



**Air Niugini**

## QUALITY AND SAFETY ALERT

Alert No:	06/2021
Effective Date:	02/07/2021
Expiry Date	02/10/2021
Approved by:	GM Quality, Safety, Risk & Audit

Sign: 

**Title: Major Summary of Changes to Corporate Manuals**  
**Applicability: All Staff**

### **Introduction**

Corporate manuals, CPPM, CSMSM, CQM, CERM and DPCM have been amended due to CASA Rule Parts, IOSA and Company Requirements and the same are in the process of distribution.

### **Objective**

This notice aims to inform all regarding the major changes to the corporate manuals for information and necessary action, where applicable and also to remind to go through the latest amendment history of manuals to note relevant changes applicable to the Departments and implement. IOSA is scheduled by last week of July 2021.

### **Changes to CPPM**

1. Words “MD” and “CEO” may be used interchangeably in all company manuals (CPPM Pages 4 & 5 org charts)
2. A replacement manager is appointed to assume an absent key operational manager’s duties in an acting capacity for a period not exceeding 3 months which is extendable by another 3 months (as per verbal advice of CASA PNG, particularly due to prevailing COVID-19 situation). (CPPM 2.7.4.1)
3. Following added to duties of Operational Heads of Departments (CPPM 2.7.4)
  - GMCQ&S is to be informed regarding any proposed changes which have potential risk to safety/compliance to arrange for risk assessment, if necessary.
  - Inclusion of clauses in the proposed agreements with external service providers for;
    - measurable specifications affecting safety/security of operations
    - auditing by Air Niugini to evaluate continued satisfactory performance
    - training of its personnel on SMS relevant to their role

towards Safety

- Sharing of the draft agreement with GM CQ&S prior to and after signing.
- Implementation of procedure in department to define the qualitative requirement of a new product to be acquired/purchased and acceptance of the same on receipt after acceptance of the product against the desired requirements and maintaining records to this effect.
- To coordinate with GM CQ&S on all matters being referred to CASA PNG like approvals, exemption to rule parts etc.

### **Changes to CSMSM**

1. Simplified OOR form (CSMSM 11.1.4.2)
2. Reporting of DG to CASA PNG and foreign authority when applicable (CSMSM 11.1.4.5)

### **Changes to DPCM**

1. Manual distribution, 100% acknowledgement within 5 days of distribution, escalating the non-acknowledgement to HOD on the 7<sup>th</sup> day and to upload the manual on “PX Controlled Manuals” LAN on 15<sup>th</sup> day from the date of distribution, which will be the date of effectivity of the manual (DPCM 5.9.1)
2. Process for dealing with obsolete manuals (DPCM 5.10.2)

### **Changes to CERM**

1. Name of “Station Emergency Procedure Guide” changed to “Station Emergency Information”. All port managers to send the next versions to safety office with new name (CERM 1.1)

-END -

