

EXHIBIT XX
SAFETY MANAGEMENT SYSTEM (SMS), FLIGHT TIME, ACCIDENT HISTORY, AND FAA
VIOLATION QUESTIONNAIRE FORM (Pre-Award Ver. 6.2– 2025)

This is an **optional** form to complete EXHIBIT XX - SMS Questionnaire. Other formats are acceptable, but responses need to include all the information requested. Refer to the **SMS Questionnaire Supplement** to aid in the completion of this form: <https://www.doi.gov/aviation/library>.

COMPLETE THE SHADED BLOCKS

Question Number	FAA AC 120-92D Reference	IS-BAO Element (21st Ed.)	Requested Information
Safety Policy (Questions #1-12)			
1	3.3	3.1.3.1	Provide reference to policy (company document(s)) which shows there is one individual responsible for the effective administration/implementation of the SMS (e.g, safety manager, director of safety). Provide evidence to show the position is filled.
Question 1 Response (if needed, continuation sheet is on next page)			
2	3.3	7.2.1	Provide reference to and evidence from company document(s) that show SMS duties, authorities, and accountabilities for all employees.
Question 2 Response (if needed, continuation sheet is on next page)			
3	3.3	3.1.1.1	Provide reference to and evidence of a strong organizational commitment and clear statement (e.g., safety/SMS policy) about the provision of necessary resources for the SMS.
Question 3 Response (if needed, continuation sheet is on next page)			

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(Questions #1-3), *continuation sheet*

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Question Number	FAA AC 120-92D Reference	IS-BAO Element	Requested Information
Safety Policy (Questions #1-12)			
4	3.3	6.1.1	Provide reference to and evidence of the company manual(s) that contain flight operations policy and aircraft maintenance policy.
Question 4 Response (if needed, continuation sheet is on next page)			
5	3.3	6.2.1	Provide reference to the Operations Manual distribution policy. Provide evidence the current version of the Operations Manual is available to employees in accordance with company policy.
Question 5 Response (if needed, continuation sheet is on next page)			
6	3.3	6.1.1	Provide reference to the Operations Manual internal approval policy. Provide evidence the Operations Manual is approved in accordance with company policy.
Question 6 Response (if needed, continuation sheet is on next page)			
7	3.3	6.1.1	Provide reference to the Operations Manual revision policy. Provide evidence the Operations Manual has been revised in accordance with company policy.
Question 7 Response (if needed, continuation sheet is on next page)			

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(Questions #4-7), *continuation sheet*

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Question Number	FAA AC 120-92D Reference	IS-BAO Element	Requested Information
Safety Policy (Questions #1-12)			
8	3.3	3.1.4.1	Provide reference to the Emergency Response Plan (ERP) and ERP revision policy. Provide evidence the ERP is up-to-date in accordance with company policy.
Question 8 Response (if needed, continuation sheet is on next page)			
9	3.3	8.5	Provide reference to policy showing how aircrew member records (e.g., FAA certificates, medical, proficiency records) are maintained. Provide evidence the aircrew records are maintained in accordance with company policy.
Question 9 Response (if needed, continuation sheet is on next page)			
10	3.3	15.1	Provide reference to policy showing how aircraft maintenance/servicing personnel records (i.e., FAA certificates) are maintained. Provide evidence the personnel records are maintained in accordance with the policy.
Question 10 Response (if needed, continuation sheet is on next page)			

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(Questions #8-10), *continuation sheet*

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Question Number	FAA AC 120-92D Reference	IS-BAO Element	Requested Information
Safety Policy (Questions #1-12)			
11	3.3	15.2.3	Provide reference to company policy that ensures maintenance personnel are trained and approved to conduct specific maintenance (e.g., make/model). Provide evidence records are maintained in accordance with company policy.
Question 11 Response (if needed, continuation sheet is on next page)			
12	3.3	15.1	Provide reference to Operations Manual policy for obtaining aircraft maintenance services while away from home base. Provide evidence of aircraft maintenance received or denied in accordance with the policy.
Question 12 Response (if needed, continuation sheet is on next page)			
Safety Risk Management (Questions #13-16)			
13	3.4	3.2.1.1	Provide reference to a risk management policy that includes: system analysis, hazard identification, risk analysis (exposure), risk assessment (severity and likelihood), decision making (mitigations and control), and validation of control (controls effective). Provide evidence the policy is in use.
Question 13 Response (if needed, continuation sheet is on next page)			
14	3.4	3.2.1.1	Provide reference to policy for hazard/threat reporting and tracking. Provide evidence that the program is in use.
Question 14 Response (if needed, continuation sheet is on next page)			

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Question Number	FAA AC 120-92D Reference	IS-BAO Element	Requested Information
Safety Risk Management (Question #13-16)			
15	3.4	3.2.1.1	Provide reference to company policy addressing the use of operational risk assessments and/or use of a flight risk assessment tool. Provide evidence of a completed risk assessment that shows the implementation this policy.
Question 15 Response (if needed, continuation sheet is on next page)			
16	3.4	3.1.2.1	Provide reference to policy that describes management approval requirements for operational risk assessments that exceed predetermined levels. Provide evidence of a risk assessment completed in accordance with the approval requirements.
Question 16 Response (if needed, continuation sheet is on next page)			
Safety Assurance (#17-23)			
17	3.5	3.3.1	Provide reference to a policy (or company document(s)) showing safety objectives and associated safety performance targets (SPTs). Provide evidence showing SPTs are current, measurable, and being monitored.
Question 17 Response (if needed, continuation sheet is on next page)			

