acceptable level.

Additionally, approved mitigations will be reviewed for compliance to ensure these measures have decreased risks to an acceptable level over time and that additional risks have not been introduced. All residual risk acceptance and mitigation actions should be reviewed and approved by the SMS Manager. Records and documentation will be retained for the life cycle of the risk and associated mitigations, or until the risk is eliminated entirely.

2. SMS Responsibilities and Process Flow

Upon receiving a hazard report, the SMS Manager will:

1. Review the hazard report and decide on actions required utilizing a Preliminary Hazard Assessment process, which must include the following:
 - a. Verify the hazard.
 - b. Review information submitted and ensure it is complete. If not, request further information (if possible).
 - c. Decide if a preliminary root cause analysis is required and who will perform the analysis.
 - d. Coordinate with the appropriate airport department or stakeholder to assign investigation task(s) to a specific individual, if applicable.
2. The assigned individual must perform a preliminary root cause investigation to determine what, when, where, why and how the hazard was caused.

The SMS Manager may coordinate with TPA Airfield Operation Managers to assign personnel to do the following:

- **Interviews:** Assigned personnel may interview those who filed the initial report, witnessed the hazard or work in the area where the hazard was reported, and/or others as necessary. Interview findings will be documented.

- **Observations:** Assigned personnel may survey the area where the hazard exists. The assigned personnel should try to observe the area during similar conditions, time of day, weather and operations like those at the time of the report. The observer may document their findings in any combination of writing, video or photos, as appropriate.
- **Research:** Assigned personnel may also research a hazard using records such as past reports, safety committee meeting minutes, FAA reports and other airport interviews where the same or similar hazard(s) may have occurred within the aviation system. Research findings will be documented.

3. After receiving feedback on the investigation, the SMS Manager will:
 - a. Review information uncovered during the investigation and analyze for system factors, if any, that failed.
 - b. Identify any consequences that may result from the hazard.
 - c. Record details of the hazard(s).
 - d. Determine if the hazard requires a full SRA and/or mitigations.
 - e. Convene an appropriate panel to perform an SRA if required.
 - f. Coordinate with the SRA panel to develop mitigation recommendations, if applicable.
 - g. Report to the RE, for review and final approval of mitigation options, if applicable on the Risk Matrix.
 - h. Develop a mitigation plan and create work orders and assignments, as needed.
 - i. Ensure post inspection is done when a work order is complete and either accept the work or update the mitigation plan and corresponding work orders.
 - j. If the risk is unacceptable continue to mitigate until the hazard is deemed to be an acceptable risk level.
 - k. Monitor the hazard and make further recommendations as needed.
 - l. Feedback will be provided via SMS software or on the application used to report the hazard.

Of note, the Risk Radar portal allows feedback to be sent through the system so it can be documented and tied directly to the specific hazard report. In some instances, feedback can occur via emails and these emails will reside in the "SMS Communications" folder. All SMS communications will be retained for specified time periods within the [Part 139 Subpart E SMS Rule](#).

3. Risk Matrix

Once data collection is complete, the SMS Manager may identify and implement mitigations or may convene a panel (for hazards requiring a full SRA) to discuss findings. All SRAs shall be labeled as a "Draft" until the risk is officially accepted at the assigned level.

Preliminary root cause analysis should provide the necessary information for SMS Manager and/or SMS Leadership to determine consequences associated with the hazard. There are four categories of consequences to be assessed against the Risk Matrix:

- People/Life Safety
- Continuity of Operations
- Public Perception (Reputation)
- Assets

Each risk will be assessed for severity and likelihood in all four of the above consequential categories. The values for all assessments will be plotted on a Risk Matrix Chart (Figure 2). The SMS Manager will record the findings from the SRA.

