



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: **ACTION:** Federal Aviation Administration
(FAA)/Office of Environment and Energy (AEE)
Announces the Safety Management Information
System (SMIS) Launch

Date: OCT 6 2003

From: Administrator

Reply to
Attn. of:

To: Assistant and Associate Administrators

I am pleased to announce that we launched the new Safety Management Information System (SMIS) on September 20, 2003. SMIS enables managers and supervisors to enter mishaps into an automated system from any computer with FAA intranet access. Once the mishap data are entered, safety personnel can analyze the areas where injuries occur the most, and the causes of those injuries. Using that information, they can focus attention on specific safety training or other preventive measures to avoid similar injuries in the future.

I expect your managers and supervisors to report all mishaps (injuries, illnesses, property damage, motor vehicle accidents, etc.) that occurred on or after October 1, 2003. Attached is an advance copy of a broadcast message for managers and supervisors.

Work-related injuries and illnesses cost the FAA over \$90 million each year. Good occupational safety and health programs that focus on preventing mishaps are an essential part of reducing these costs.

For more information about SMIS, and where managers and supervisors can try it out, see the attached Questions and Answers.

Thank you for supporting your managers, supervisors and occupational safety staff as they use SMIS to help ensure a safe work environment for all employees.

Marion C. Blakey

Attachment

SMIS Questions and Answers

Question 1. How do managers access the SMIS website?

Answer 1 SMIS is located on the FAA intranet at <http://smis.jccbi.gov/>.

Question 2 How will managers log in to SMIS?

Answer 2 A manager named John Doe would have the user name JDoe and the password would be the last 6 digits of the SSN.

Question 3. How will managers know what to do?

Answer 3 A PowerPoint presentation is available from the Support Tab (See Below). This tab provides a User Guide, Sample 3900-6 Form, Input Guide, and Output Guide for users to follow.

The screenshot shows the SMIS website interface. At the top left is the logo for SMIS (SAFETY MANAGEMENT INFORMATION SYSTEM). To the right of the logo is a navigation menu with three tabs: 'Links', 'Forms', and 'Support'. Below the navigation menu are two main sections: 'Authorization' and 'Information'. The 'Authorization' section contains two input fields labeled 'Username' and 'Password'. The 'Information' section contains a welcome message: 'Welcome to the Safety Management Information System (SMIS). The purpose of SMIS is to collect and disseminate statistical information on employee safety and health to all FAA organizations. SMIS provides a way for the FAA to monitor OSH trends and policy implementation efforts throughout the agency. Firsttime users should change'. A dropdown menu is open under the 'Support' tab, listing the following links: 'SMIS User Guide', 'Cost Center Table', 'Location ID Table', 'Sample 3900-6 Form', 'SMIS Input Guide', and 'SMIS Output Guide'.

Question 4 Can a manager maintain the OSHA 300 Log and Summary in SMIS?

Answer 4 Yes, the manager can retrieve the OSHA 300 Log in Microsoft Excel format. The second page of the OSHA Log is the OSHA 300A Summary that must be posted from February 1st through April 30th of each year. The SMIS Input PowerPoint presentation explains this process.

Question 5 What if I have problems using the system?

Answer 5 Please contact AEE-200 at (202) 493-4292 if you have any problems.