Policy Document

Aviation Safety Management System

The following information is provided by the UK Flight Safety Committee for guidance purposes only in the production of a company Aviation Safety Management System. The committee does not accept any liability whatsoever for incidents arising from the use of guidance contained in this document .

Chairman/Managing Director's Statement (Accountable Manager)

A personal statement from the Chairman, Managing Director or CEO is required to give credence to the entire ASMS.

This Safety Management Policy Document affirms my commitment and that of the Shareholders, Directors, Managers and staff of XXXXX and it's subsidiaries to continually strive to improve all aspects of our business which may impact safety and hence our safety record.

xxxxxxx
Chairman/Managing Director

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Introduction   **This should also be written by the Chairman, CEO or MD**

The ultimate responsibility for safety rests with the Directors and Management of the Company. The whole ethos of the Company's attitude to safety, the safety culture, depends on the extent to which senior managers exercise their responsibilities for the safety of the operation, particularly the proactive management of hazards to reduce risk.

Regardless of the size, complexity or type of operation, there is no doubt that the attitudes and actions of the top management determines the company's safety culture. Without their wholehearted commitment, any safety programme will be ineffective. It is also intrinsically true that each employee, regardless of their position, influences the safety culture by their daily actions and comments.

This document describes the organisation, policies, responsibilities and arrangements for ensuring that aviation safety is managed effectively at all levels of the Company, taking into account the guidance documents published by the CAA. It is issued by the Chairman/Managing Director/Managing Director and supported by the Main and Operating Boards.

Chairman/Managing Director/CEO

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1.   Company Safety Principles and Policy Statements

1.1   Safety Objective

The Company Aviation Safety Policy will set its objective of being the world leader in Aviation Safety standards. It will regard all legal requirements of the AOC, JAR-OPS and JAR-145 relating to aviation safety as minimum acceptable standards and will set all Company standards to achieve our objective.

1.2   Arrangements for the Achievement of Safety Objectives

The Company aims to achieve its aviation safety objectives by implementing formal management procedures and systems in areas of recognised importance, by promoting and achieving a high level of safety and by fostering an effective safety culture.

In order to establish and achieve these standards the Company will:

> (a) make use of national and international advice and guidance on safety standards and best practice wherever practicable;
>
> (b) promote a high level of safety as a corporate objective;
>
> (c) continue to approach aviation safety on a basis of self assessment and to strive to improve safety performance;
>
> (d) monitor and report on aviation safety performance and to regularly review safety policy and its implementation; and
>
> (e) report on aviation safety matters to employees and the regulatory authorities.

1.2.1   **Aviation Safety Policy and Objective**

The Chairman, Managing Director and Main Board recognise that aviation is a high risk business requiring the positive management of safety. We are committed to the introduction of a formal Aviation Safety Management System to enable the identification of hazards, the analysis of risks and implementation of appropriate defences. By managing our risks we <u>will</u> minimise our losses and have the opportunity to reduce our costs.

Our introduction of an Aviation Safety Management System will enhance safety and provide safety assurance to the Organisation, the Owners, Shareholders, Authorities and our Customers. We will achieve this by identifying the major hazards and threats, assessing the safety risks and managing them to levels which are As Low As Reasonably Practicable (ALARP), to provide by comprehensive evidence and argument that we have a safe operation. This is vital for the continued development of the business and the approval of our new initiatives, by the Authorities.

1.2.2   Health and Safety Policy

The Health and Safety Policy, together with the Health and Safety Policy Document demonstrate the Corporate recognition of the prime importance of health and safety in our operations. The responsibilities as set out in the Health and Safety at Work Etc. Act 1974 and other relevant legislation are the legal documents on which our commitment to improve health and safety at work is based. The Health and Safety Policy contains a commitment to a continual improvement of safety. The Company aims to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees whilst at work. This commitment extends beyond staff to visitors, contractors and members of the public who may be affected by the organisation and its operations.

1.2.3   Operator Quality Policy

The Operators Quality Policy Statement sets out our commitment to ensure continuous compliance with JAR-OPS 1, JAR-145, all other applicable requirements and any other additional standards specified by the Accountable Manager.

The relevant departments require the establishment and maintenance of effective quality systems which meet the requirements of JAR-OPS and JAR-145.

1.3   The Basis for Corporate and Safety Standards

The Company will develop its aviation safety management system on the basis of its current corporate flight safety and health and safety procedures. These written procedures are required to be in the form of operating rules, instructions and maintenance instructions for day to day operations. They must also include procedures whose purpose is to control changes and modifications to the limits and constraints imposed by the safety policy.

Safety policy, incorporating operating limits for both facilities and activities will be developed as necessary to comply with relevant guidelines. The hierarchy of documents relating to the operation is designed to ensure that these limits are not exceeded. Operating methods must be regularly reviewed to take account of experience at Company facilities and elsewhere. Information on operating experience may be exchanged through appropriate data exchange systems and the UK Flight Safety Committee.

