



Practical **MS** Tips for Accountable Managers on **Part-IS**

7 key steps every AOC holder needs

→ Swipe to protect your operation & stay compliant

MS: Management System



1. Own your ultimate Accountability

You are the single person the authority holds responsible for the entire Information Security Management System (ISMS) under **Part-IS**.

- You cannot fully delegate **information security accountability**
- You have the final say on resources and stopping or restricting operations when **information security risks** could impact **aviation safety**
- Be visible and engaged, staff must see you as “in charge of **information security**”

2. Sign & actively live the **ISMS Policy**

Your signature on the **ISMS** is not enough – make **ISMS** real every day

- Keep the **Part-IS Policy** short, clear, signed and dated by you
- Include a strong commitment to **identifying/managing Part-IS risks** that could affect **safety**, independent **Part-IS CMS** and positive reporting and Just Culture
- Personally present **ISMS** at least once per year (TIP: integrate it in your MS)
- Review the **ISMS** with the **NP Part-IS** regularly so it stays relevant

3.

Define and drive clear **Part-IS** Objectives

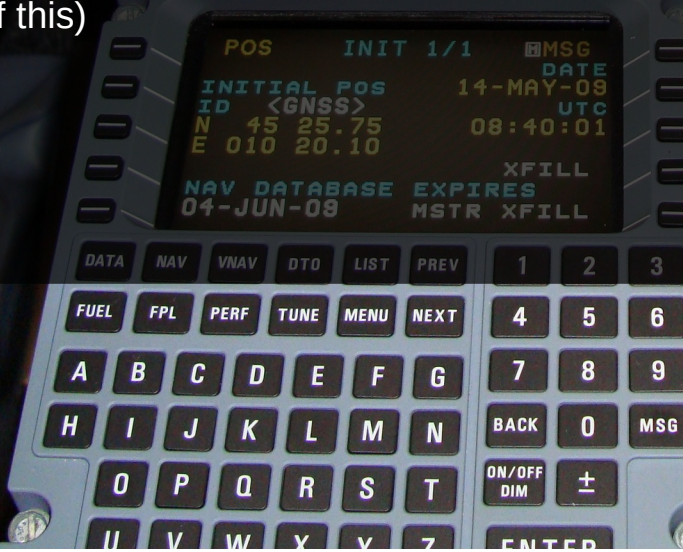
Part-IS objectives turn your statement into measurable results.

- Set specific, realistic, and time-bound **Part-IS** Objectives linked to risks with potential impact on aviation safety
- Link every objective to **Part-IS risk indicators** (ISPIs), treatment measures, and performance metrics.
- Review progress yourself in every Management Review
- Allocate extra resources immediately when an **ISPI** objective is at risk or residual risk is at unacceptable levels

4. Allocate real resources

No resources = no effective **ISMS**.

- Give the **NP Part-IS** enough time, people and budget
- Create a dedicated **ISMS** line in the annual budget
- Fund necessary **Part-IS** training, tools, risk assessments, incident response capability, and corrective actions without delay
- Document how money is used (auditors and the authority expect evidence of this)



5. Partner closely with your **NP** **Part-IS**

You and the **NP Part-IS** are part of the team in the Management System (MS or ISMS as applicable).

- Schedule regular (monthly or quarterly) **ISMS** briefings
- Review together: **Part-IS** risks, risk treatment status, internal reports, incidents, open findings/non-conformities, and corrective action effectiveness
- Support the **NP Part-IS** in front of other Nominated Persons
- Never shoot the messenger, thank people who raise information security concerns or report events/incidents

6. Make **Part-IS Risk Management & CMS Programme** Work

Risk assessment, treatment, incident handling, and compliance monitoring are the heart of the **Part-IS MS** or **ISMS**.

- Ensure the risk assessment process is **systematic**, covers all relevant systems/data with potential impact on aviation safety, and is actually followed and reviewed
- Use clear classification and prioritisation of risks and findings
- Assign every agreed risk treatment or finding an **owner + deadline**
- Personally decide on **high-impact (Level 1 equivalent)** issues that could affect aviation safety; fund corrective actions and require evidence of implementation and effectiveness, including regular follow-up
- Ensure the **Part-IS CMS** function provides feedback directly to you

7. Stay visible & Accessible

Staff must see you as “in charge of **Part-IS**” and feel they can reach you without fear.

- **Walk the operation** regularly, so the people see you, not just hear about you
- Maintain open-door policy for **compliance** concerns for **Part-IS** – no appointment, no hierarchy barrier
- Respond quickly and constructively to every report that reaches you (even the uncomfortable ones)
- Make it clear that raising a **Part-IS** issue never damages careers, thank the messenger every single time



Want the full practical guide with examples & checklist?

I expanded these 7 steps into a detailed article on mycs.swiss/acm

Comment the GUIDE below or check the first comment for the link.

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Looking for **nominated persons**, just contact us.