U.S. Department of Transportation
Federal Aviation Administration

Central Region
Iowa, Kansas, Missouri, Nebraska

Federal Building
901 Locust
Kansas City, Missouri 64106

March 20, 2025

Mr. Brian C. Weiler
Director of Aviation
Springfield-Branson National Airport
2300 N. Airport Blvd, Suite 100
Springfield, MO 65802

Dear Mr. Weiler:

Springfield-Branson National Airport
Springfield, Missouri
Revision to Airport Certification Manual – Incorporation of Safety Management System (SMS) Manual

We have reviewed the attached SMS Manual submitted to our office dated March 19, 2025 and accept it for incorporation into the SGF Airport Certification Manual (ACM). Under 14 CFR 139.401(g), you are required to provide any changes to your SMS Manual to the FAA at least annually, or upon FAA request. Please distribute the SMS Manual as required, and record this revision in the ACM revision log, as appropriate. Each existing ACM should be updated in accordance with this revision.

Sincerely,

Andrew Edgar
Lead Airport Certification Safety Inspector

Safety Management System (SMS) Manual

April 23, 2025

Table of Contents

Section 1: Introduction to Safety Management System (SMS)

1.1 What is SMS?

The introduction of Springfield-Branson National Airport's Safety Management System (SMS) must begin with an initial definition of what a safety management system is. The term "Safety Management System" in the aviation environment refers specifically to the safety management framework created by the International Civil Aviation Organization (ICAO).

In Chapter 9, Paragraph 9.1.2 of the ICAO Safety Management Manual (4th edition, 2018), a Safety Management System is defined as:

"a systematic approach to managing safety, including the necessary organizational structures, accountabilities, responsibilities, policies, and procedures. It is designed to continuously improve safety performance through the identification of hazards, the collection and analysis of safety data and safety information, and the continuous assessment of safety risks. The SMS seeks to proactively mitigate safety risks before they result in aviation accidents and incidents."

SMS provides airport management with a set of tools to make safety related decisions. SMS also helps airport management identify safety risks associated with airport operations, development, and other changes to proactively address those issues before they result in accidents, incidents, injury, or damage. It materializes itself through a series of complementary processes and procedures which are closely coordinated by a well-defined safety organizational structure, where the safety roles and responsibilities of everyone, including top management, are clearly defined and understood by all. Further, safety objectives and data analysis will facilitate continuous improvement throughout the airport.

A correctly implemented Safety Management System will be aligned to the ICAO SMS framework. Accordingly, Springfield-Branson National Airport's Safety Management System has been aligned with that framework. The ICAO SMS framework is comprised of four components which are supported by twelve essential elements.

The four components are as follows along with further explanation sourced from the Federal Aviation Administration (FAA):

1. **Safety Policy** which establishes senior management's commitment to continually improve safety and define the methods, processes, and organizational structure needed to meet safety goals.

2. **Safety Risk Management** which determines the need for, and adequacy of, new or revised risk controls based on the assessment of acceptable risk.

3. **Safety Assurance** which evaluates the continued effectiveness of implemented risk control strategies and supports the identification of new hazards.

4. **Safety Promotion** which includes training, communication, and other actions to create a positive safety culture within all levels of the workforce.

It is important to note that the foundation beneath the four pillars is a "just" safety culture upheld by a top-level commitment to the implemented SMS. These two foundational principles are essential to the success of a Safety Management System.

There are twelve elements that support these four pillars within the SMS framework. Springfield-Branson National Airport has committed to aligning with the organization, its functions, and its operations with these 12 elements:

1. Safety Policy
    - 1.1 Management commitment and responsibility
    - 1.2 Safety accountabilities
    - 1.3 Appointment of key safety personnel
    - 1.4 Coordination of emergency response planning
    - 1.5 SMS documentation
2. Safety Risk Management
    - 2.1 Hazard identification
    - 2.2 Risk assessment and mitigation
3. Safety Assurance
    - 3.1 Safety performance monitoring and measurement
    - 3.2 The management of change

3.3 Continuous improvement of the SMS

4. Safety Promotion
    4.1 Training and education
    4.2 Safety communication

Throughout this SMS Manual, specific reference will be made to these elements to indicate where procedures and policies meet the ICAO SMS framework.

1.2 Applicability

While Springfield-Branson National Airport has implemented its SMS as a top-down business management approach to managing safety risk, it is also recognized that a Safety Management System cannot be successful without all employees of Springfield-Branson National Airport, from the Director of Aviation down, understanding their roles and responsibilities within the Safety Management System and then willfully and intentionally engaging in those roles and responsibilities.

The SMS Manual not only describes the Safety Management System implemented at Springfield-Branson National Airport, but also explains how the organization meets the requirements outlined in the implemented system. All individuals with access to the movement and non-movement areas of the airport must follow the policies and procedures identified in this Manual. Every individual with this access has a responsibility for safety. All tenants will ensure that employees with access to the areas identified in Section 1.3 receive proper training or awareness of their roles and responsibilities under the airport's SMS.

1.3 Scope

The Safety Management System at Springfield-Branson National Airport has been designed and configured to match the size, scope, and complexity of the airport's operations. As the airport grows, so will the scope of the Safety Management System.

At the time of initial implementation, all processes and procedures developed under the SMS apply to the movement and nonmovement area as required by Part 139. Part 139 SMS initiatives are not required to apply to landside operations including inside the terminals. At Springfield-Branson National Airport, SMS initiatives will apply to the movement and non-movement areas, as well as the terminal building and terminal landside. These areas are depicted below in Exhibit A (Movement Area), Exhibit B (Non-movement Area), Exhibit C (Terminal Building – Main Level), Exhibit D (Terminal Building – Apron Level), and Exhibit E (Terminal Landside).

