



Using Agency Safety Plan Review and Updates to Mature a Safety Management System

FTA's Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR part 673) establishes requirements for the review, approval, and certification of the Agency Safety Plan (ASP). Reviewing your ASP allows you to make sure that it meets the needs of your agency's size, scope, and complexity, and that you are meeting Part 673 and statutory requirements. The review process also gives your agency the opportunity to strengthen your existing Safety Management System (SMS).¹

Questions to Support the Review and Update Process

As you begin the review process, consider the following questions:

- Does your most recent ASP meet all the current PTASP requirements?
 - Does your ASP meet the Bipartisan Infrastructure Law requirements that apply to your agency?
- For agencies serving a **large UZA**:
 - Does your ASP include review and approval by the Safety Committee?
 - Does the Safety Committee exercise the responsibilities required by the Bipartisan Infrastructure Law?
- For agencies serving a **small UZA**, has your ASP been developed in cooperation with frontline employee representatives?

Who will review and approve the ASP?

All agencies:

- Accountable Executive must sign the ASP.
- Board of Directors or Equivalent Authority must approve the ASP.

Agencies serving a large urbanized area (UZA) (a population of 200,000 more more):

- The Safety Committee must review and approve the ASP (before the Board of Directors or Equivalent Authority).

Agencies serving a small UZA (a population of less than 200,000):

- Frontline employee representatives must be included in developing and updating the ASP.

Rail Transit Agencies (RTA):

- The State Safety Oversight Agency (SSOA) must approve the ASP after the Board of Directors or Equivalent Authority has approved the ASP.

¹ The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. Grantees and subgrantees should refer to FTA's statutes and regulations for applicable requirements.

This article was originally published in the [August 2023 issue of the Transit Safety & Oversight Spotlight](#) newsletter.



- For RTAs, does your ASP reflect all the current requirements of your SSOA's program standard?
- Your ASP and SMS should be tailored to the size, complexity and scope of your agency and the environment in which it operates:
 - Over the last year, how has your agency changed?
 - Will these changes affect your ASP and SMS?
 - Do you foresee changes in the coming year that you could address in this ASP update?

Tracking Changes

As you review your ASP, you may determine that your agency's safety objectives, standards, and priorities have evolved since the initial ASP. How will the information you gather during your review influence your SMS? Consider maintaining a master tracking document to list and plan for these possible updates to your SMS.

Resources

The PTASP Technical Assistance Center (TAC) is here to support you. To request an ASP review or for other PTASP-related assistance, contact the TAC, at PTASP-TAC@dot.gov, or call 1-877-PTASP-AID (1-877-827-7243) or visit the [PTASP TAC Resource Library](#) for PTASP regulation and ASP resources and information.

Resources

- [PTASP Checklist for Bus Transit](#)
- [RTA and SSOA PTASP Review Checklist](#)
- [Agency Safety Plan Lessons Learned](#)
- [Agency Safety Plan Review Process](#)
- [Understanding the Agency Safety Plan Review, Approval, and Certification Process](#)
- [Bipartisan Infrastructure Law Updates to the Public Transportation Agency Safety Plan Regulation](#)
- [PTASP Frequently Asked Questions](#)



PTASP Technical Assistance Available Now

- Access one-on-one Agency Safety Plan support
- Learn and share through the PTASP Community of Practice
- Explore the PTASP Resource Library

<https://www.transit.dot.gov/PTASP-TAC>