Risk Matrix Chart & Definitions

Consequence				Likelihood				
People	Facility/ Assets	Reputation	Assets	SEVERITY	Improbable: Rare, but possible in unusual situations.	Remote: Uncommon but possible in normal situations.	Probable: Likely during normal operations	Frequent: Expected during typical operations.
Fatalities	Unplanned surface or facility closure or complete loss of an operationally required asset	Large-scale National or International Coverage	Over \$1 Million	Catastrophic	M11	H13	E15	E16
Serious Injury or Health Effects	Unplanned closure of non-primary surface or facility or loss of an operationally required asset for an extended time	Considerable National News Coverage	\$100,000- \$1 Million	Major	M9	M10	H12	E14
Minor Injury or Health Effects	Temporary airport operational disruption or temporary loss of an operationally required asset	Local News Coverage	\$10,000- <\$100,000	Minor	L5	M6	M7	M8
First Aid No Lost Time	Minimum damage: No operational impact or damage of an operationally required asset	Internal TPA Impact	<\$10,000	Minimal	L1	L2	L3	M4

Extreme Risk

- Immediate mitigation is needed.
- Accountable Executive approval is required.
- Comprehensive documentation, tracking, and monitoring are mandatory.

High Risk

- Max accepted risk.
- Mitigation is essential.
- Responsible Executive approval is necessary.
- Thorough documentation, tracking and monitoring.

Medium Risk

- Acceptable risk.
- SMS Manager approval is needed.
- Mitigation possible,
- Documentation, tracking, and monitoring are required.

Low Risk

- Acceptable risk.
- Approval from SMS risk manager is needed.
- No restrictions.
- Thorough and comprehensible documentation needed.

Figure 2: TPA Risk Matrix Chart & Definitions

4. Triggering Events for Full SRAs

When one of the triggering events contained in Figure 3 below creates a change in condition or operation an SRA is required. Stakeholders and tenants whose operations may be affected by the change should be invited to participate in the SRA panel to provide their perspectives and operational knowledge during the assessment.

Trigger	Description
Construction	Airfield improvements or expansions; airfield rehabilitation projects; construction of new tower; geometry changes
Operating Procedures	New operating procedures or modifications to existing operating procedures
Safety Reports (SRA applicable upon investigative findings)	Reported safety issues; safety issues discovered in daily inspections; accidents or incidents
New Equipment	New passenger boarding bridge, new ramp equipment that requires special consideration, fueling equipment, fire suppression systems
New Airfield Tenant	New stakeholder to TPA requires SMS briefing and understanding of all TPA Rules/Regulations specifically those that are safety related

Figure 3: SRA Triggering Events

5. Safety Change Management



SMS today is the result of years of safety evolution.

Purpose: Safety Change Management involves a methodical strategy for anticipating and taking proactive measures in response to changes at TPA. These changes encompass various aspects such as construction, infrastructure, organizational

adjustments, and design modifications. Effective change planning requires close collaboration with the SMS manager to ensure adherence to TPA's SMS and safety regulations, thereby safeguarding the airport.

Scope: This reaches any entity that is planning a measurable change in the movement and non-movement areas at TPA (ex. construction, design, movement of established structures). All significant airside changes at TPA will be assessed for compliance with FAA

rules and applicable local and state laws. Significant changes are any changes that could cause or contribute to injury, death and/or damage to or loss of equipment, and/or is deemed significant by the Responsible Executive and SMS Manager.

Compliance: Contracts or agreements awarded to airside stakeholders operating at TPA details a compliance section. In this section, the stakeholder agrees to all expectations within TPA Rules and Regulations.

Action: Touchpoints are detailed in Figure 4. Touchpoints occur upon initial planning of change, at completion, and as needed.

Initial planning meetings will consist of document and planning review and initial thoughts from TPA SMS for items that need to be proactively considered prior to initiation of the change. This may include a site visit.

Project completion will require a final walk through conducted by the SMS Manager. The final walk through will ensure safety and efficacy of the project prior to bringing it officially online.

Communications for airside changes are to be coordinated amongst TPA Real Estate, TPA Risk Management, TPA Planning and Development, and the SMS Manager.

Touchpoint	Action	Requirements
Initial	Initial review of planning and early safety concerns	Document review and optional site visit
Project Completion	Final walkthrough	Site visit

Figure 4: Safety Change Touchpoints

Stakeholder Responsibilities

Airport stakeholders are responsible for the safety of their own operational areas and shall comply with TPA Rules and Regulations. Should a stakeholder have an established SMS, it should be submitted to SMS@Tampaairport.com to be reviewed and stored by the TPA SMS Manager to ensure safety requirements are met prior to final approval of use and lease agreement and/or contracts. Construction and maintenance planning should include briefings with stakeholders, as necessary, to alert them of potential changes to the movement and non-movement areas. Stakeholders are responsible for communicating construction/maintenance plans throughout all appropriate levels within their organization.