Exhibit A: Movement Area

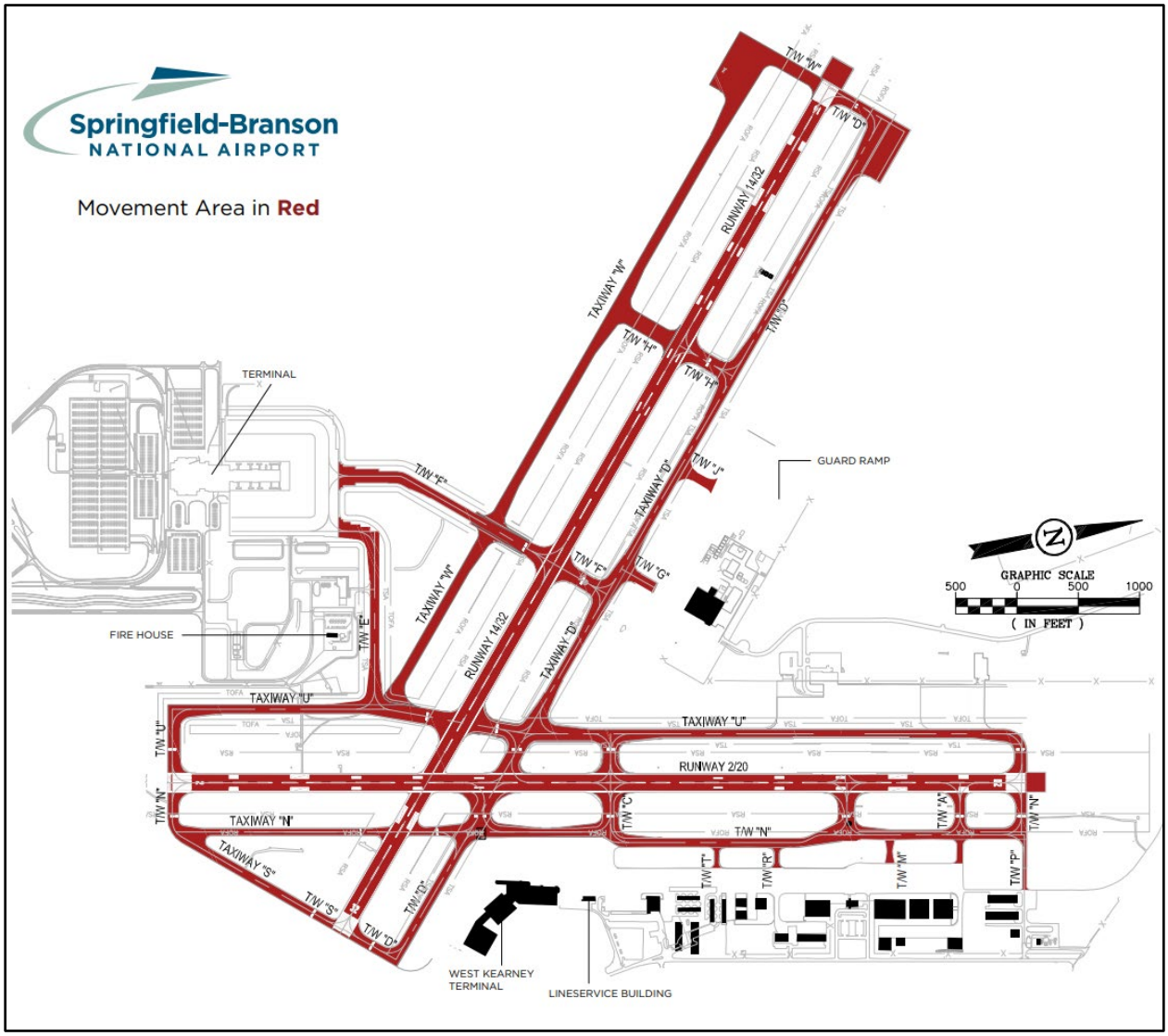


Exhibit B: Non-movement Area

Exhibit C: Terminal Building – Main Level

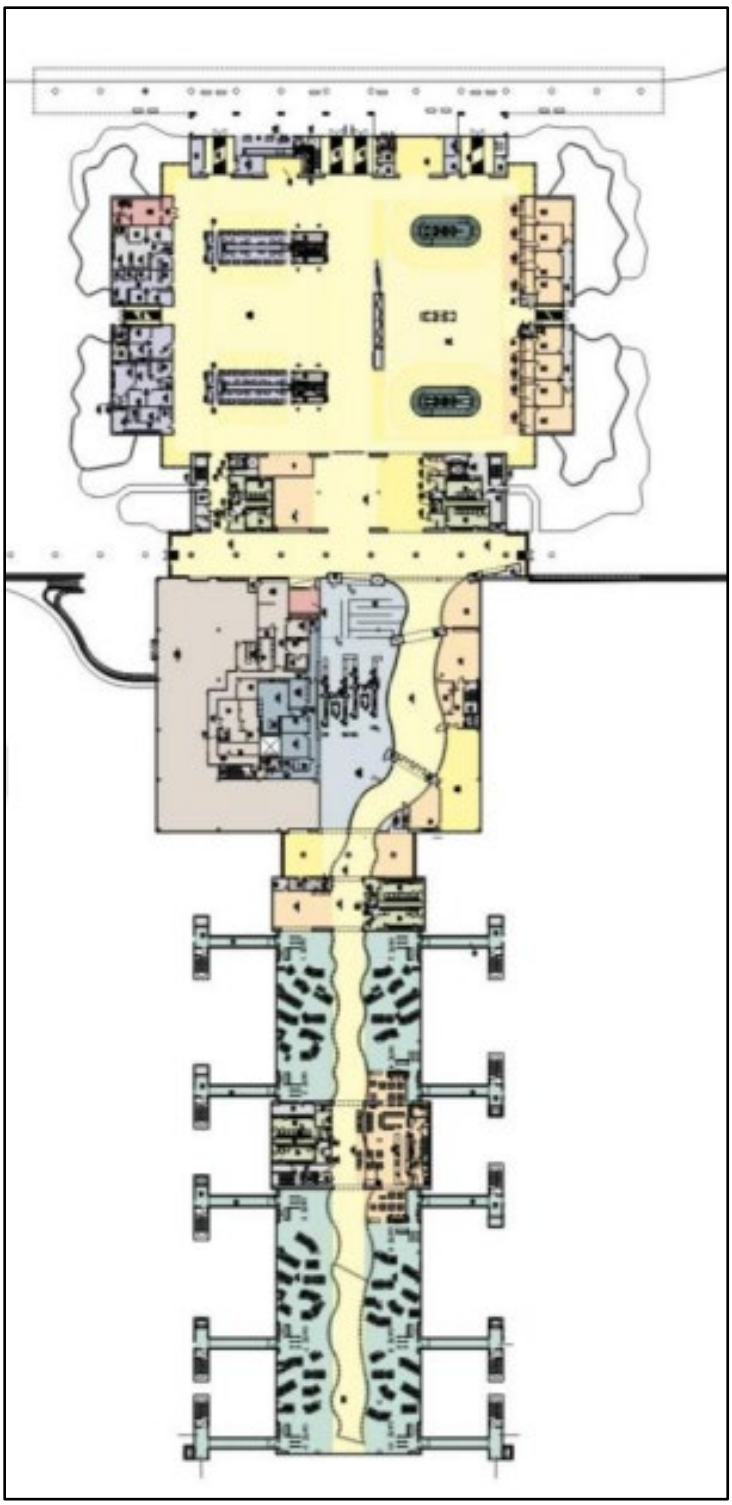


Exhibit D: Terminal Building – Apron Level

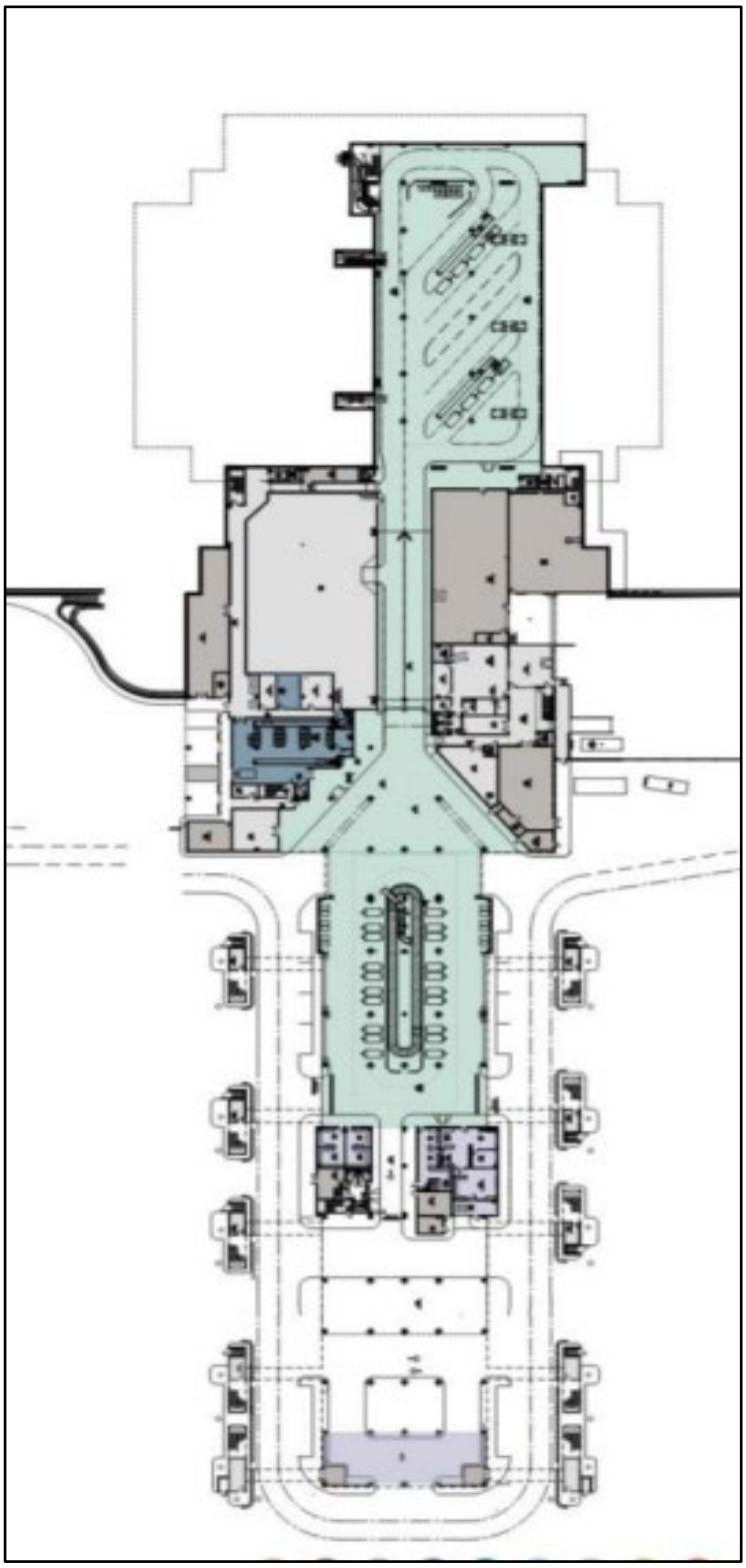


Exhibit E: Terminal Landside

Section 2: Safety Policy

2.1 Accountable Executive

The Accountable Executive's commitment to safe operations is tangibly expressed in the Safety Policy Statement. The Statement is made publicly visible for both the public and staff and is also available in electronic format. The Accountable Executive has committed to providing all necessary resources required to successfully implement, maintain, and grow the Safety Management System of Springfield-Branson National Airport.

