



# TECHNICAL GUIDANCE MATERIAL

## for Accountable Manager Identification

**SUBJECT: GUIDANCE ON THE IDENTIFICATION OF ACCOUNTABLE MANAGER IN FULFILLMENT OF SMS REQUIREMENT**

**EFFECTIVE DATE: 06 SEPTEMBER 2022**

### APPLICABILITY

The information and guidance material is applicable to entities as listed in SACARs Part 140.01.1.

### PURPOSE

This Technical Guidance Material is issued as a guidance on the Identification and designation of the accountable manager in the context of SMS regulation Part 140.01.2 (1) (c).

### REQUIREMENTS

#### 1. REFERENCE:

- i. ICAO Doc 9859 4<sup>th</sup> Edition
- ii. SACARs Part 140
- iii. SACATS 140

#### 2. TERMS AND ABBREVIATIONS:

TERM	DEFINITION
Accountable Manager	Means a single, identifiable person within an entity who has full responsibility for the organisation's on-going compliance with the SACAR and have the full authority for human resources issues, authority for major financial issues, direct responsibility for the conduct of the organisation's affairs, final authority over operations under certificate and final responsibility for all safety and security issues.

ABBREVIATION	DESCRIPTION
CAA	Civil Aviation Authority
E: ASO	Executive: Aviation Safety operation
M: QC & AIIR	Manager: Quality Control and Accident Incident Investigation and Review
SACAA	South African Civil Aviation Authority
SACARs	Civil Aviation Regulations
SACATS	Civil Aviation Technical Standards
SM: CSD	Senior Manager: Consistency and Standardisation Department
SMS	Safety Management System
TO: SMS	Technical Officer: Safety Management System

### **3. GENERAL**

#### **3.1 BACKGROUND**

- 3.1.1 Entities referred to in SACARs Part 140.01. 1 are required to establish and implement a safety management system.
- 3.1.2 Such entities shall ensure the designation of an accountable manager, irrespective of other functions, shall have ultimate responsibility and accountability for implementation and continued effectiveness of the SMS as stated in SACARs Part 140.01.2.
- 3.1.3 The accountable manager is a single, identifiable person within each entity who will assume full responsibility for the organization's ongoing compliance with the SACARs Part 140.
- 3.1.4 The accountable manager is the agent for cultural change within an organisation; thus, cultural change starts at the top.
- 3.1.5 This key position is crucial to the success of the safety management system initiative and implementation, and it is therefore, imperative that the correct person is identified at the outset as the accountable manager, and that the individual understands and accepts the roles and responsibilities associated with that position.

#### **3.2 APPOINTING OF SMS ACCOUNTABLE MANAGER**

- 3.2.1 Entities are required to name an accountable manager within reasonable time and complete the "Compliance Statement" as indicated on appendix C. Or provide a similarly signed statement confirming that the accountable manager accepts the responsibilities of the position; and submit the document to their SACAA's delegated inspector as applicable.
- 3.2.2 Such documentation must also form part of the approved SMS Manual.
- 3.2.3 Therefore, entities are required to amend their SMS manuals as appropriate, such amendment does not require CAA approval.

#### **3.3 ACCOUNTABLE MANAGER APPOINTMENT VALIDATION PROCESS**

##### **3.3.1 TIMING**

The responsible division/section within the SACAA will validate the appointment of an accountable manager at the earliest of the following:


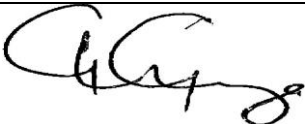


- a. During the next inspection, regulatory audit or safety management system assessment; or
- b. When an amendment to an approved manual is submitted and of which it includes the appointment of the accountable manager.