C. Safety Assurance

Safety Assurance ensures that risk mitigation strategies remain effective, identifies emerging hazards, and drives continuous improvement within the Safety Management System. It evaluates the success of SMS initiatives, reinforces hazard reporting, and provides confidence that the organization is meeting or exceeding its safety objectives. Review Figure 7 for the minimum expectations of Safety Assurance:

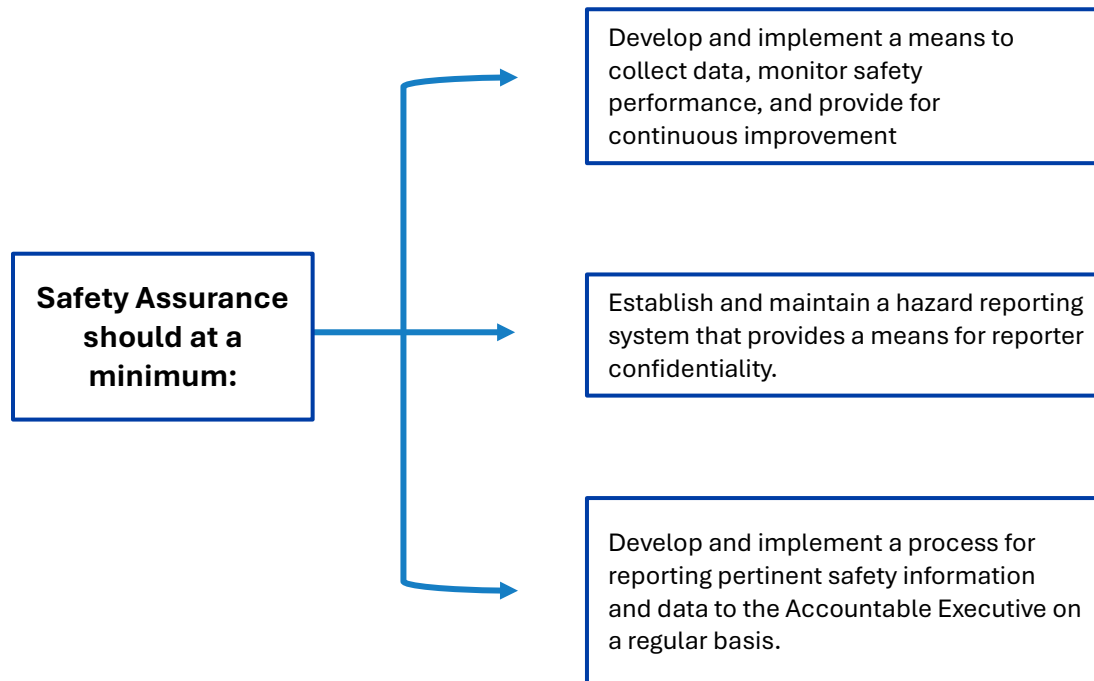


Figure 5: Safety Assurance Diagram from FAA AC 150/5200-37A

1. Safety Performance Monitoring

The SMS Manager is responsible for overseeing data collection and analysis to look for safety trends, identify new hazards, and verify compliance with SMS requirements. Data analysis is also used to verify performance with safety objectives.

Data may be collected from multiple sources (the following are examples of sources; this should not be considered an exhaustive list):

- SMS updates and metrics
- Safety violations
- Airside operations incident/accident reports
- The airport's hazard reporting system (Risk Radar)

2. Reporting Safety Information

The SMS Manager reports safety information as needed, and at a minimum monthly, to the Responsible Executive and quarterly to the Accountable Executive. The SMS Manager also meets regularly with TPA staff and airport stakeholders (tenants) at scheduled safety meetings and/or airline station manager meetings.

