

Perform Air International Inc.
Safety Management System
XIV.01 -- Safety Policy and Objectives

Revision	Revision Date	Revision Change
N/I	03/29/2024	Re-Release

1.0 Purpose:

To create the frame of reference for the Safety Management System, also referred to as the SMS, and affirm Perform Air International Inc.'s commitment to incorporate and continually improve aviation related safety.

2.0 Scope:

All operations that impact aviation safety for FAA and/or foreign certificate holders.

3.0 Responsibility:

3.1 Manual revision maintenance within this procedure are the responsibility of the Internal Evaluation Department.

3.2 The participation of personnel on the SMS Executive and Advisory Committees is a function of Management responsibilities but may also be considered at the discretion of the President / Accountable Manager.

4.0 Definitions:

4.1 Safety Management System (SMS) – A formal, top-down, systematic approach to managing safety risk and assuring the effectiveness of safety risk controls. It includes systematic accountability, procedures, and policies for the management of safety risk.

4.2 Management Review - Regular meetings of management to review key business data to identify potential business improvements.

4.3 Hazard Identification – The process used to identify hazards.

4.4 Safety Risk Management – The formal process within the SMS composed of describing the system, identifying the hazards, and assessing, analyzing, and controlling the risk.

4.5 CAPA - The Corrective and Preventive Action program utilized within Perform Air International Inc.

4.6 Corrective Action - A reactive response to a problem that has already occurred (i.e., discovered via complaint, damaged part, internal audit findings, etc.).

Perform Air International Inc.
Safety Management System
XIV.01 -- Safety Policy and Objectives

4.7 Preventive Action - Proactive response to a problem which has not yet occurred (i.e., discovered via data analysis such as future procedural improvements to reduce production costs, etc.).

5.0 Procedure:

5.1 Safety Policies

5.1.1 All personnel at Perform Air International Inc. are accountable for our safety performance and are committed to implementing this safety policy in addition to the policies set forth in QSM.01, QSM.17, QSM.20, and QSM.27.

5.1.2 SMS Safety Policy:

Safety is a prime consideration at all times within Perform Air International, Inc. The Perform Air International Inc. SMS Policy is contained in the Perform Air International Inc. QSM.27 (SMS Safety Policy)

5.2 Scope of SMS and Contracted Activities:

5.2.1 Perform Air International, Inc. has developed an integrated Safety Management System for its entire organization. The SMS provides the highest reasonable level of safety by identifying and minimizing risks which could lead to accidents, incidents, or injury to persons. Perform Air International Inc. provides both safety and quality management covering the scope of maintenance systems and operational processes including:

5.2.1.1 Parts / materials

5.2.1.2 Technical data

5.2.1.3 Quality control

5.2.1.4 Records management

5.2.1.5 Contract maintenance

5.3 Management Structure and Responsibilities

5.3.1 President / Accountable Manager / Accountable Executive

5.3.1.1 RSM I.15, Att.52.01 details the responsibilities of the President / Accountable Manager. This individual is responsible for all activities of the organization and has authority to act on behalf of the repair

Perform Air International Inc.
Safety Management System
XIV.01 -- Safety Policy and Objectives

station in all aspects of the business, including the communication, implementation, and overseeing of the continuous improvement of the SMS and ensuring repair station personnel follow established regulations. This individual also serves as the primary contact with regulatory agencies. The President / Accountable Manager will also assign a member of management the responsibility of SMS Coordinator but will retain the responsibility to:

- 5.3.1.1.1** Provide the necessary financial, material, and human resources to maintain the SMS.
- 5.3.1.1.2** Conduct all operations in the safest manner possible.
- 5.3.1.1.3** Develop long-term safety practices, including the establishment of safety policies and practices.
- 5.3.1.1.4** Implement management systems that will establish and maintain safe work practices.

5.3.2 Executive Management

- 5.3.2.1** In addition to the President / Accountable Manager the executive level management structure of Perform Air International, Inc. includes the Vice President level of management. These individuals are to be considered experts on the repair station's SMS and, in the absence of the President / Accountable Manager, capable of rendering decisions to issues that arise from the day-to-day implementation and operation of the SMS Program. Executive Management is responsible for the development and endorsement of the SMS policy, found in this manual, which shall be signed by the President / Accountable Manager of Perform Air International Inc. (See QSM.27 SMS Safety Policy) In addition, Executive Management is responsible for developing measurable and attainable safety objectives throughout the organization.