The Assistant Director of Aviation – Operations and Maintenance is the designated Accountable Executive for the Springfield-Branson National Airport.

2.2 Safety Policy Statement

Springfield-Branson National Airport is committed to ensuring that safety is a top priority of management. As declared in the airport's Safety Policy Statement (See Appendix 2), the airport encourages confidential hazard reporting and commits itself to communicating safety issues and resolution of reported hazards.

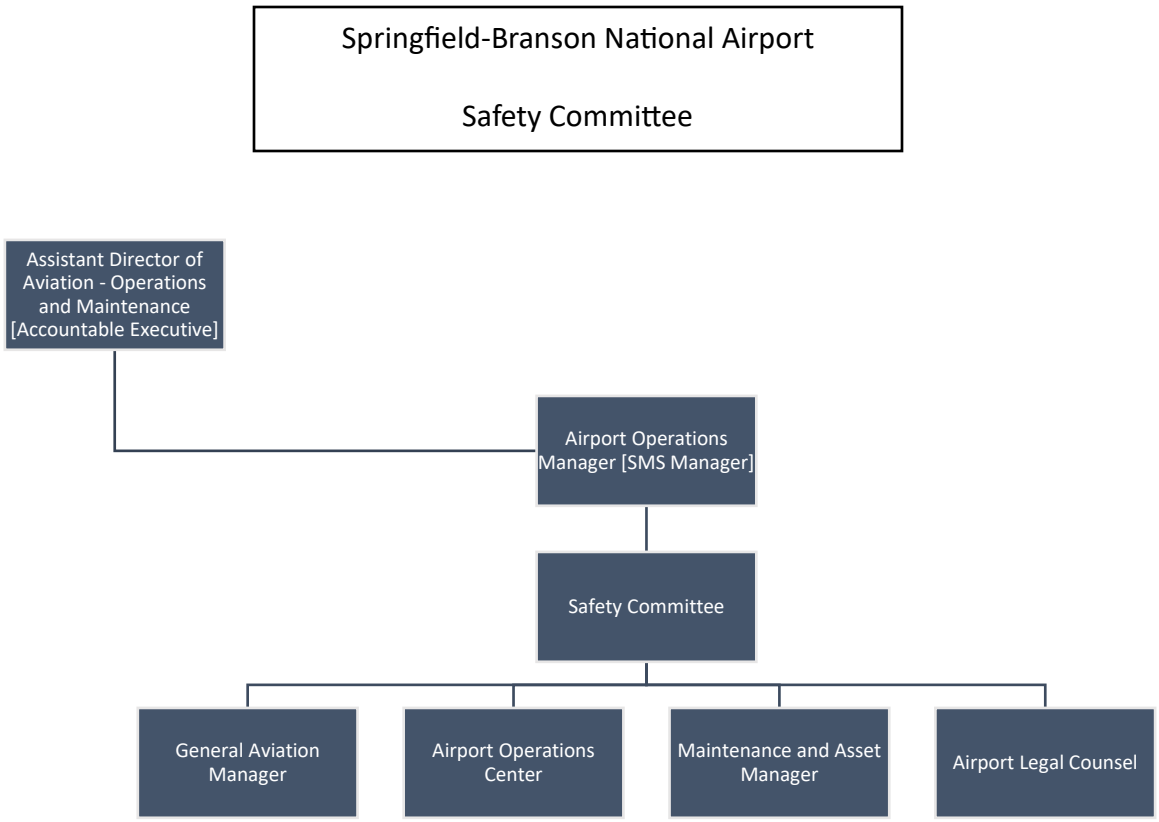
The Safety Policy Statement will be reviewed annually to ensure it remains current.

2.3 Safety Organizational Structure

The Safety Committee is comprised of [the Assistant Director of Aviation – Operations and Maintenance, Airport Operations Manager (SMS Manager), Maintenance and Asset Manager, General Aviation Manager, Airport Legal Counsel, and a representative from the Airport Operations Center].

The SMS Manager chairs the Safety Committee. Other airport supervisors may be invited to Safety Committee meetings at the discretion of the SMS Manager. The Safety Committee will meet at least quarterly, and the SMS Manager can schedule additional meetings at their discretion.

On an annual basis, a general Airport Safety Meeting will be held and will be open to representatives of all employee sectors and tenants. The Airport Safety Meeting will provide an overview of general safety information and allow individuals outside of the Safety Committee to ask questions regarding their safety concerns.



2.4 Management Responsibility and Accountability for Safety Issues

For those positions and committees identified in 2.3, each position or committee's responsibilities and accountabilities for safety issues is outlined within the scope of the SMS.

Accountable Executive

The Accountable Executive ensures that the necessary assets and financial support are available for successful SMS development, implementation, operation, and continuous improvement.