- A. Below is an example of what the SMS Manager reports to the Accountable Executive and/or the Responsible Executive:
- Number of hazard reports received with summary description of new reports
 - Summary of safety objective status
 - Summary of current projects, open investigations and/or other responsibilities assigned to the SMS section
- B. Below is an example of what the SMS Manager reports/discusses with stakeholders and airport employees at quarterly safety meetings:
- Safety Policy Statement
 - How to report a hazard
 - SMS Safety Objective status updates
 - Employee recognition
 - Status of any open hazard reports
 - Status of hazard reports in monitoring
 - Upcoming events (e.g., FOD walks, quarterly SMS meetings, etc.)
- C. Below is an example of what the SMS Manager reports to the Safety Committees:
- SMS Safety Objective status updates.
 - Number of hazard reports received with:
 - Description of reports in investigation
 - Summary of reports closed in the previous quarter
 - Summary of reports in monitoring
 - Summary of quarterly safety communications
 - Status of any open SRAs or pending mitigations associated with previous SRAs
 - Status of any ongoing accident/incident investigations airport SMS was tasked with conducting
 - Any other information pertinent to SMS (e.g., annual assurance evaluations, SMS manual annual updates or any other concerning trends gleaned from data collection efforts)

3. Assurance Evaluation

This component includes an SMS Evaluation to ensure the SMS Manager and committees have practiced the processes and procedures set forth in this manual. The evaluation should also be used to assess the effectiveness of goals tied to TPA's objectives.

The SMS Evaluation is intended to be a proactive audit to ensure a successful system, with a goal of identifying and correcting deficiencies. The SMS Manager is responsible for addressing any deficiencies noted during the evaluation. The SMS Manager will document findings and identify trends. Deficiencies should be corrected before the FAA's Annual Certification Inspection. Projects that require further funding and an extended timeline must be annotated as such by the SMS Manager.

External third-party evaluations may be utilized at the discretion of the Responsible Executive or SMS Manager. Evaluation by a third-party, such as another airport operator, TPA internal audit or a contractor specializing in SMS, are examples of external sources.

Frequency of Assurance Evaluations

Under approval of the Responsible Executive the SMS Manager will schedule evaluations, which should take place once every CY and planned prior to the FAA Annual Certification Inspection. The SMS Manager will ensure the evaluation occurs and is documented. The evaluator(s) are responsible for coordinating with the SMS Manager to ensure any identified deficiencies are resolved and findings are documented.

Each evaluator must:

- Assess whether the processes are being followed, and objectives are being met
- Review the SRM process and guidance developed to manage risk, as well as the identification and reporting of hazards
- Check all documentation and recordkeeping of hazard identification, SRAs and MAPs to ensure adherence to processes, procedures and appropriate documentation practices
- Assess the Safety Assurance procedures and data collection
- Assess promotion of the SMS regarding training, committees, and continuous advancements in adopting safety culture
- Consider other issues as identified

4. Compliance

General

Compliance is to ensure adherence to the SMS to gain and sustain a safe working environment. All contracts and agreements with all entities operating on TPA property must comply with all applicable requirements of the TPA SMS. Compliance includes, but is not limited to, adherence to the policies and procedures outlined in the TPA SMS manual and TPA's Rules and Regulations, as either may be amended from time to time. Stakeholders and TPA employees further agree to ensure that all employees, agents, representatives and subcontractors are adequately trained and informed about the SMS requirements. In the

event of any updates to the TPA SMS manual or TPA's Rules and Regulations concerning the SMS, the stakeholder or TPA employee will promptly review and implement any new or revised requirements.

Accountability will be maintained by Airport Operations and Airport Safety via the Ground Operations Manual (GOM), the SMS Manual, and the Safety Points Citation System.

Ramp Inspections and Gate Audits

Ramp Inspections can be conducted by trained Airport staff. Every ramp and gate area at TPA will be inspected and documented no less than bi-monthly unless otherwise specified by the SMS Manager or requested by stakeholders.

This system includes the inspection of pavement/markings, fire safety, fuel safety, ramp area cleanliness, emergency routes, smoking areas, ground support equipment (GSE), and all other asset specific concerns.

If any findings fall within the responsibility of the lease holder, a report will go to the SMS Manager and the Safety point-of-contact for the lease holder. Upon receipt, the lease holder will have 30 days to rectify the concern unless the concern requires immediate response, or a shorter timeline is assigned by the Operations staff or SMS manager. If the concern cannot be corrected within that span of time, a written notice must be submitted by the lease holder to the SMS Manager for further review.

