

Annex 3

1 Safety Policy

A SMS will only be effective when a Safety Policy is developed and communicated throughout the organization. The policy statement should clearly reflect the top managements' commitment to safety. The policy must also indicate how safety management principles will be integrated in the organization's structure.

There is no prescribed format for the safety policy. It needs to be a written document from senior management that is communicated to all company employees.

A Safety Policy should typically include the following elements:

- The overall safety objectives of the organization
- Senior management commitment and intentions with regards to safety
- Commitment to provide the necessary resources
- The organization's safety management principles
- The organization's policy concerning responsibility and accountability for safety at all levels of the organization
- Non-punitive reporting policy (just culture)

In preparing a Safety Policy, senior management should consult widely with key staff members in charge of safety-critical areas. Consultation assures that the document is relevant to the staff and gives them a sense of ownership in it.

Further guidance in the development of a corporate safety policy can be found – among others – in:

- ICAO Doc. 9859 Safety Management Manual
- CAAS Advisory Circular AC 1-3(0)
- ACRP Report 1, Safety Management Systems for Airports, Volume 1
- Transport Canada Advisory Circular AC 107-001 (SMS Guidance for Large Operators)



ICAO guidance material on the development of a Safety Policy Statement

Safety is one of our core business functions. We are committed to developing, implementing, maintaining and constantly improving strategies and processes to ensure that all our aviation activities take place under balanced allocation resources, aimed at achieving the highest level of safety performance and meeting national and international standards.

All levels of management are accountable for the delivery of this highest level of safety performance, starting with the [Chief Executive Officer (CEO)/Managing Director/ or as appropriate to the organization].

Our commitment is to:

- a) Support the management of safety through the provision of appropriate human and financial resources that will result in an organizational culture that fosters safe practices, encourages effective safety reporting and communication, and actively manages safety with the same attention to results as financial management.
- b) Enforce the management of safety among the primary responsibility of all managers;
- c) Clearly define for all staff their accountabilities and responsibilities for the delivery of safety performance;
- d) Establish and implement hazard identification and risk management processes in order to eliminate or mitigate the risks associated with (aircraft/ ATC/ maintenance/ aerodrome) operations to a point which is As Low As Reasonably Practicable;
- e) Comply with and wherever possible exceed legislative and regulatory requirements and standards;
- f) Ensure sufficient skilled and trained resources are available to implement safety strategies and processes;
- g) Ensure that all staff are provided with adequate and appropriate aviation safety information and training, are competent in safety matters and are only allocated tasks commensurate with their skills;
- h) Establish and measure our safety performance against realistic objectives and/or targets;
- i) Continually improve our safety performance and conduct safety management reviews to ensure relevant safety action is taken and is effective; and
- j) Ensure externally supplied systems and services to support our operations are delivered meeting our safety performance standards;

(Signed)

CEO/Managing Director/or as appropriate

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