In carrying out those duties, the Accountable Executive is responsible for:

- Accepting and signing the Safety Policy Statement
- Providing adequate resources to ensure implementation and management of the SMS
- Providing leadership in safety related issues by actively participating in significant safety events
- Ensuring that all managers are aware of, and held accountable for their roles and responsibilities under the SMS
- Promoting and encouraging a positive safety culture within the airport

- Ensuring ongoing effectiveness of the SMS by facilitating, participating, or reviewing periodic reviews and evaluations
- Designating the airport's safety objectives
- Reviewing SMS related data provided by the SMS Manager

SMS Manager

The SMS Manager [Airport Operations Manager] is responsible for the daily implementation, operation, and oversight of SMS related activities and initiatives. In carrying out those duties, the SMS Manager is also responsible for:

- Revising and maintaining the SMS Manual
- Chairing the Safety Committee and scheduling meetings
- Reviewing and reporting SMS related data to the Accountable Executive
- Maintaining records of Safety Committee Meetings and personnel SMS training
- Delegating duties to Safety Committee members and/or Airport Supervisors as necessary

Maintenance and Asset Manager

The Maintenance and Asset Manager is responsible for the maintenance logs of SMS related activities, including work orders and preventative maintenance. In carrying out those duties, the Maintenance and Asset Manager is also responsible for:

- Providing updates on known safety issues to the SMS Manager and Safety Committee
- Maintaining records of work orders and preventative maintenance
- Delegating tasks to Airport Maintenance Supervisors (Airfield, Grounds, Equipment, Building) as necessary

Safety Committee

The Springfield-Branson National Airport establishes a Safety Committee comprised of [the Assistant Director of Aviation – Operations and Maintenance, Airport Operations Manager (SMS Manager), Maintenance and Asset Manager, General Aviation Manager, Airport Legal Counsel, and a representative from the Airport Operations Center] and chaired by the SMS Manager. The Safety Committee meets at least quarterly. The Safety Committee is responsible for:

- Making safety recommendations to the Accountable Executive
- Establishing panel membership for complex Risk Assessments requiring stakeholder subject matter expertise

- Reviewing major accident and incident investigations for the airport occurring since the last meeting
- Discussing new ideas, problems identified, and potential solutions

Airport Legal Counsel

The Airport Legal Counsel representative is responsible for advising the Safety Committee of the legal responsibilities of the airport and legal actions taken for accidents or incidents.

Airport Operations Center

A representative from the Airport Operations Center is responsible for providing additional information on safety issues and potential solutions that arise from accidents, incidents, and daily operations of the Airport.

2.5 Safety Objectives

To facilitate continuous emphasis on improving safety, Springfield-Branson National Airport establishes operational safety objectives for each calendar year. These objectives are quantitative and should reflect national and local safety goals. The current objectives are attached in Appendix 3. The Accountable Executive approves new safety objectives as recommended by the Safety Committee and the SMS Manager. Any revisions are communicated to airport employees and tenants.

Section 3: Safety Risk Management

Risk is the expression of the impact of an undesired event in terms of severity and likelihood. Throughout the risk management process, hazards are identified, risks are analyzed, assessed, and prioritized, and results are documented to assist in decision-making. The continuous loop process provides for validation of decisions and evaluation for desired results and/or the need for further action. The goal for risk management is rarely to eliminate all risks, but rather to manage those risks that cannot be eliminated so that operations can be accomplished with minimum negative impact.

Springfield-Branson National Airport supports the proactive formal analysis of hazards as is key to Safety Risk Management (SRM) and SMS. SRM is defined as a formal process within SMS composed of describing the system, identifying hazards, analyzing, assessing, and mitigating risk. Springfield-Branson National Airport is committed to establishing and maintaining hazard identification and analysis processes as are discussed in this section.

Using various techniques described in this section, Springfield-Branson National Airport has defined acceptable and unacceptable levels of safety risk. Descriptions have been established for severity and likelihood levels, to include authority for safety risk acceptance decisions. These risk decisions may apply in the short term while safety risk controls or mitigation plans are developed and executed.

Springfield-Branson National Airport will use online software for implementation and recordkeeping of SRM. Personnel in departments including operations, maintenance, and administration will have access to view safety hazard identification reports, associated risk levels, and mitigating action needed/taken. A workflow process in this software allows personnel to document work orders associated with mitigating a safety issue reported.

3.1 Hazard Identification

Hazard identification is the act of recognizing the failure conditions or threats (also known as safety events), which could lead to undesirable events and defining the characteristics of these undesirable events in terms of their potential safety outcomes and the magnitude of those safety outcomes, i.e., consequences.

From a reporting perspective, a hazard is anything that, in the eyes of the employee or customer, threatens the safety of people or resources of Springfield-Branson National Airport. Hazards shall be identified for the entire scope of the system that is being evaluated and documented using the hazard reporting online form, made available to all airport employees and tenants. If an individual cannot access the online form, a paper form can be obtained in the

Airport Administration Office during regular business hours. In the event of an emergency, all individuals can report a safety event or hazard to the Airport Operations Center.

Hazards and safety issues are identified through the following means:

- Daily Self-Inspections
- Maintenance Logs and Work Orders
- Confidential Hazard Reporting System
- Monthly Managers/Tenant Meetings

Employees and tenants are encouraged to report unsafe or unhealthy, or adverse environmental conditions to the Airport for resolution via the airport's hazard reporting program. If these hazards are identified to managers in any other way, the manager may then subsequently submit the report on behalf of the employee. No reprisal or disciplinary action will be brought against employees who make these observations. Contact information will be collected for the sole purpose of investigating and obtaining additional information needed, and the individual reporting the safety issue will be kept confidential.

Any reported event that has the reasonable appearance of criminal activity, substance abuse (controlled or uncontrolled), or willful negligence will be investigated outside of safety purview and handled according to law and company policy. If the report is determined to not involve any of these activities, then it will be referred to the SMS Manager for safety investigation. The SMS Manager is responsible for hazard intake and initial processing and determines whether further action under the airport's SRM processes is required. The SMS Manager may delegate additional duties to Airport Supervisors in this process.