Failure to comply with safety mitigations will be treated as a safety violation and issued to the stakeholder. For clarity regarding safety violations and citations, please refer to the TPA Ground Operations Manual that can be found on the TPA Safety website (tampaairport.com/safety). In addition, Ramp Inspections and Gate Audits will be part of the evaluation conducted by the annual Assurance Evaluation.

Lease Hold Areas on the Airfield

The TPA Real Estate Department in conjunction with the TPA SMS Manager or designee will lead annual audits and inspections within all lease hold areas on the airfield. Compliance with all stipulations within Lease Hold Agreements/Contracts and with TPA Rules and Regulations is expected.

6. Data Sharing and Reporting with Airlines/Ground Handlers

All airlines and ground handlers are required to review the TPA SMS manual. The SMS must be thoroughly understood and adhered to as per lease agreement, contracts, and TPA Rules and Regulation requirements.

If an airline or ground handler is required to establish, maintain and enforce its own SMS, they must adhere to a data-sharing and reporting agreement with TPA. This agreement governs the exchange of safety-related data that specifically involves a TPA asset of any kind, ensuring comprehensive oversight and enhancement of aviation safety within our operational framework.

Internal hazard data must be shared within 72 hours if airport infrastructure, assets, or processes are impacted. Any incidents or accidents involving TPA assets should be reported immediately to the AOC, Airside Operations, and/or the SMS Manager.

As TPA is the overall authority, the TPA SMS is preemptive to all other safety management systems for Part 139 operations. Preemption will only be considered in exceptional circumstances and will be thoroughly discussed between all parties involved.

7. Legal Considerations for Hazard Reporting

If the reporting party wishes to remain anonymous, that party may refrain from the contact information section when using Risk Radar. Due to state and/or federal laws, TPA cannot guarantee anonymity but pledges to protect confidential reports to the extent permissible by law.

8. Accident and Incident Investigations

Airfield Operations, Terminal Operations, and the police department are responsible for creating reports to document accidents and incidents, in accordance with their specific operating procedures. At the discretion of the Accountable or Responsible Executive, the SMS Manager may be directed to conduct a formal investigation. The formal investigation, conducted by applicable parties assigned by the SMS Manager, will provide airport leadership with the probable cause(s), any contributing factors (if applicable) and recommendations identifying mitigation efforts to remove latent conditions, in order to prevent a given incident/accident from recurring. Findings from accident and incident investigations may trigger the SRM process.

D. Safety Promotion

Safety Promotion is comprised of training, communication, and other actions to create a positive safety culture within all levels of the workforce. Promotion serves as the essential link between regulatory requirements and their practical application within the workforce.

1. Safety Training and Education Plan

A well-coordinated training program ties the organization's safety policy and practices to positively influence the safety culture. The SMS training program will promote the organization's safety policy and principles to all levels of employees within TPA's airport environment. Below are the needs, record management, and communication forms regarding SMS training.

Training Needs

TPA Senior Leadership Training

To demonstrate TPA commitment to safety, all members of the TPA senior leadership staff will receive SMS training. This training will address: (a) their responsibilities as they pertain to the promotion and understanding of the SMS, (b) metrics and reports regarding safety items and pressing safety related matters at TPA, (c) status of SMS annual objectives and their associated goals, and (d) risk matrix training. Senior-level training will occur annually and tracked via training records by the SMS Manager. Senior-level training will include staff at the Senior Manager level and above.

TPA Manager Level Training

All Managers and positions at this level will receive SMS training annually. The level of training will be dependent on department and proximity to SMS specific duties.

This training will address some or all of the following topics: (a) roles and responsibilities pertaining to a leadership role, (b) a review of annual SMS objectives and their associated goals, (c) training on the Risk Matrix and how to evaluate a hazard, (d) Worst Credible Outcome, and (e) contacts and resources. Manager level training will occur annually. Upon completion, leaders at this level are expected to disseminate SMS information to their staff and ensure that thorough understanding is achieved at all levels. If additional training is needed for a specific department, the SMS Manager can be contacted at SMS@TampaAirport.com.

