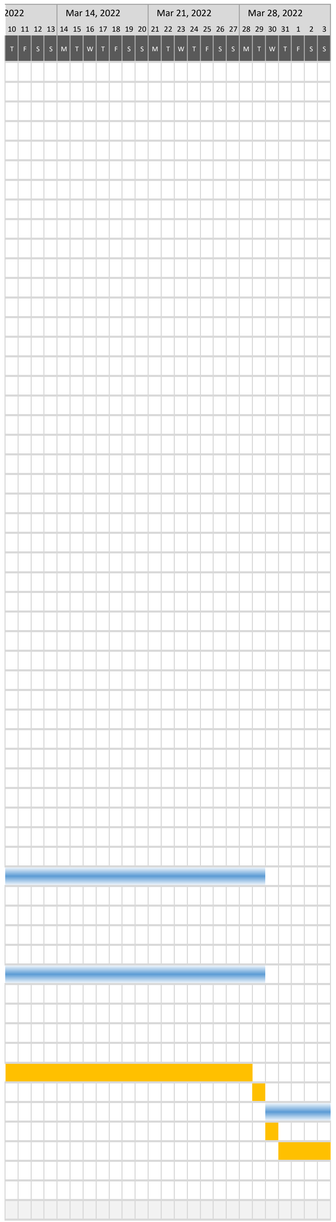
SMS Implementation Plan - Phase 1 Planning SMS implementation

[Company Name]
[Project Lead]

Project Start: Thu, 4/1/2021
Today: Fri, 4/9/2021
Display Week: 1

TASK Name	ASSIGNED TO	PROGRESS	START	END	DAYS
Phase 1 - Planning SMS implementation		**0%**	**4/4/21**	**2/26/22**	328
Management commitment			4/4/21	7/21/21	99
Accountable Executive and SMS Planning group			**4/4/21**	**4/11/21**	**7**
identify the Accountable Executive		100%	4/4/21	4/5/21	1
select person/planning group for SMS implementation plan		60%	4/6/21	4/11/21	5
System Description and Gap Analysis			**4/12/21**	**5/18/21**	**36**
perform system description		50%	4/12/21	4/27/21	15
perform gap analysis		10%	4/28/21	5/18/21	20
Safety Policy and Objectives			**5/19/21**	**6/9/21**	**21**
develop safety policy			5/19/21	5/24/21	5
safety policy signed by accountable executive			5/25/21	5/25/21	0
develop safety objectives for the SMS			5/26/21	5/31/21	5
safety objectives for the SMS established			6/1/21	6/3/21	2
establish SMS requirements for sub-contractors			6/4/21	6/9/21	5
Safety accountabilities and appointment of key safety personnel			**6/10/21**	**7/21/21**	**41**
develop SMS organizational structure			6/10/21	6/20/21	10
establish the Safety Service Office			6/21/21	6/24/21	3
select the Safety Manager			6/25/21	7/5/21	10
establish Safety Review Board			7/6/21	7/9/21	3
establish Safety Action Group(s)			7/10/21	7/17/21	7
lines of safety accountability established			7/18/21	7/20/21	2
SMS organizational structure in place			7/21/21	7/21/21	0
Coordination of the emergency responese planning (ERP)			7/22/21	1/1/22	46
Internal coordination			7/22/21	8/12/21	20
review ERP delegation of authority and emergency resposibilities		10%	7/22/21	7/27/21	5
develop coordination procedures for key personnel			7/28/21	8/12/21	15
External coordination			8/13/21	1/1/22	26
identify external entities with interaction during emergencies		30%	8/13/21	8/18/21	5
access and assessment of their ERP			8/19/21	9/8/21	20
establish coodination between different ERPs			9/9/21	9/10/21	1
SMS Documentation			9/11/21	1/1/22	105
SMS implementation plan			9/11/21	11/20/21	65
develop an SMS implementation plan draft proposal			9/11/21	10/21/21	40
identify potential challenges in the SMS implementation plan			10/22/21	10/29/21	7
develop provisions to address identified challenges			10/30/21	11/7/21	8
draft budget for SMS impplementation approved			11/8/21	11/13/21	5
initial draft budget for SMS implementation approved			11/14/21	11/19/21	5
SMS implementation plan approved			11/20/21	11/20/21	0
Safety Management Systems Manual			11/21/21	1/1/22	40
develop draft manual			11/21/21	12/31/21	40
initial draft of Safety Management Systems Manual published			1/1/22	1/1/22	0
Safety Training			1/2/22	3/29/22	78
Training requirements			1/2/22	1/23/22	19
develop a documented process to identify training requirement			1/2/22	1/9/22	7
develop a validation process to measure effectiveness of training			1/10/22	1/17/22	7
indentify costs associated for training			1/18/22	1/23/22	5
Training programme			1/24/22	3/29/22	59
develop initial (general safety) job-specific			1/24/22	2/3/22	10
indoctrination/initial on SMS, human factors and organizational safety objectives			2/4/22	2/24/22	20
develop recurrent training syllabus			2/25/22	3/4/22	7
schedule initial (general safety) training job-wise for all staff			3/5/22	3/7/22	2
deliver intial (general safety) training			3/8/22	3/28/22	20
training on SMS planning phase delivered			3/29/22	3/29/22	0
Safety Promotion - Communication			3/30/22	4/19/22	17
Safety policy communicated with visible endorsement to all staff			3/30/22	3/30/22	0
identify and develop means to convey safety related issues			3/31/22	4/15/22	15
convey to all staff information related to SMS organizational structure			4/16/22	4/18/22	2
means to communicate safety issues established			4/19/22	4/19/22	0
Insert new rows ABOVE this one					

Aug 30, 2021
Sep 6, 2021
Sep 13, 2021
Sep 20, 2021
Sep 27, 2021
Oct 4, 2021
Oct 11, 2021
Oct 18, 2021
Oct 25, 2021
Nov 1, 2021
Nov 8, 2021
Nov 15, 2021
Nov 22, 2021
Nov 29, 2021
Dec 6, 2021
Dec 13, 2021
Dec 20, 2021
Dec 27, 2021
Jan 3, 2022
Jan 10, 2022
Jan 17, 2022
Jan 24, 2022
Jan 31, 2022
Feb 7, 2022
Feb 14, 2022
Feb 21, 2022
Feb 28, 2022


2022
Mar 14, 2022
Mar 21, 2022
Mar 28, 2022
10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3
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