



Implementation readiness CHECKLIST

Use this checklist to confirm you are turning your procedures into everyday practice.

How to use

Complete this checklist with your team and safety manager as a discussion guide – not an audit.
If any items are 'In progress' or 'No', agree on one practical action to improve before your next review.

Revisit this checklist regularly to support ongoing improvement.

YES ^{IN} PROGRESS NO

LEADERSHIP



CEO is actively involved and promotes SMS	☐	☐	☐
CEO discusses safety during routine operations	☐	☐	☐
Safety responsibilities are understood	☐	☐	☐
Safety manager has time and support to be effective	☐	☐	☐

PEOPLE



Staff understand how to report hazards	☐	☐	☐
Personnel know where to find operational procedures	☐	☐	☐
Safety discussions happen regularly	☐	☐	☐

PROCEDURES



Procedures are achievable for operational reality	☐	☐	☐
Personnel are following documented processes	☐	☐	☐
Feedback is used to improve procedures	☐	☐	☐

RISK MANAGEMENT



Hazards are being reported	☐	☐	☐
Risks are addressed consistently	☐	☐	☐
Controls are implemented and monitored	☐	☐	☐

LEARNING



Safety meetings discuss lessons learnt	☐	☐	☐
Trends are reviewed	☐	☐	☐
Improvements are recorded and shared	☐	☐	☐

CONTINUOUS IMPROVEMENT



Procedures are recorded regularly	☐	☐	☐
Staff contribute ideas and suggestions	☐	☐	☐
The SMS continues to evolve as operations change	☐	☐	☐