TPA Employees and SIDA Badge Holders

During new badge issuance and annual badge renewal, all TPA employees and stakeholders possessing a SIDA badge with access to the non-movement and movement areas will receive SMS orientation on the following areas: (a) hazard definition and identification, (b) reporting procedures and options, (c) Safety Citation Points System and (d) TPA Safety Policy.

If a TPA operator is escorted and accompanied for the entirety of their time at TPA, the SIDA badged escort shall ensure adherence to TPA SMS for themselves and all under their escort.

Training Measurement and Record Management

As per 14 CFR Part 139 regulations, TPA shall maintain training records for 24 months. Measuring the effectiveness of SMS training materials is crucial for ensuring they achieve the intended goal. Efficiency and applicability will be measured in the following key methods:

- All Safety awareness orientation materials will be readily available and will be reviewed and updated every 24 calendar months or sooner if necessary.
- Knowledge Assessment – Conduct post-training assessment as designed by the SMS Manager to gauge the SMS understanding within applicable departments.
- Incident Reports – An increase in hazard reporting and near-miss reports that result in a reduction of safety-related incidents. This can indicate the quality of training and identify training deficiencies.
- Records – TPA Safety training will be recorded via attendance and training completion records. TPA employee SMS orientation will be recorded upon annual badge renewal.
- The SMS Manager will make training records available to the Accountable and Responsible Executive, assurance evaluators, and the FAA, upon official request.

2. SMS Communication Plan

SMS communication will be disseminated through all levels of the organization. The degree of communication will adjust as applicable between departments. The Accountable and Responsible Executives will reinforce the importance of SMS and provide feedback relative to the effectiveness of the SMS Communication Plan to the SMS Manager.

The SMS Manager is responsible for implementing training, planning committee meetings, and organizing any promotional events. In addition, the SMS Manager will coordinate with TPA SMS leadership to create pertinent messages to promote SMS.

Communication with TPA staff and stakeholders may include, but is not limited to:

- Current events
- A synopsis of recent incidents/accidents or negative trends

- Root causes for incidents/accidents or negative trends (stressing the importance and value of implementing SMS)
- Identification of the Accountable and Responsible Executives and synopsis of their responsibilities
- Identification of the SMS Manager and synopsis of their responsibilities
- Expectations of employees and contractors
- Status of the airport SMS
- Reported hazards and their status
- Changes to the SMS, including any changes to SMS objectives or the SMS manual
- Status of safety incentive program(s)

Communication Mediums

The following is a non-exhaustive list of potential communication mediums which may be used by the SMS:

- Scheduled safety meetings
- Safety Risk Assessments
- SMS stakeholder committee meetings
- Airline station manager meetings
- Tampaairport.com/safety
- Promotional (incentive) events/safety fairs/ safety month

3. Safety Incentive Programs

The purpose of the SMS incentive program is to encourage involvement in the SMS and reward those who positively contribute to the culture of safety. Examples of incentive rewards include items such as safety certificates, TPA wide acknowledgements, or other SMS promotional items. Awards will be featured at SMS Committee Meetings and on Tampaairport.com/safety. Other types of potential incentives are listed below.

FOD Walk Program

- Coordinated FOD walks with stakeholder participation; results may be advertised via Tampaairport.com/safety website and/or at SMS stakeholder meetings.
- Awards to airlines or GSEs with the cleanest ramps and key contributors.

Recognition Examples

- TPA Safety Star – a recognition program that provides nomination opportunities for staff who have shown exceptional safety habits or on-the-spot actions.

- SMS promotional products provided to individuals who make validated hazard reports that result in one or more mitigations that reduce potential risks of accidents or incidents
- On-the-spot recognition of a “safe act” witnessed by any employee and reported to SMS for validation
- Safety certificates for exemplary hangar, ramp, gate and leased spaces
- Individual safety certificates and awards may be given to those who show extraordinary adherence to SMS, display exceptional safety acts and act as an example for the promotion of a safe culture

E. Safety Culture

Safety Culture is the set of values, attitudes and perceptions that employees share about safety in their organization. Safety promotion includes measures aimed at fostering a workplace conducive to achieving the objectives outlined in the SMS. A fundamental objective within this framework is cultivating a robust safety culture, wherein leadership at all levels actively champions and guides efforts toward its establishment.