3.2 SRM Process

Springfield-Branson National Airport uses the 5-step process for hazard assessment which includes:

1. Describing the System
2. Identifying Hazards
3. Analyzing Risk
4. Assessing Risk
5. Mitigating Risk

The 5-step process is instituted for any operational change on the airport including changes in tenant operations within the movement and non-movement areas, and for changes in airfield infrastructure. The 5-step process is used when safety trends are identified through Safety

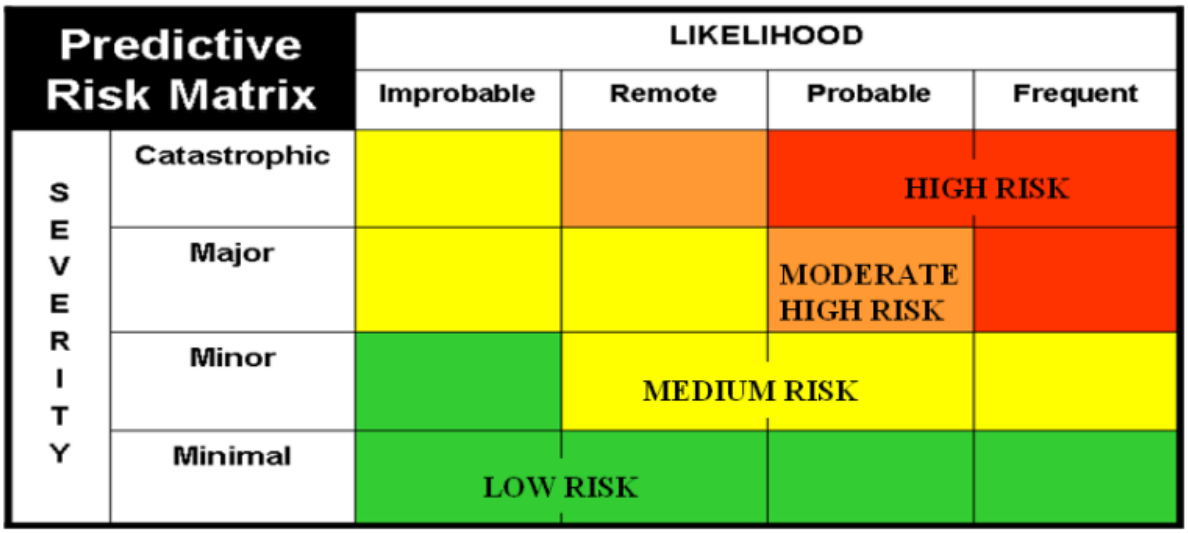
Assurance activities or hazards are identified through self-inspection, maintenance logs, management meetings, or reported through the Confidential Hazard Reporting System online.

The SMS Manager has the authority to conduct hazard assessment for any other issue he or she deems necessary. Hazard assessment takes two forms: hazard triage and integrated hazard assessment. The SMS Manager has the authority to conduct or delegate hazard triage. All identified hazards, trends, or operational changes already being implemented go through hazard triage which is when the SMS Manager or their designee individually conducts the 5-step process to quickly determine if any hazards present unacceptable risk and require immediate mitigation. For those complex changes to airfield infrastructure, or if identified hazards require a subject matter expertise from outside the airport, then an integrated hazard assessment is conducted.

The SMS Manager notifies the Safety Committee when an integrated hazard assessment is needed. The Safety Committee then establishes a panel of subject matter experts. Individuals or panels conducting hazard assessment use the following definitions and tables for analysis. No High Risk is accepted without mitigation. The Accountable Executive is informed of any hazard assessment that results in High Risk. Where mitigation is not possible, the Accountable Executive is responsible for approving the continued operation.

Severity Levels	
Catastrophic	Loss of aircraft, loss of structures, fatalities
Major	Damage to aircraft, structures, serious injuries
Minor	Slight damage, functional impairment, slight injuries
Minimal	Miniscule operating/personnel costs and damages

Likelihood Levels	
Frequent	Probability happening from a daily to weekly basis
Probable	Probability happening from a weekly to monthly basis
Remote	Probability happening on an annual basis
Improbable	Probability assumed unlikely to occur



High Risk level occurrences are unacceptable and should be promptly mitigated to an acceptable level of safety.

Moderate-High level of occurrences is generally unacceptable, but with the implementation of appropriate controls, the occurrence could become an acceptable risk.

Medium level of occurrences is generally acceptable, providing the appropriate safety controls have been established.

Low level occurrences pose little or no risk and have adequate levels of control established.

3.3 Means for ensuring mitigations are effective

The SMS Manager is responsible for reviewing data through the airport's Safety Assurance program to verify that mitigations required under SRM are having their desired effect. In those cases where data indicates mitigations are ineffective, the SMS Manager re-verifies the hazard assessment and for those developed by a panel; determines whether the panel should re-convene.

3.4 Documentation and Record Retention

All hazard assessments conducted either individually by the SMS Manager, their designee, or by a panel of subject-matter experts established by the Safety Committee, are documented using the Hazard Assessment Form (Appendix 4). The Hazard Assessment Form is an online form accessible to members of the Safety Committee and any designees from the SMS Manager. A paper copy of the form is provided in Appendix 4 and can be provided by the SMS Manager as necessary.

Dissenting opinions or any additional narrative are included by attachment to the Form. SRM related documents are retained electronically in the airport's shared network for the life of the change, operation, or if mitigations are implemented.

Section 4: Safety Assurance

Safety Assurance is a critical part of the SMS because it includes processes that help determine the effectiveness of SMS initiatives and institute a Confidential Hazard Reporting System. Safety Assurance is the process management function that evaluates the continued effectiveness of implemented risk mitigation strategies; support the identification of new hazards; and function to systematically provide confidence that an organization meets or exceeds its safety objectives through continuous improvement.

