



Information Alert – No. 18

4 October 2011

Dear Operator

Annual Safety Management System (SMS) Audit

ISSUE:

Following a report from the Office of Transport Safety Investigations (OTSI) and a review of independent bus audits under the Bus Operator Accreditation Scheme received by the Department of Transport (the Department) it has been noted that a number of operators are failing to conduct an internal (self) audit annually on their Safety Management System (SMS).

The annual self audit is designed to assist operators in identifying any deficiencies and provide evidence of how operators can develop back-up checks for safety critical procedures and rectify these deficiencies to improve their systems. Bus operators must ensure an annual audit is conducted on their SMS as part of their accreditation conditions and a record kept of the annual audit.

NOTICE:

It is a Condition of Accreditation that operators must evaluate their SMS which complies with Clause 90 of the Passenger Transport Regulation 2007.

Clause 90 of the Passenger Transport Regulation 2007 states:

- (1) The Director-General may require an operator of a bus service, at regular intervals or at any particular time, to undertake (at the operator's expense) an audit of such of the operator's records and bus operations as the Director-General may specify.
- (2) An operator of whom a requirement is made under subclause (1):
 - (a) must cause the audit to be carried out in accordance with the Director-General's requirements,

REQUIRED ACTION:

Bus Operators are reminded that you are required to ensure that you conduct or nominate a person to conduct the SMS audit on an annual basis to ensure the safety of the general and travelling public.

David Tooze
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