**Culture – at all levels
– drives how we
think, feel and act.**

It is essential to distinguish between *safety culture* and *safety climate*. While safety culture reflects the deeply ingrained values, attitudes and beliefs shared by individuals within an organization, safety climate pertains to the current perceptions and attitudes about safety within the workplace. It is imperative to ensure alignment between the two, as discrepancies can undermine the effectiveness of safety initiatives.



**Culture directly impacts
safety, and leadership
shapes culture.**

The value of SMS development hinges upon its effective implementation. An airport dedicated to safety actively seeks input from all stakeholders and works to customize its program to address the specific requirements of its constituents. Implementation requires a deliberate approach acknowledging diversity

in values, beliefs and personalities.

Safety culture transcends numerical assessments. It requires cultivating a community that values the well-being of both self and others. TPA places paramount importance on fostering a positive safety culture through ongoing policy refinement, comprehensive training initiatives, trend analysis and transparent communication.

The SMS policies and objectives within this manual foster a Just Culture across the following areas:

- A. **Informed** - Management works to foster a culture where TPA employees are equipped to identify hazards and associated risks within their workplaces. Employees receive

training as assigned and access to tools necessary to uphold safe work practices. They are motivated to proactively identify safety hazards for themselves, fellow employees and customers.

- B. **Reporting** - TPA employees are encouraged to freely and openly share critical safety information without concern of retaliation. They are well-informed about confidential reporting channels and assured that reporting will not result in punitive actions. Continuous training ensures a thorough understanding of safety issues and the escalation process if required.
- C. **Empowered** - Adaptability and flexibility are inherent traits expected of all TPA employees, who are empowered to identify, report and mitigate hazards at their level when feasible. TPA staff can exercise SWA as necessary. The execution of SWA is regarded as a responsible and practical approach to ensuring safety. For further guidance on SWA and Safe Work, refer to the TPA Safety SWA vs. Safe Work policy found on Tampaairport.com/safety.

TPA is committed to making safety the highest priority in all airport operations. Senior Leadership is dedicated to the implementation and continual improvement of the Safety Management System (SMS) to ensure the highest standards of safety performance. We will provide the resources necessary to support safe operations and maintain full compliance with all applicable regulatory requirements.

Our safety culture is built on principles of fairness, equity, and collaboration. Employees at all levels are encouraged to actively participate in identifying and reporting safety concerns without fear of reprisal. This open and empowered reporting environment is essential to sustaining a positive safety culture. TPA leadership is committed to recognizing and supporting those who contribute to our shared goal of continuous safety improvement, ensuring that safety remains a core value embedded in every aspect of our operations.

Changes and Document Change Required Form (DCRF)

The Airport SMS Manager will accept recommendations for changes to this document to provide a method for continuous improvement of the SMS manual's content. Change recommendations to the SMS manual may be initiated at any level within the airport. Proposed changes must be submitted via email using the DCRF located in Appendix C. DCRFs should be emailed to: SMS@TampaAirport.com.

All proposed changes will be reviewed by the SMS Manager. Final approval or disapproval decisions will be made by the TPA Responsible Executive, and appeals will be handled by the TPA Accountable Executive. SMS manual DCRFs will be reviewed during the SMS manual annual review cycle unless demanding circumstances require more urgent action.

Proposed SMS manual changes must include:

1. Statement of the problem being addressed
2. Synopsis of what the ultimate solution will attempt to achieve and/or avoid
3. Analysis of why the recommended revision is the most appropriate resolution

Upon completion of review, sequentially numbered versions (ex. rev1.0, rev2.0, etc.) will be used to denote changes to the SMS manual. Changes will be issued with a change cover sheet identifying the specific pages involved. Specific paragraph or section changes may be identified with a vertical line in the left margin, adjacent to the change, in subsequent versions of the SMS manual. All approved DCRFs will be published on the airport safety page of tampaairport.com/safety, and a summary of updates will be emailed to all TPA employees and stakeholders as necessary.

On an annual basis or upon FAA request, TPA will provide the FAA copies of any changes to the SMS manual.