4.1 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 also is used to verify performance with safety objectives. Data is collected from the following sources within the online software:

- Daily Self-Inspection Reports
- Maintenance Logs
- Work Requests
- Hazard Reporting Forms

Safety evaluations are conducted quarterly and annually. Quarterly evaluations focus on evaluating compliance with one aspect of SMS requirements. Annual evaluations verify airport-wide compliance with all SMS requirements and report on safety performance as it relates to established safety objectives.

4.2 Confidential Hazard Reporting System

Springfield-Branson National Airport encourages all employees and tenants to report all safety concerns, hazardous conditions, and incidents and accidents. Many incidents can be avoided if a concern is reported in a timely manner.

Employees and tenants may report safety concerns electronically through the airport's online portal. QR codes or direct website links will be provided to all employee sectors and tenants to allow direct access to the online form. A paper copy of the Hazard Reporting Form is available in Appendix 5. Reporters can submit the form confidentially, ensuring that their name and contact information will not be shared. The SMS Manager reviews the electronic forms submitted daily to identify immediate safety concerns requiring action through hazard triage or forwarding to the SMS Committee for panel review.

4.3 Reporting Safety Information

The SMS Manager reports weekly and monthly to the Accountable Executive regarding safety information. On a weekly basis, the SMS Manager reports the following via written report:

- Number of hazard reports received with summary of status
- Summary and examples of safety related communications with tenants
- Any additional information at the discretion of the SMS Manager

On a monthly basis, the SMS Manager meets with the Accountable Executive to report on the following:

- Performance with safety objectives
- Status of ongoing mitigations required under SRM
- Status of SMS implementation
- Any additional information at the discretion of the SMS Manager

Section 5: Safety Promotion

Springfield-Branson National Airport recognizes a safety culture cannot be implemented solely by mandate or mechanistic implementation of policies. A safety culture must be habitual and constantly growing. Safety promotion provides a sense of purpose and direction to both the individuals and the airport so that Springfield-Branson National Airport's policies, procedures, and processes are understood, make sense and are seen being applied and being complied with on a daily basis.

Safety Promotion means the combination of safety culture, training, and communication activities to support the implementation and operation of an SMS. At the Springfield-Branson National Airport, employees have the resources necessary to carry out SMS initiatives including appropriate training. Further, airport management is committed to ensuring employees and tenants receive critical safety communications in a timely manner.

5.1 Training

As part of the Springfield-Branson National Airport safety promotion activities, a safety training program ensuring all personnel are trained and competent to perform their SMS duties has been implemented via an online training program. This training program is specifically adapted to include information from the Springfield-Branson National Airport SMS Manual.

Springfield-Branson National Airport has a two-prong approach to training. All employees responsible for SMS implementation and oversight receive specific SMS training upon initial hiring and on an annual recurring basis. All other individuals, including tenant employees, with access to the airfield receive a safety orientation upon hiring, including how to report a safety concern. The SMS Manager is responsible for developing, implementing, and updating the training program and ensuing that tenants have safety orientation available for all new employees.

5.2 Communication

Clear and regular communication of safety policy, goals, objectives, standards, and performance is made to all employees at Springfield-Branson National Airport. An effective employee safety feedback system that provides confidentiality as is necessary is established via the online software application.

Communication of SMS objectives and procedures to all personnel is critical to the overall success of the operation and critical attention is drawn to ensuring the SMS is visible in all aspects of Springfield-Branson National Airport's operations.

Springfield-Branson National Airport is committed to open and continuous communication of safety critical issues. The SMS Manager shall communicate the performance of Springfield-Branson National Airport's SMS through widely available bulletins and briefings. Communication methods utilized for communicating safety issues include the following formats:

- Monthly Managers/Tenant Meetings
- Safety Bulletin Boards
- Direct email as necessary

Appendix 1: Definitions and Acronyms

Appendix 2: Safety Policy Statement

Appendix 3: Safety Objectives

Appendix 4: Hazard Assessment Form

Appendix 5: Hazard Reporting Form

Appendix 1: Definitions and Acronyms

Definitions

Accountable Executive – An individual designated by the certificate holder to act on its behalf for the implementation and maintenance of the airport's Safety Management System. 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.

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

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

Common Cause Failure – A failure that occurs when a single fault results in the corresponding failure of multiple system components or functions.

Control – Anything that mitigates the risk of a hazard's effect. Same as a safety requirement. All controls should be written in requirements language. There are three types of controls:

- Validated: Unambiguous, correct, complete, and verifiable.
- Verified: Objectively determined to meet the design solution.
- Recommended: Have the potential to mitigate a hazard or risk but are not yet validated as part of the system or its requirements.

Credible – Refers to a specific system state and sequence of events supported by data and expert opinion that clearly describes the outcome. It implies that it is reasonable to expect the assumed combination of extreme conditions will occur within the operational lifetime of the system.

Gap Analysis – A comparison between existing systems, processes, or procedures and SMS requirements.

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 as defined in 49 CFR 830.2.

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.

Likelihood – The estimated probability or frequency, in quantitative or qualitative terms, of a hazard's effect.

Movement Area – The runways, taxiways, and other areas of an airport that are used for taxiing, takeoff, 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).

Risk – The composite of predicted severity and likelihood of the potential effect of a hazard.

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 the risk of a hazard's effect.

Safety Assurance – The process within SMS that functions systematically to ensure that 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 with safety objectives, SMS requirements, or initiatives.

Safety Issue – A concern of a condition that has an undesirable safety effect or outcome that may not rise to the level of a Hazard.

Safety Objectives – A measurable goal or desirable outcome 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 in regards to 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 Management (SRM) – A process within the SMS composed of describing the system, identifying the hazards, and analyzing, assessing, and controlling or mitigating the risk.

Severity – The consequence or impact of a hazard's effect or outcome in terms of degree of loss or harm. Severity is determined by the worst credible outcome.

