



Leonardo Helicopters

Safety Manual Template

(SRS-101&102 supporting documentation)

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Electronics



Helicopters



Aircraft



Cyber &
Security



Space



Unmanned
Systems



Aerostructures

Safety Manual Template

Example of Safety Manual contents

- 1) Table of contents.
- 2) List of effective pages.
- 3) Distribution list.
- 4) Definition and Glossary
- 5) **Safety policy and objectives** (this section should include the safety policy signed by the Accountable Manager).
- 6) **Safety organization** (this section should detail the management structure of the organization).
 - a) **Scope of Safety organization and contracted activities** (this section should detail what it covers and how it interfaces with other safety related parties).
 - b) **Safety accountabilities and responsibilities** (this section should detail the key safety staff members, the safety committee and the safety accountabilities and responsibilities of all key staff members).
 - c) **Safety Documentation** (this section should describe the way the Safety is documented and recorded).
- 7) **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).
- 8) **Safety assurance** (this section should include how the safety and its outputs are audited. It should also include the safety performance monitoring and measurement process).
- 9) **Change management** (this section should detail how the organization manage change).
- 10) **Promotion and Training** (this section should detail how the organization promote, train and communicate safety to the personnel).





THANK YOU
FOR YOUR ATTENTION

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