##### **3.3.2 INFORMATION NOTE**

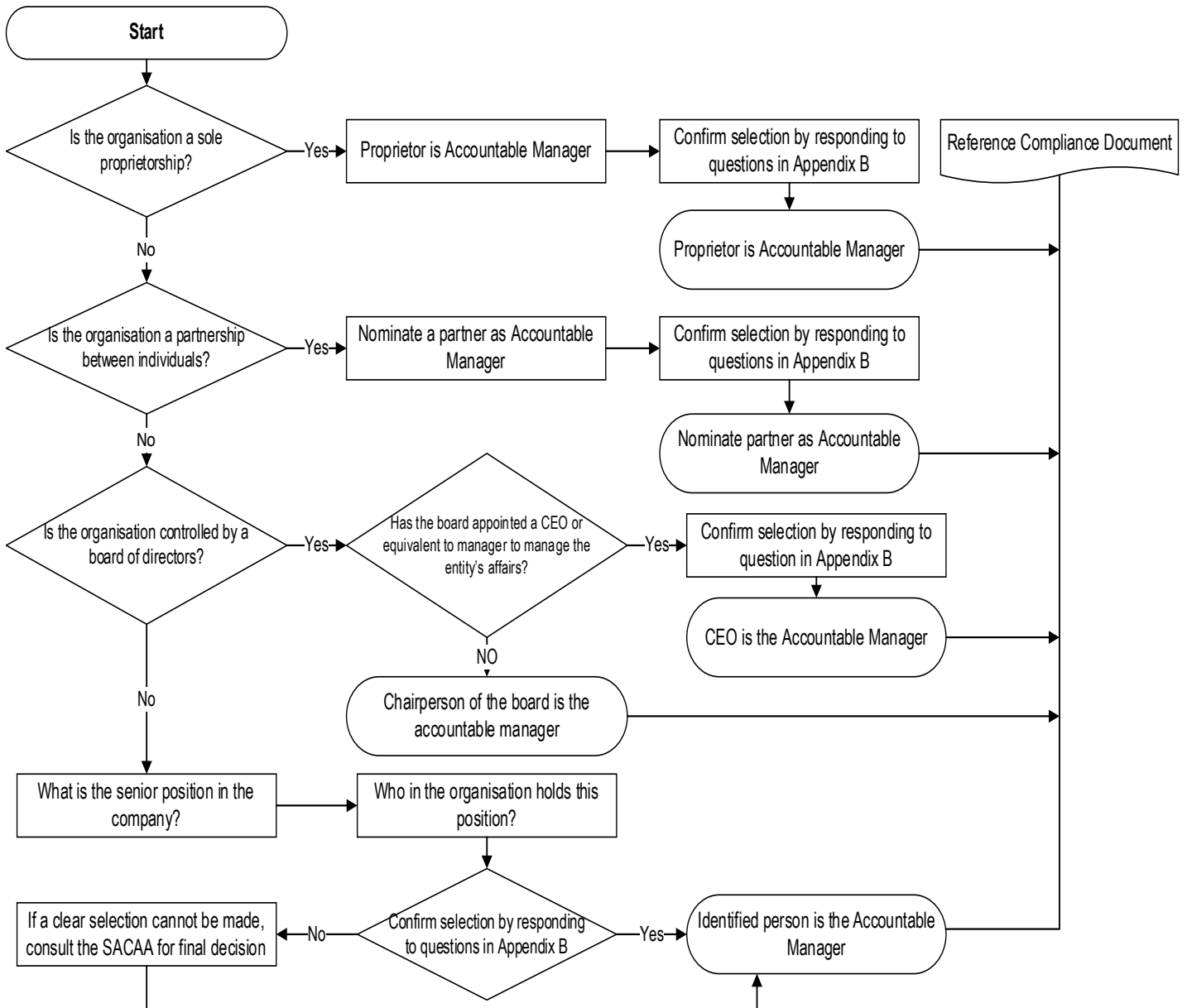
Certificate holders are authorized to amend their approved manuals to incorporate the name of the accountable manager. Then, submit an amendment for approval to SACAA.