5.3.3 Directors

Immediately below the Executive level, Perform Air International maintains a Director level of management. All of these positions, as part of the scope and responsibilities of their job functions will assume responsibility for the following:

Ensuring all personnel understand applicable regulatory requirements, standards, and Perform Air International Inc.'s safety policy and procedures.

Perform Air International Inc.
Safety Management System
XIV.01 -- Safety Policy and Objectives

Identification and development of resources to achieve safe maintenance operation.

Observing and controlling safety systems by monitoring and supervising personnel.

Making decisions regarding safety risk acceptance within their department.

Measuring personnel's performance compliance with Perform Air International Inc.'s goals, objectives, and regulatory requirements.

Reviewing standards and the practices of personnel as they affect safety to include aircraft operational safety.

Ensure all aspects of the SMS are flowed down to the management, supervisory and hourly employees.

5.3.4 Other Management Personnel

5.3.4.1 Any of the remaining Management level personnel at Perform Air International, Inc. may, at the discretion of the President / Accountable Manager, be called upon to serve on either the SMS Executive Committee or the SMS Advisory Committee. An overview of the Management structure of Perform Air International Inc. can be found in RSM I.01. Regardless of their appointment to either committee, all levels of Management are expected to assume additional responsibilities in regards to the SMS, including:

5.3.4.1.1 Promoting a positive safety culture.

5.3.4.1.2 Providing resources that will ensure the implementation and operation of the SMS, and allocating resources that establish and meet quantifiable and attainable safety objectives.

5.3.4.1.3 Further developing and implementing the SMS as fit within their area of responsibility, including proper hazard identification processes and safety risk assessments.

5.3.4.1.4 Assuring safety risk controls in place under their scope remain effective.

Perform Air International Inc.
Safety Management System
XIV.01 -- Safety Policy and Objectives

- 5.3.4.1.5** Participating in no less than an annual evaluation of the Safety Management System, usually taking place at Management Review.
- 5.3.4.1.6** Advising the President / Accountable Manager / Accountable Executive on the performance of the SMS at the departmental level, and subsequently identifying areas that require improvement as necessary.

5.4 Safety Accountabilities and Responsibilities

5.4.1 President / Accountable Manager / Accountable Executive

- 5.4.1.1** The President / Accountable Manager endorses the Safety Policy; provides the human, financial, and material resources necessary for operating the SMS and achieving the safety objectives; and nominates the SMS Coordinator, SMS Executive Committee, and SMS Advisory Committee; and actively participates in said committees. Additionally, the President / Accountable Manager chairs the SMS Executive Committee. This individual holds certain responsibilities for ensuring safety, such as:
 - 5.4.1.1.1** Controls the financial, human, and material resources required to conduct operations within the organization.
 - 5.4.1.1.2** Retains ultimate responsibility for the safety performance of the operations at Perform Air International Inc.
 - 5.4.1.1.3** Develop and sign the SMS Safety Policy (QSM.27).
 - 5.4.1.1.4** Ensures the SMS Safety Policy is properly implemented, communicated, and performed throughout the organization.
 - 5.4.1.1.5** Regularly reviews the SMS as established within the organization, including the safety policy, and safety performance outputs, and organize actions to respond to substandard safety performance as necessary.

Perform Air International Inc.
Safety Management System
XIV.01 -- Safety Policy and Objectives

5.4.2 Internal Evaluation Department

5.4.2.1 The President / Accountable Manager will appoint a member of management who is responsible for the development, operation, and continuous improvement of the SMS and who acts as a focal point for safety management issues in the organization. This individual, irrespective of other responsibilities, will have responsibilities and authority that includes:

- 5.4.2.1.1** Ensure processes needed for the SMS are established, implemented, and maintained.
- 5.4.2.1.2** Report to executive management on the performance of the SMS and the need for improvement.
- 5.4.2.1.3** Ensure the promotion of the SMS program and awareness of safety expectations throughout the organization.
- 5.4.2.1.4** Provide education to the employees with regard to their safety responsibilities, the organization's safety policies and expectations, reporting procedures and familiarity with risk controls.
- 5.4.2.1.5** Facilitate hazard identification and safety risk management.
- 5.4.2.1.6** Review, corrective and preventive actions and evaluate their results with the President / Accountable Manager.
- 5.4.2.1.7** Ensure the training Department provides adequate Safety Management System training.
- 5.4.2.1.8** Monitor safety concerns in the aviation industry and their perceived impact on Perform Air International Inc.'s operations aimed at service delivery.
- 5.4.2.1.9** Coordinate and communicate, on behalf of the President / Accountable Manager, with the State and Federal oversight authority and other regulatory agencies, as well as international organizations, as necessary on issues relating to safety.
- 5.4.2.1.10** Coordinate with the SMS Advisory Committee to ensure benefits and explanation of the SMS program are communicated to all personnel, including why safety actions and procedures are introduced or changed.

Perform Air International Inc.
Safety Management System
XIV.01 -- Safety Policy and Objectives

5.4.3 SMS Manager

5.4.3.1 The Internal Evaluation Department Manager is appointed by the Accountable Manager as the SMS Manager and is responsible for the analysis and verification that objectives are being met. The SMS Manager provides the monitoring and measuring performance analysis and utilizes the information to maintain the integrity of risk controls. The processes utilized by the SMS Manager ensures the safety performance of the organization, keeping it moving forward toward the attainment of safety goals, making required corrections via the corrective action system, and identifying and revising processes as required.

5.4.4 SMS Executive Committee

5.4.4.1 The SMS Executive Committee is chaired by the President / Accountable Manager. It ensures appropriate resources are allocated to achieve the established safety performance and gives strategic direction to the SMS Advisory Committee.

5.4.4.2 In addition to the President / Accountable Manager, the SMS Executive Committee will include the Executive level management.

5.4.4.3 The SMS Executive Committee will meet annually during Management Review and at other times as required to evaluate the effectiveness of the SMS as per Procedure III.04, the measurement, analysis, and improvement procedure.

5.4.5 SMS Advisory Committee

5.4.5.1 The advisory committee is assigned by the Accountable Manager and at a minimum will include the SMS Coordinator, Internal Evaluation Manager, a Maintenance representative, a Quality Control representative, a Purchasing representative, an Engineering representative, and a representative from Training.

5.4.5.2 The SMS Advisory Committee reviews data generated from safety issues; monitors operational safety; resolves identified risks; assesses the impact on safety of operational changes; makes continual improvement recommendations; and ensures that safety actions are implemented within agreed timescales.

5.4.5.3 The SMS Advisory Committee reports to and takes strategic direction from the SMS Executive Committee. Additionally, supervisors and

Perform Air International Inc.
Safety Management System
XIV.01 -- Safety Policy and Objectives

personnel from operational areas may be asked to join the SMS Advisory Committee on an as needed basis, or in a temporary and adversarial capacity, at the discretion of the Accountable Manager.

5.6 Documentation of SMS

- 5.6.1** SMS documents including the safety policy, processes, and procedures for Perform Air International Inc. shall be maintained in the QSM Section XIV.
- 5.6.2** It is the responsibility of the Internal Evaluation Manager to request revision to the SMS manual as needed.
 - 5.6.2.1** This will be accomplished in accordance with Procedure I.10, the document, and data control procedure.
- 5.6.3** The SMS will be subject to an internal audit no less than annually.
- 5.6.4** Suggestions for continual improvement to the system will be raised and discussed during the SMS Advisory Committee and SMS Executive Committee meetings.
 - 5.6.4.1** It is the Internal Evaluation departments responsibility to provide the President / Accountable Manager with the audit and committees' findings in order to implement the most viable improvements to the system.
- 5.6.5** The Internal Evaluation Department will also provide an accounting of all SMS related CAPAs for trend analysis at Management Review.

6.0 Records:

- 6.1** CAPA database
- 6.2** Audit and Committee Findings Report
- 6.3** Meeting minutes/notes form Committee meetings.