




**Air Niugini**

**QUALITY AND SAFETY ALERT**

<b>Alert No:</b>	12/2021
<b>Effective Date:</b>	With immediate effect
<b>Expiry Date</b>	Non-expiring
<b>Approved by:</b>	GM Quality, Safety, Risk & Audit
<b>Sign:</b>	

**Awareness of SMS Procedures  
Applicability: All Staff**

**Introduction**

Safety Management System is aimed to prevent accidents and promote safety. SMS Procedures are elaborated in the Corporate SMS Manual available on our intranet. It is observed that some staff are not aware of the SMS Procedure and think that Corporate SMS Manual and the procedures contained therein are for the staff of Corporate Quality & Safety

**Objective**

This alert is aimed at re-emphasising the need for all of us to be aware of the minimum knowledge every staff should have regarding the Safety Procedures.

**Execution**

- **ANAT Training Centre** conducts Safety awareness training to all the staff on joining the company.
- **SAG teams of all Operational Departments** need to utilise the monthly SAG meetings to create awareness among its staff regarding the importance of reading, understanding and implementing the procedures mentioned in Corporate SMS Manual, relevant to their roles and functions. (CSMS Manual Para 2.1.1 bullet point 4 refers).
- **Safety Systems Office** shall publish through webmaster any important additions/changes to safety procedures as and when applicable. Further, Safety Officers/Inspectors shall also utilise the safety inspections done by them to create awareness of SMS procedures and to carry out safety survey by inviting comments/suggestions to improve Safety in the Company.
- **All the Operational Staff** are appealed to familiarise themselves the Corporate SMS Manual available on the intranet and at least the following procedures contained therein: Safety Policy (CSMSM 3.1), Hazard Reporting (CSMSM 8.1), Confidentiality of reporting (CSMSM 8.1.1), No blame culture (CSMSM 5.2), CEO's Incentive Program (CSMSM 8.1.4), Corporate Emergency Response Manual, available on intranet and hard copy and Station Emergency Information prepared and applicable to all ports. Further, important and safety critical information is shared through webmaster by way of safety bulletins/journals and Quality and Safety notices. These are also available on intranet. Staff are advised to go through them and understand.

**“SAFETY IS EVERYONE’S CONCERN”.**

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