



## SMS Workshops

### Introduction to SMS

### SMS Toolkit Workshop

**Where:** Milano Linate Main Terminal  
Viale Enrico Forlanini  
MILANO

**When:** 23, 24, 25 June 2010

***“An effective SMS does not only meet regulatory requirements, but it enhances the safety, efficiency and effectiveness of an operation!”***

The IBAC SMS Toolkit and workshops have been developed by IBAC and its members associations, specifically to assist Business Aviation operators in developing, implementing and maintaining an appropriate and effective Safety Management System.

The SMS workshops for business aviation are two individual workshops that will be held on three consecutive days. The first workshop is the **Introduction to SMS Workshop**; the second is the **SMS Toolkit Workshop**.

The **Introduction to SMS Workshop** is a two day classroom event that covers the basics of aviation safety and Safety Management Systems. It includes presentations, discussions and group exercises. It will be of interest to business aviation management personnel in operations, maintenance and other branches, safety offices and staff members that will be involved with an SMS.

The **SMS Toolkit Workshop**\* addresses the SMS development and implementation process. It will be of interest to business aviation management personnel and safety officers who will be involved in using the IBAC SMS Toolkit to develop and implement an SMS.

\* Participants for the SMS Toolkit Workshop are expected to bring their own copy of the SMS Toolkit. It may be purchased from your national or regional business aviation association either as part of the *IS-BAO an International Standard for Business Aircraft Operations*, or as an individual product. An IS-BAO order form can be downloaded at: [http://www.ebaa.org/content/dsp\\_page/pagec/ISBAO](http://www.ebaa.org/content/dsp_page/pagec/ISBAO).

\* Participants in the **SMS Toolkit Workshop** must have an understanding of the basic principles of safety management and SMS. This should have been attained by attending the **Introduction to SMS Workshop** or other formal SMS training.



# SMS Workshops Registration Form



To register for the June 23 – 25, 2010 SMS Workshops in Milan Linate please complete this form and submit it to EBAA, along with the appropriate Workshop Fees, by June 18, 2010. The fees may be paid by either wire transfer, VISA or Master Card. For VISA or Master Card payment please complete section 4.

## 1. GENERAL DATA

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## 2. WORKSHOP FEES

	EBAA/IBAA Members	Non-Members
Introduction to SMS Workshop	€ 500 <input type="checkbox"/>	€ 600 <input type="checkbox"/>
SMS Toolkit Workshop	€ 250 <input type="checkbox"/>	€ 300 <input type="checkbox"/>
Both Workshops	€ 600 <input type="checkbox"/>	€ 800 <input type="checkbox"/>
	<i>(+21% VAT for companies located in Belgium)</i>	

## 3. BY WIRE TRANSFER PLEASE REMIT YOUR PAYMENT FOR REGISTRATION TO:

**ING, Agence Cinquanteaire**  
Avenue de Tervuren 10; BE- 1040 Brussels; Belgium

Account Number:	310 - 0108480 - 23
IBAN (International Bank Account Number):	BE 92 3100 1084 8023
BIC or SWIFT (Bank Identifier Code):	BBRUBEBB100

When making remittance, please state the name of your company and an invoice will be issued upon receipt of your payment. Your fee is tax deductible (please indicate your VAT number if applicable).

VAT Nr:

## 4. FOR VISA OR MASTER CARD PAYMENT PLEASE COMPLETE THIS SECTION.

Name on VISA or Master Card: \_\_\_\_\_

Card Number:             Expiry Date

Indicate Card Type    VISA        Master Card   

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Submit to: Romain MARTIN by email at [rmartin@ebaa.org](mailto:rmartin@ebaa.org) or by fax at +32 2 768 13 25

Limited capacity – Please register as soon as possible.