2. Company Organisation, Management Structure and Resources in relation to Safety

2.1 Organisation and Management Structure in relation to Safety

The overriding importance of safety to the Company is demonstrated clearly by its organisation and the definition of the safety related responsibilities of its Board of Directors and senior managers.

The primary responsibilities for safety are as follows:

(a) The Board of Directors is collectively responsible for the safety and efficiency of Company operations and for authorising budgets accordingly. The annual Aviation Safety and Health & Safety reports produced by the Company will be authorised by the Board.

(b) The Managing Director is responsible for developing safety policy for approval by the Main Board and making arrangements for its effective implementation.

(c) The Safety Manager reports to the Managing Director and is responsible for proposing safety policy, monitoring its implementation and providing an independent overview of Company activities in so far as they affect Safety.

(d) The Quality Manager reports to the Managing Director and is responsible for proposing quality policy, monitoring its implementation and providing an independent overview of Company activities in so far as they affect Quality. The Quality System will be used to monitor the effectiveness of the Aviation Safety Management System.

(e) The Accountable Managers are responsible to the Managing Director for the efficient administration and professional management of all safety significant activities and tasks important to safety which are within their defined areas of responsibility.

(f) The Flight, Engineering and Ground Safety Review Boards assist the Operating Boards in the discharge of their responsibilities and provide a focused overview of matters important to safety and quality. They consider reports produced and matters raised by the Safety Managers, Quality Managers and the Accountable Managers. The Boards are chaired by the Accountable Managers who report to the Operating Boards on all aviation safety matters which should be brought to the Operating Board's attention.

Committees (as applicable)

The Operations Flight Safety Committee reviews the performance of matters relating to the safe operation, engineering and handling of the aircraft. It considers reports produced by the analysis of Confidential Reports, Quality Audits and any other relevant data. It also

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considers all proposals for improving flight safety and recommends or refers matters to The Flight Safety Review Board.

The Engineering Safety Committee reviews the performance of matters relating to the safe operation and engineering of the aircraft and Engineering facilities. It considers reports produced by the analysis of Confidential Reports, Quality Audits and any other relevant data. It also considers all proposals for improving flight safety and recommends or refers matters to The Engineering Safety Review Board.

The Ground Handling Safety Committee reviews the performance of matters relating to the safe operation and handling of the aircraft and ground handling facilities. It considers reports produced by the analysis of Confidential Reports, Quality Audits and any other relevant data. It also considers all proposals for improving flight safety and recommends or refers matters to The Ground Safety Review Board.

(g) The Safety Committees, the Flight, Engineering and Ground Safety Review Boards co-ordinate the processes required to ensure the operations of the Company and sub-contractors are as safe as reasonably practicable.

3. Provision of Aviation Safety and Health & Safety Services

3.1 Management Responsibilities and Accountabilities

A clear definition of all individual responsibilities and accountabilities for matters affecting safety is necessary to ensure the implementation of Company safety policy. At Director level, the division of responsibility and accountabilities is as follows:

The Managing Director has overall responsibility for implementation of safety policy, specifically by:

(i) approving specific Company safety standards and practices.

(ii) approving Company safety criteria and principles to be adopted, both Flight Safety and Health and Safety.

The Flight Safety Manager is responsible for:

(i)   providing an independent assessment and overview of the safety of Company activities.
(ii) monitoring the effectiveness of measures taken to ensure the aviation safety.
(iii) providing the arrangements for accident contingency co-ordination.
(iv) raising with the Managing Director any safety issues which he believes are not being addressed adequately.

OTHER DIRECTORS (if applicable)   List responsibilities.

3.2 Production of Safety Cases

The purpose of a safety case is to provide evidence and supporting arguments to demonstrate that the major hazards to safety inherent in the specific operation have been identified. These hazards should either be eliminated or controlled so that the risk of exposure has been reduced to a level that is as low as reasonably practicable, (ALARP).

The Company must implement procedures to ensure the safe operation, engineering and handling of its aircraft and facilities and to be resilient to changes to operating regimes. Safety cases must be consolidated when it is judged that the number of modifications to facilities or operating conditions makes the reference to a particular section become unreasonably complex.

The maintenance of the safety case is the responsibility of the relevant Director, who is responsible and accountable for ensuring it is kept up to date and that it is in a readily accessible form. Directors are responsible and accountable for preparing changes to the safety case, taking into account periodic reviews, operational experience, feedback, safety modifications and changes arising from technology and re-equipping. Such changes to the safety case are intended to maintain the risks as low as reasonably practicable.

The Company has responsibility for providing authoritative advice on modifications affecting safety. The Accountable Manager is responsible for maintaining an adequate number of suitably qualified and experienced staff to:

(i)   know and understand the safety case for the aircraft and facilities and the limits and constraints under which equipment must be operated,

(ii) comprehend the effect on the safety case of modifications and operating conditions.

