



Air Niugini

SAFETY ALERT

EFFECTIVE DATE:

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SAFETY RISK LEVEL: LOW

ISSUED BY: CORPORTATE QUALITY & SAFETY DEPARTMENT

TO: ALL AIR NIUGINI DEPARTMENTS

CHANGE OVER FROM HARD COPIES TO SOFT COPIES OF COMPANY CONTROLLED MANUALS

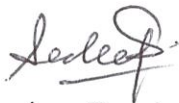
Objective: In order to reduce the cost of printing, revising, carrying on aircraft and to be environment-friendly, it has been decided to change over from hard copies to soft copies of all PX and LinkPNG controlled manuals, wherever practicable.

Actions:

- One hard copy each pertaining to the department will be provided to their library.
- Domestic ports have been provided with access to e-manuals on both PX and LinkPNG. Hence, domestic ports will not be provided with hard copies. They can download the manuals and save on their desktop/laptop. In case of any difficulty in accessing the e-manuals, they may contact IT helpdesk.
- Required number of hard copies of Flt Ops and Cabin Crew are to be on board. (Flt Ops to inform such requirement to other document owners like Maintenance, Ground Ops, AVSEC, Cargo etc.). Hence, document suppliers to Flight Ops, like Weight and Balance Manual by Ground Ops, MEL by Maintenance Control are to work out the required number of hard copies for their Departments and the same is to be projected to Document Production Control.
- Only soft copies of other departments will be provided like CPPM, SQM, CSMSM and CERM.
- All Document Owners to identify requirement of soft and hard copy numbers and forward distribution list to DPC.
- No manuals shall be supplied in CD format except maintenance manuals to MROs and line maintenance at international ports.
- List of latest versions of manuals is provided by Document Production Control on the server which can be accessed by all to verify for holding the correct version. DPC will update this list on any changes to manuals. Domestic ports shall visit the site at least once a month and update changes, if any, to any of their manuals like ASM, AOSP or DG Manual.

- Present practice of allowing only downloads, but not copy, extract or print functions would continue.
- Any requirement to print or extract, or provide editable copy needs to be approved by Document Owner and enabled by Document Production.
- It is the responsibility of each and every staff that the manuals are not shared with unauthorised personnel.
- Any unauthorized sharing/unscrupulous activity is liable to disciplinary action.
- Monitoring by supervisors in this regard is expected.

Cut-off date for all document holders to have the manuals as per revised distribution list is with immediate effect.



Sandeep Tyagi

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