GUYANA CIVIL AVIATION AUTHORITY

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| SUBJECT: | SAFETY POLICY STATEMENT | DATE INITIATED: | 26-10-2016 |
| | | INITIATED BY: | Director Aviation Safety Regulation |

1. PURPOSE

This Advisory Circular (AC) provide examples of *"Safety Policy Statements"* acceptable to the Authority and which Approved Maintenance Organisations (AMOs) shall include in their Maintenance Procedures Manual, Quality Manual and/or Safety Manual.

2. AUDIENCE

This AC affects all Approved Maintenance Organisations operating in Guyana.

3. CANCELLATION

Not applicable.

4. EFFECTIVE DATE

This AC is effective 15th November, 2016.

5. CHANGES

Not applicable.

6. RELEVANT REFERENCES

a. Annex 19 to the Convention on International Civil Aviation; and

b. ICAO DOC 9859.

7. Contact Information

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8. SAFETY POLICY STATEMENT

8.1 Example – 1

a. 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 a balanced allocation of organisational resources, aimed at achieving the highest level of safety performance and meeting national and international standards, while delivering our services.

b. All levels of management and employees are accountable for the delivery of this highest level of safety performance, starting with the responsible title holder, e.g. the Accountable Manager (AM), Chief Executive Officer (CEO), Managing Director (MD), Director of Maintenance/Chief Engineer, etc.

c. Our commitment is to:

1) support the management of safety through the provision of all appropriate resources that will result in an organisational culture that fosters safe practices, encourages effective safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organisation;

2) enforce the management of safety as a primary responsibility of all managers and employees;

3) clearly define for staff, managers and employees alike, their accountabilities and responsibilities for the delivery of the organisation's safety performance and the performance of our safety management system;

4) establish and operate hazard identification and risk management processes, including a hazard reporting system, in order to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point which is as low as reasonably practicable (ALARP);

5) ensure that no action will be taken against any employee who discloses a safety concern through the hazard reporting system, unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;

6) comply with and, wherever possible, exceed, legislative and regulatory requirements and standards;

7) ensure that sufficient skilled and trained human resources are available to implement safety strategies and processes;

8) ensure that staff are provided with adequate and appropriate aviation safety information and training, are competent in safety matters, and are only allocated tasks in line with their skills;

9) establish and measure our safety performance against realistic safety performance indicators and safety performance targets;

10) continually improve our safety performance through management processes that ensure that relevant safety action is taken and is effective; and

11) ensure externally supplied systems and services to support our operations are delivered, and meet our safety performance standards.

8.2 Example – 2

a. Safety is the first priority in all our activities. We are committed to implementing, developing and improving strategies, management systems and processes to ensure that all our aviation activities uphold the highest level of safety performance and meet national and international standards.

b. Our commitment is to:

1) develop and embed a safety culture in all our aviation activities, one that recognises the value of effective safety management and acknowledges that safety is paramount;

2) clearly define all personnel's accountabilities and responsibilities for developing and delivering aviation safety strategy and performance;

3) minimise the risks associated with aircraft operations to a point that is as low as reasonably practicable/achievable;

4) ensure that externally supplied systems and services affecting the safety of our operations meet appropriate safety standards;

5) develop and improve our safety processes to conform to world-class standards;

6) comply with, and, wherever possible, exceed legislative and regulatory requirements and standards;

7) ensure that all staff have adequate and appropriate aviation safety information and training, are competent in safety matters, and are only allocated tasks in line with their skills;

8) ensure there are enough skilled and trained personnel to implement safety strategy and policy;

9) establish and measure our safety performance against realistic objectives and/or targets;

10) achieve the highest levels of safety standards and performance in all our aviation activities;

11) continually improve our safety performance;

12) conduct safety and management reviews and ensure we take relevant action; and

13) ensure that an effective SMS is integral to all our aviation activities.

8.3 Example – 3

a. Management is committed to providing safe, healthy, secure work conditions and fostering positive safety attitudes.

b. The organisation's owner/CEO is committed to:

1) ongoing pursuit of an accident-free workplace, including no harm to people and no damage to equipment, the environment, or property;

2) a culture of open reporting of all safety hazards;

3) an open reporting culture in which management will not initiate disciplinary action against any personnel who, in good faith, disclose a hazard or safety occurrence resulting from unintentional conduct;

4) support for safety training and awareness programs;

5) conducting regular audits of safety policies, procedures and practices;

6) monitoring industry activity to ensure best safety practices are incorporated into the organisation;

7) providing the necessary resources to support this policy;

8) requiring all employees to maintain a safe work environment through adherence to approved policies, procedures, and training; and familiarising themselves, (and complying), with safety policies and procedures;

9) all levels of management, starting with the owner/CEO, being accountable for safety performance. To be a good leader, you must be a good safety leader; and

10) the principle that the organisation is strengthened by making safety excellence an integral part of all activities.

Approved by:

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