Learn. Share. Engage.

This issue of the *Biweekly Message* focuses on the Safety Assurance management of change section of Agency Safety Plans (ASPs).

Featured Resources

New! Safety Promotion Lessons Learned Webinar (July 23, 2020):
Webinar Presentation | Webinar Recording

Safety Assurance Webinar (July 11, 2019):
Webinar Presentation | Webinar Recording

Safety Assurance ASP Section Lessons Learned Webinar (March 26, 2020):
Webinar Presentation | Webinar Recording

Agency Safety Plan Lessons Learned shares insights from voluntary ASP reviews completed by the TAC.

The Sample List of Documented Safety Risk Management and Safety Assurance Process Elements is a fillable Safety Risk Management and Safety Assurance checklist that helps with ASP development.

The September 2019 *TSO Spotlight* article "Understanding Safety Assurance Requirements in Agency Safety Plans" (page 4) includes information on management of change.

Module 6 of the Roadmap to Drafting an ASP for Bus Agencies - Job Aid includes a section on the management of change process.

Section 3.2.2 of the PTASP Bus Workshop Participant Guide reviews the requirements for the management of change section of the ASP.

Access the entire resource library by visiting FTA's PTASP Technical Assistance Center website.

Need Assistance?

Contact a PTASP Specialist today!

PTASP-TAC@dot.gov

1-87 PTASP-AID
1 (877) 827-7243

9 a.m. to 8 p.m. EST, M-F

Did you know that FTA's Technical Assistance Center (TAC) offers voluntary reviews of draft ASPs?

Submit your ASP by November 13, 2020 to guarantee review by TAC.

For more information, see the Agency Safety Plan Review: What to Expect.

Upcoming Events

Management of Change Lessons Learned Webinar

When: August 27, 2–3:30 EST

Register Here

Virtual PTASP Workshops

When: August 12–13 & 19-20, 11:30-4:30 EST

The virtual workshops are now full. If you are interested in adding your name to a waitlist, or if you would like to notify FTA that you are interested in future workshop offerings, please send an email with your name and agency name to PTASP-TAC@dot.gov.

Q & A Highlights

Question 1:

Our agency is currently developing its management of change processes, and they may not be fully mature by the PTASP regulation deadline. How should we capture this in the Safety Assurance section of our ASP?

FTA Response:

You can build on or modify your existing safety management policies and procedures as they relate to the PTASP regulation (49 CFR Part 673). However, by the deadline, your ASP must meet the minimum requirements of Part 673, and your agency must begin implementing these processes.

With this understanding, you will want to document the specific activities your agency performs to address the management of change requirement in the PTASP regulation as of the deadline. For example, your agency may have a safety committee that meets quarterly to review organizational, financial, staffing, and operational changes for new hazards or potential impacts on safety performance. You also may conduct safety certification to address changes to planned capital projects. If these activities identify changes that impact safety performance, your agency may require that those changes be assessed through the Safety Risk Management process.

FTA understands that your Safety Management System (SMS) will more than likely mature beyond the processes documented in the initial ASP. FTA anticipates that your SMS will become more robust over time. You will need to revise your ASP from year to year to reflect any changes in your SMS processes.

FTA is not discouraging transit agencies from documenting processes in their ASPs that they plan to implement in the future. FTA suggests adding implementation dates for any future activities your agency chooses to document in its ASP. For example, if your agency plans to implement a new database to document and consolidate the identification and assessment of changes throughout the agency, include the proposed implementation date as well as a brief description of how this project will support or enhance the management of change process.

Coronavirus Disease 2019 (COVID-19)

FTA encourages transit agencies to be informed and prepared for protecting personnel and passengers against COVID-19. For more info, visit FTA's COVID-19 web page.

Consider reviewing:

- FAQs from FTA Grantees Regarding COVID-19

- FTA's COVID-19 Resource Tool for Public Transportation provides a one-stop-shop for Federal COVID-19 guidance and recommendations

ASP Lessons Learned: Management of Change

- Specify that the management of change process applies to all elements of the transit system.

- Describe how the agency will identify changes that may introduce new hazards or impact safety performance.

  o For example, describe the sources of information that will be used to identify changes, the steps and timelines associated with this process, and the roles and responsibilities of those involved.

  o Consider describing how the agency currently identifies and manages changes throughout the entire agency, such as organization, budget, resources, operating environment, technology, equipment, policies/procedures, capital projects, etc.

- Describe how the agency will determine that a change may impact its safety performance.

  o Consider identifying the position or qualifications of the person responsible for determining whether the safety risk associated with a change is acceptable.

- Explain how the agency will ensure that a planned change that may impact safety performance is assessed through its Safety Risk Management process.

- Describe how the agency documents its management of change process, including the results of associated activities.

> **Note:**
>
> Agencies designated as "small public transportation providers" are not required to implement management of change or continuous improvement processes.

Get Involved with the PTASP Community of Practice

We want to hear from you! Below are two of many topics for discussion. Start the conversation today to support your ASP development and learn from your peers.

- **Who in your agency (or what department) is involved in deciding whether a planned change needs to be assessed for safety risk?**

- **If you are a small public transportation provider that does not report mechanical failures to the National Transit Database (Reduced Reporter), what data sources are you using to set your system reliability target?**