Single Point Failure – A failure of an item that would result in the failure of the system and is not compensated for by redundancy or an alternative operational procedure.

System – An integrated set of constituent pieces that are combined in an operational or support environment to meet a defined objective. These pieces include people, equipment, information, procedures, facilities, services, and other support services.

System State – An expression of the various conditions, characterized by quantities or qualities, in which a system can exist.

Validation – The process of proving the functions, procedures, controls, and safety standards are correct and the right system is being built (that is, the requirements are unambiguous, correct, complete, and verifiable).

Acronyms

AAS – Airport Safety and Standards

AC – Advisory Circular

ACM – Airport Certification Manual

ACRP – Airport Cooperative Research Program

ARFF – Aircraft Rescue and Fire Fighting

FBO – Fixed-base Operator

FOD – Foreign Object Damage or Foreign Object Debris

FOIA – Freedom of Information Act

GIS – Geographical Information Systems

ICAO – International Civil Aviation Organization

RA – Risk Assessment

SMS – Safety Management System

SRA – Safety Risk Assessment

SRM – Safety Risk Management

Springfield-Branson National Airport

2300 N Airport Blvd
Springfield, Missouri, 65802

April 23, 2025

Springfield-Branson National Airport is committed to the implementation of a Safety Management System (SMS) that enables management, employees, airlines, tenants, and other business partners to operate in a safe environment.

In accordance with our mission to be the premier Midwest airport through exceptional service and safety, we are dedicated to implementing an SMS program that creates an environment that minimizes exposure to hazards and risks, expects continuous safety improvement, and encourages the confidential reporting of any safety-related information.

We will ensure that necessary policy direction and resources are available to enable the success of the SMS, compliance with standards and regulations, and enhanced operational safety.

Safety is the responsibility of everyone, and the participation of airport and tenant employees is paramount to the success of the SMS. Our commitment is to continuously promote a safety culture across all airport operations that recognizes the importance of safety in our daily activities and the value of an effective SMS.

David Schaumburg, A.A.E.

Assistant Director of Aviation

Springfield-Branson National Airport

Appendix 3: Safety Objectives

Objective 1: Reduce Foreign Object Debris (FOD) Occurrences

- **Objective**: Reduce the number of Foreign Object Debris (FOD) occurrences by 10%.
    - **Goal 1.1**: Conduct 4 FOD walk-through inspections in the next 12 months.
    - **Goal 1.2**: Conduct a yearly FOD awareness campaign to educate airport personnel and contractors on the importance of FOD prevention.

Objective 2: Maintain Pavement Condition Index (PCI)

- **Objective**: Maintain a Pavement Condition Index (PCI) of at least 55 for all airport runways and taxiways.
    - **Goal 2.1**: Perform a comprehensive pavement evaluation and condition report no less than every 5 years.
    - **Goal 2.2**: Develop and implement a long-term maintenance plan within 12 months to address areas that are close to falling below the PCI threshold.

Objective 3: Maintain Compliance with Part 139 Requirements for Pavement Safety

- **Objective**: Ensure compliance with Part 139 regulations regarding pavement conditions, specifically ensuring no holes deeper than 3 inches, wider than 5 inches, or with an angle greater than 45 degrees.
    - **Goal 3.1**: In addition to daily regular self-inspections, conduct monthly periodic pavement inspections to identify any defects that may lead to Part 139 violations.
    - **Goal 3.2**: Immediately address any identified pavement holes or defects within 7 days of detection.

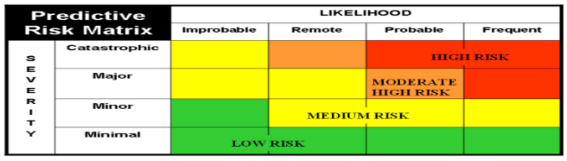
Appendix 4: Hazard Assessment Form

SGF Safety Risk Hazard Analysis Worksheet

Date:

A. Analysis

HAZARD	
Description of the hazard:	
System state/existing controls:	

POSSIBLE CONSEQUENCES	
Description of the possible consequences (accident/incidents: Description of contributing factors:	
Probability of the possible consequences: ☐ Improbable (not likely at all that an accident/incident could happen under any circumstances) ☐ Remote (accident not expected to happen under normal circumstances) ☐ Probable (might or could occur at some time in the future) ☐ Frequent (will probably occur frequently in the future, or has occurrent frequently in the past)	
Severity of the possible consequences ☐ Minimal (miniscule operating/personnel costs and damages) ☐ Minor (slight damage, functional impairment, or minor injuries) ☐ Major (damage to aircraft, structures, or serious injuries) ☐ Catastrophic (loss of aircraft, structures, or fatalities)	
Current/initial risk of possible consequences: ☐ Low risk ☐ Medium risk ☐ Moderate risk ☐ High risk	

MITIGATION MEASURES	
Identify mitigation measures (corrective action):	
Responsibility for implementation:	Expected completion date:

Name of person completing hazard analysis:	Signature:	Date:

B. Follow-up on corrective action

Was the corrective action effective in addressing the hazards? ☐ Yes ☐ No If no, identify new corrective action plan:	Name: Date: Signature:

Appendix 5: Hazard Reporting Form

Confidential Hazard/Incident/Accident Reporting Form

This form should be used to report any airport hazard that has caused or could cause an accident or incident. Place in the labeled "Hazard Reporting Drop Box" in the Airport Administration Office during regular office hours. In the event of an emergency, call the Airport Operations Center.

HAZARD OR EVENT DESCRIPTION

(To be completed by person reporting the event)

Date: ____ /____ /_____ Time: AM / PM

Location: _____

Description:

_____

_____

_____

_____

Witnesses: _____

Reporter Name (confidential): _____

Reporter Position (optional): _____

Contact Number/Email Address: _____