(iii) retain this expertise for the life of the aircraft and facilities.

(iv) verify changes to the safety case undertaken through the modifications and to act as authors when requested by the relevant Director.

Review, Verification and Revision of Safety Cases with changing structure of business

3.3   Internal and External Verification and Review

The Company should have a policy of self assessment and self regulation. Aircraft modifications and changes to the safety case must be verified, reviewed or assessed independently of the originator. Independent verification of each proposal must be undertaken where appropriate.

The Company must carry out periodic safety reviews of each fleet and of all supporting functions. The procedure should be based on the experience already gained by the Company in Quality Auditing. The CAA and other regulatory authorities may also conduct safety audits.

Provision of information to the Board and Management

3.4   Safety Committees

The Operations, Ground Handling and Engineering Safety Committees provide advice to the Company on aviation safety matters, through the Company's Safety Review Boards, in accordance with approved terms of reference. These committees consist of senior managers within the Company who have knowledge of and responsibility and accountability for safety. The role of these committees is detailed in 2.1 (f).

Other Safety Committees

The Company Health and Safety Committees provides a forum for the Company and trade union representatives to discuss and review matters relating to health, safety and welfare at work.

3.5 Monitoring and Auditing of Safety

The Company obtains external advice on aviation safety aspects through regular audits and monitoring by the CAA.

The Airline monitors aviation safety performance and improvement internally at Three levels:

(a) At the various Safety Review Boards, chaired by the Accountable Managers, through reports from the Safety Managers, the relevant Quality Managers and the chairmen of the various Safety Committees.

(b) At the various Safety Committees, who review reports from the Safety Managers and monitor safety reports and data from the relevant sources.

(c) At the Airports and facilities by incident panels which investigate and determine the causes of reported incidents.

The Company's Safety Management and Quality Systems provide the basis for regular auditing of compliance with procedures relevant to all aspects of safety. The operation of aircraft is regulated by JAR-OPS. Engineering maintenance provision is regulated under JAR-145 accreditation.

3.6 Safety Management Guide

The Safety Management Guide is based on an elemental structure. This should contribute to continual improvements in safety and to improving our general approach to safety. Directors and Managers are accountable for carrying out periodic inspections of their specified areas of responsibility at each facility to confirm that safe processes and conditions of work are being maintained.

3.7 Initial and Recurrent Training

The Company is strongly committed to maintaining and improving the competence of our staff by a comprehensive programme of training in all activities important to the safety of our operations.

The Company provides a range of training aimed at the further development of sound attitudes towards safety, safety awareness and safety culture.

Training provisions cover all levels of the organization and aim to develop improved awareness by measures such as informing staff about past events and their root causes and about good national and international practices.

3.8 Improvement of Safety Culture

The safety culture at any location can be improved only by developing the three prerequisites of a comprehensive corporate approach, an effective organization and robust assurance for safety. The emphasis throughout the organization must be that each person's responsibilities and accountabilities for all aspects of safety are understood when developing procedures.

3.9 Emergency Planning

Formal plans must be in place to deal with an accident, incident or emergency which may arise either at an airport, facility or from an aircraft in flight.

Successful management of such an emergency also requires co-ordination of off-site services and this is provided as part of the function of an Accident Co-ordination Centre. The co-ordination of off-airport activities is designed to assist the investigative authority and gather information to assist the Company investigation. The maintenance of an Accident Co-ordination Centre is the responsibility of the Emergency Response Planner. The responsibility for coordinating activities in an ACC lies with the Operations Director or his assigned deputy. Company staff attend to provide information and advice to agency representatives and to provide technical support. The arrangements at every level must be exercised regularly.

4. Ownership and Liabilities

4.1 Director's Responsibilities

Under both statute and common law the Directors have the responsibility for the management of the Company and in many cases Executive Directors and senior officers will have a personal responsibility to ensure the safe operation of the aircraft and to secure compliance with the laws governing all aspects of its operations. Additionally, the Directors' duties at common law include an obligation to act in the best interests of the Company.

4.2 Interface with the CAA

The operator should work in close co-operation with the CAA to disseminate and gather relevant safety related information, and to seek guidance and advice from them as necessary.

4.3 Third Party Liability

This section should be developed in conjunction with the operators, finance and legal departments. **WHAT IS OUR THIRD PARTY LIABILITY ?**

5.   Arrangements for Technical Support for Facilities

5.1   Use Of Contractors

Where appropriate, the Company employs contractors to carry out work. Company policy is to require contractors to meet the Company's aviation safety standards and requirements and to audit them in accordance with agreed arrangements.

Conclusion

This policy document affirms the commitment of the Company to establish the management systems, structures and processes and to provide the resources necessary, to maintain and to strive to improve its aviation safety performance.