#### **3.4 SMS ACCOUNTABLE MANAGER SELECTION GUIDANCE**

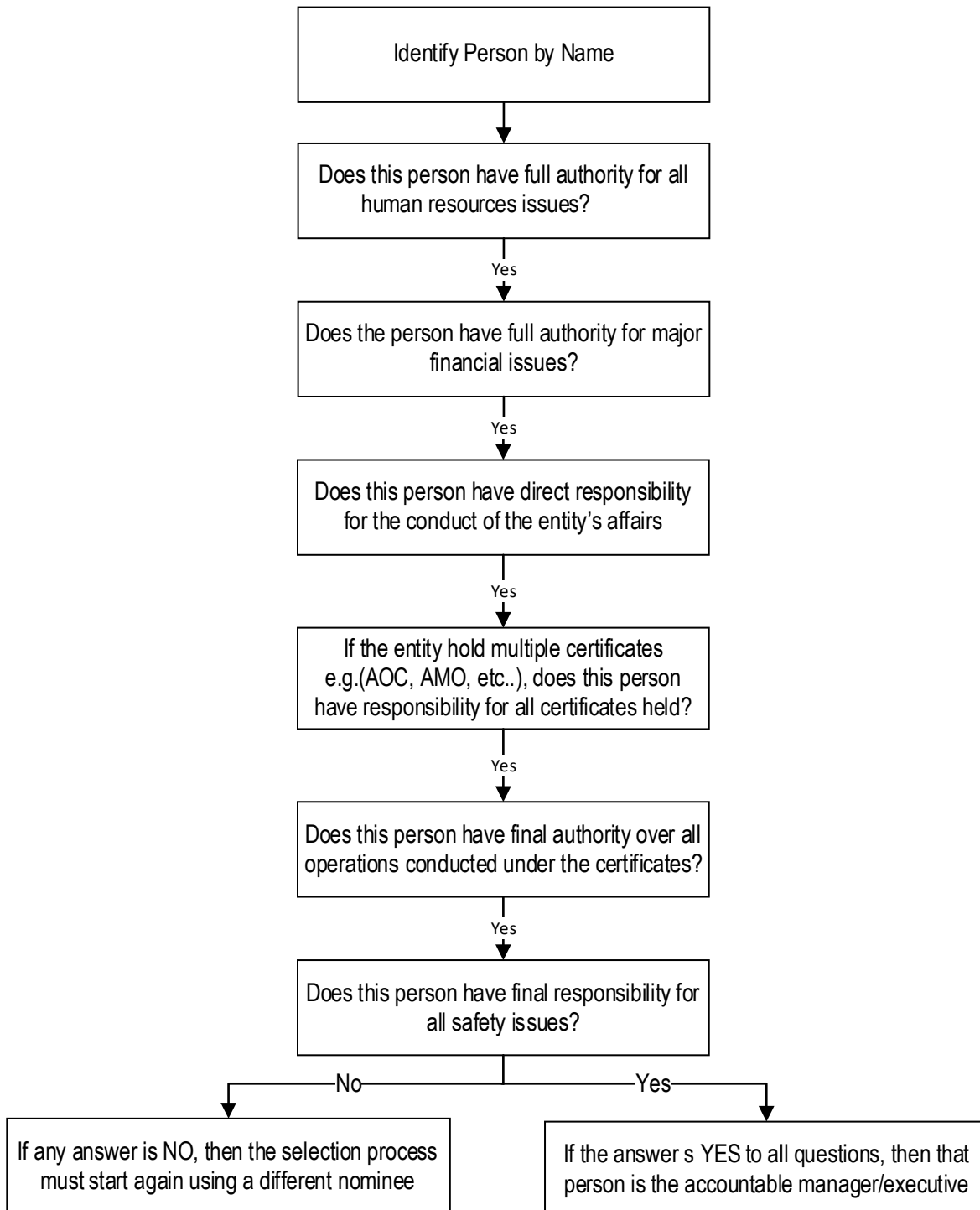
- 3.4.1 In assisting the entities with the selection of their accountable manager, appendices A and B provide a flow chart and series of questions respectively. Appendix A identifies several organizational structures that will lead to a corresponding accountable manager.
- 3.4.2 Once this person is determined, the questions in Appendix B will confirm if the selected person is the correct choice. All questions must receive a 'yes' answer for the candidate to be acceptable.
- 3.4.3 Should any of the questions result in a 'no' answer, the selection process must start again with a new candidate.
- 3.4.4 Should there be an organizational structure that does not result in the clear selection of an accountable manager, an appropriate candidate will be discussed with SACAA.

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## Appendix A – ACCOUNTABLE MANAGER SELECTION FLOW CHART



## APPENDIX B – ACCOUNTABLE MANAGER SELECTION QUESTION LIST



## APPENDIX C - COMPLIANCE STATEMENT

I the undersigned	<i>(name)</i>	certificate holder/approval holder for
	<i>(name of entity)</i>	hereby appoint
	<i>(name of new appointee)</i>	as the accountable manager
<b>SIGNATURE OF CERTIFICATE HOLDER/APPROVAL HOLDER</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>
I the undersigned	<i>(name)</i>	
		<i>(position title)</i>
accept the responsibilities of the position for:		
		<i>(name on the certificate)</i>
<b>SIGNATURE OF ACCOUNTABLE MANAGER</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>

**END**