TPA Internal SMS Partnerships

The SMS manual and the GOM serve as the primary governing documents ensuring comprehensive safety standards at TPA. Below is a non-exhaustive list of departments that maintain safety manuals tailored to the hazardous aspects inherent to their specific responsibilities. All documents listed can be accessed via the TPA Airport Operations page. While all programs at TPA align with the SMS program, more detailed policies can be referenced in Figure 6:

Program	Resources
Airport Regulatory	TPA Rules and Regulations TPA Ground Operations Manual TPA Airport Certification Manual TPA SP - Safety Points Citation System (S 340.05)
Emergency Management	Airport Emergency Plan Section 4.6 (TPA Rules & Regs) TPA OG – Hurricane Preparation and Recovery TPA OG – Severe Weather and Natural Disaster
Environmental Management	TPA SP – Environmental Management (S 760.01) Section 3.4 (TPA Rules & Regs), and applicable local, state, and federal regulations
Operational Guides	All Operational Guides can be made accessible upon request (i.e. Emergency Response, Surface Movement Guidance Control System (SMGCS), Light Fixture Inspection, ARFF Response, and all others)
Risk Management	TPA Risk Management Manual
Tenant Work	TPA Tenant Work Permit Handbook
Wildlife Hazard Management	TPA Wildlife Hazard Management Plan TPA ACM Section 3.18 U.S. Department of Agriculture

Figure 6: TPA Resources for Internal SMS

Appendix

Appendix A

Senior Leadership Committee
Accountable Executive
Responsible Executive
Executive Team

Internal Safety Committee	Tenant Safety Committee
Emergency Management	All Airlines (Operations, Maintenance)
Airfield Lead and Terminal Lead	All Ground Handlers (Operations, Fuel, Maintenance)
AOC	Concessions Tenants (those with Airfield access)
ATCT	Airfield Lead
Communications	Terminal Lead
Airfield Maintenance/ Safety Maintenance	TSA
Risk Management	Internal Real Estate (on request)
Concessions	
TPA PD	
ARFF	
P&D/ Contractor Safety	
GA Representative	
ITS	
Legal	

Appendix B – Document Change Request Form

Process: The DCRF will undergo a comprehensive review by the SMS Manager and an Airside Operations designee. Following this review, the findings will be presented to the Responsible Executive for a final decision (approval/d). In the event of a decision appeal, the Accountable Executive will be forwarded the DCRF along with all reviews and decisions from the SMS team. Change requests are reviewed annually at SMS MANUAL review meetings. This process is open to all levels of employees at TPA.

Approval: If the request for change is approved by SMS leadership, a timeline will be created and communicated to the party who requested the change. Changes will be annotated and dated in the “Changes” section of the SMS MANUAL. All change requests will be reviewed on a case-by-case basis.

Denial: Should a request be denied, the reporting party will be notified within five business days after the annual review. The justification of denial will be provided in writing under the Final Decision Analysis section on the DCRF. If the requesting party would like to appeal the final decision, they are required to fill out the DCRF Appeal Form and submit it to the Responsible Executive within five business days of the initial decision. All change requests will be reviewed on a case-by-case basis.

Appendix B (cont.)

Document Change Request Form

Change Description

Requested by:		Date:	
SMS MANUAL Section in Focus:		SMS Area of Focus:	
Description of and Reason for Change:		Contact: Email- Phone-	

Change Impact

Tasks/Scope Affected:	
Cost Evaluation:	
Risk Evaluation if change is not completed:	
Proposed Deadline for change:	
Alternative Recommendations:	

Review

Title	Review Date	Signature
Safety Management Specialist		
Safety Management Specialist		

Final Review and Decision

Title	Decision (Approval/Denial)	Signature
SMS Supervisor		
SMS Manager		

Appendix B (cont.)

Document Change Request Form (APPEAL)

To: Responsible Executive – TPA Safety**From (Appellant Full Name):****Date of Appeal:**

Change Description

SMS MANUAL Section in Focus:		SMS Area of Focus:	
Description of and Reason for Change:		Contact:	
		Email:	
		Phone:	

Initial Decision Analysis for Denial:**Reason for Appeal:****Final Decision Reasoning (OPTIONAL):**

Title	Final Decision	Signature	Date
Responsible Executive			