

Moving Europe towards a sustainable and safe railway system without frontiers.

Objectives and Agenda

HOF in SMS Training

OBJECTIVES

The main objective of the course is to familiarise the managers in charge of training, monitoring and investigation activities with the Human and Organisation Factors in SMS, including the 5X5 Model and help them integrate them in their daily activities.

The training course emphasises the importance of consciously integrating Human and Organisational Factors into the SMS to gain a better understanding of its maturity and identify areas for improvement.

Upon completion of this course, participants will have a clearer understanding of why HOF are fundamental to a robust safety management system and its continuous improvement and will know when to seek additional support from HOF experts.

METHODS

The 3-day training session is structured in modules.

The background is the HOF 5*5 Model and its practical application.

The following training tools are used during the course:

- *Presentations with supporting materials, illustrated with case studies;*
- *Interactive dialogue between the participants and group work sessions guided by the facilitators;*
- *Exercises to foster the adoption of the concepts.*

□ **AGENDA (3 days)**

Day 1

Time	Module	Training Objectives
09:00 - 09:45	Tour de table and Introduction	Understand the benefit of this training course, including content and practical arrangements.
09:45 - 11:00	1. Presentation of the SMS legislation and the links with HOF	Get acquainted with the SMS and HOF.
BREAK (20')		
11:20 - 12:30	2. Exercises on the HOF model and links to the SMS	Exercises to understand and get acquainted to the model.
LUNCH (60')		
13:30 - 14:30	3. Presentation and exercises on HOF in SMS	Understanding how the legal framework can help to improve safety performance through the SMS and HOF integration
14:30 - 15:40	4.1 HOF in planning	Understanding how the legal framework can help to improve safety performance through the SMS and HOF integration – Risk management and safety objectives
BREAK (20')		
16:00 - 17:00	4.1 HOF in planning	Understanding how the legal framework can help to improve safety performance through the SMS and HOF integration – Risk management and safety objectives

Day 2

Time	Module	Training Objectives
09:00 - 10:40	4. HOF in change management	Case study using the HOF Toolkit
BREAK (20')		
11:00 - 12:30	4. HOF in roles and responsibilities and competence management	Understanding how the legal framework can help to improve safety performance through the SMS and HOF integration including asset management and contractors, partners and suppliers
LUNCH (60')		
13:30 - 14:40	4. HOF in operational planning	Understanding how the legal framework can help to improve safety performance through the SMS and HOF integration – operational planning
BREAK (20')		
15:00 - 16:30	4. HOF in procedures and communication	Understanding how the legal framework can help to improve safety performance through the SMS and HOF integration – procedures and communication

Day 3

Time	Module	Training Objectives
09:00 - 09:40	4. HOF in monitoring and improvement	Understanding how the legal framework can help to improve safety performance through the SMS and HOF integration including contractors, partners and suppliers
BREAK (20')		
10:00 - 12:45	5. HOF in investigation and link with Just Culture	Familiarising with an approach for analysing occurrences that will allow to link the findings close to an event with the Safety Management System (SMS) in a structured way
12:45 - 13:00	Conclusions	
LUNCH (60')		