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Question Number	FAA AC 120-92D Reference	IS-BAO Element	Requested Information
Safety Assurance (Questions #17-23)			
18	3.5	3.3.2	Provide reference to a management of change (MOC) or change management policy. Provide evidence of the use of the change management policy (e.g., acceptance or rejection of a change).
Question 18 Response (if needed, continuation sheet is on next page)			
19	3.5	3.3.3	Provide reference to the SMS continuous improvement policy. Provide evidence the SMS is being monitored and assessed in accordance with the policy.
Question 19 Response (if needed, continuation sheet is on next page)			
20	3.5	3.5	Provide reference to policy showing that SMS audits must be completed at determined intervals (e.g., monthly, quarterly, annually). Provide evidence of a current audit schedule.
Question 20 Response (if needed, continuation sheet is on next page)			

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Question Number	FAA AC 120-92D Reference	IS-BAO Element	Requested Information
Safety Assurance (Questions #17-23)			
21	3.5	3.5	Provide reference to policy that shows SMS audits must be documented. Provide evidence of the most recently completed audit (i.e., audit report).
Question 21 Response (if needed, continuation sheet is on next page)			
22	3.5	3.5	Provide reference to policy which requires SMS audit findings (e.g., deficiencies, nonconformities) to be addressed. Provide evidence of a finding being addressed, or corrective action being implemented.
Question 22 Response (if needed, continuation sheet is on next page)			
23	3.3	15.1	Provide reference to the maintenance control system (method of documentation, tracking, scheduling, and recording). Provide evidence of the maintenance control system in use.
Question 23 Response (if needed, continuation sheet is on next page)			

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Question Number	FAA AC 120-92D Reference	IS-BAO Element	Requested Information
Safety Promotion (Questions #24-30)			
24	3.3	4.1	Provide reference to policy showing Emergency Response Plan roles (i.e., key personnel), responsibilities, and duties. Provide evidence that training has been provided for these personnel to accomplish the duties.
Question 24 Response (if needed, continuation sheet is on last page)			
25	3.3	4.3	Provide reference to policy showing the Emergency Response Plan must be exercised (drill/test/exercise) at least annually and documented. Provide evidence of the most recent ERP exercise.
Question 25 Response (if needed, continuation sheet is on last page)			

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Question Number	FAA AC 120-92D Reference	IS-BAO Element	Requested Information
Safety Promotion (Questions #24-30)			
26	3.6	3.4.2	Provide reference to the SMS safety communication policy. Provide evidence the policy describes the types of information to be communicated and how it will be communicated (e.g., method, frequency, responsibility).
Question 26 Response (if needed, continuation sheet is on last page)			
27	3.6	3.4	Provide reference to approved company safety information sharing methods (e.g., intranet, bulletin board). Provide evidence of safety lessons learned shared with personnel.
Question 27 Response (if needed, continuation sheet is on last page)			
28	N/A	N/A	Provide reference to a safety award/incentive program. Provide evidence of the most recent award.
Question 28 Response (if needed, continuation sheet is on last page)			

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Question Number	FAA AC 120-92D Reference	IS-BAO Element	Requested Information
Safety Promotion (Questions #24-30)			
29	3.6	8.1	Provide reference to the company training program (FAA and internal) that ensures ground crew and air crew are trained and competent to perform their assigned duties. Provide evidence that personnel have been trained and are competent to perform their duties.
Question 29 Response (if needed, continuation sheet is on last page)			
30	3.6	3.4.1	Provide reference to policy showing initial (new employee) and recurrent SMS training requirements. Provide evidence of the most recent SMS training record (initial or recurrent).
Question 30 Response (if needed, continuation sheet is on last page)			

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Question Number	FAA AC 120-92D Reference	IS-BAO Element	Requested Information
Flight Time, Accident History, and FAA Violations (Questions #31-33)			
31	N/A	N/A	<p>Total number of flight hours during the five years defined in the solicitation (Section D). Flight hours must be separated by year and category: fixed-wing, rotary-wing, and uncrewed aircraft system (UAS). Example: 10/1/20xx-9/30/20xx: total _____ (separate as applicable: fixed, rotor, UAS) 10/1/20xx-9/30/20xx: total _____ (separate as applicable: fixed, rotor, UAS) 10/1/20xx-9/30/20xx: total _____ (separate as applicable: fixed, rotor, UAS) 10/1/20xx-9/30/20xx: total _____ (separate as applicable: fixed, rotor, UAS) 10/1/20xx-9/30/20xx: total _____ (separate as applicable: fixed, rotor, UAS) Five year total: _____</p>
Question 31 Response (if needed, continuation sheet is on next page)			
32	N/A	N/A	<p>Total number of accidents (aircraft accident as defined within 49 CFR 830.2) during the five years defined in the solicitation. Accident details must be provided for each accident listed (e.g., date, NTSB accident number, registration number).</p> <p>If accident(s) occurred, refer to D. Instructions to Offerors, "Flight Time, Accident, and FAA Violations" for information on accident prevention plans.</p>
Question 32 Response (if needed, continuation sheet is on next page)			

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Question Number	FAA AC 120-92D Reference	IS-BAO Element	Requested Information
Flight Time, Accident History, and FAA Violations (Questions #31-33)			
33	N/A	N/A	Total number of FAA violations (Civil Penalty) during the five years defined in the solicitation. If violations were reported, Case information must be provided.
Question 33 Response (if needed, continuation sheet is on next page)			

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Extra continuation sheet