

Perform Air International Inc.
Safety Management System
XIV.03 – Safety Assurance

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

1.0 Purpose:

To implement ongoing processes that monitor compliance with national and international regulations and provide confidence that the Safety Management System is operating as designed and is effective.

2.0 Scope:

Review of data pertinent to the Safety Management System.

3.0 Responsibility:

- 3.1. The President / Accountable Executive is responsible for being fully involved in the development and implementation of the SMS within Perform Air International Inc. and must do so as outlined in the Safety Policy and Objectives (SMS XIV.01)
- 3.2. The maintenance of the procedure is the responsibility of the SMS Manager.
- 3.3. The SMS Coordinator, President / Accountable Manager, SMS Advisory Committee, and SMS Executive Committee are responsible for analyzing trends and implementing changes to the system that will ensure the effectiveness of safety risk controls.
- 3.4. All management staff at Perform Air International Inc. are responsible for the continual improvement of their department, in relation to their business performance objectives and their implementation of the Safety Management System.
- 3.5. All Perform Air International Inc. employees are responsible for maintaining positive safety performance and cultivating a work culture where safety is the top priority.

4.0 Definitions:

- 4.1. **Safety Assurance** – Processes within the SMS that ensure the performance and effectiveness of safety risk controls.

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5.0 Procedure:

5.1. Auditing:

5.1.1. Audits are utilized at Perform Air International Inc. to assess the performance of the organization, including the SMS. Areas of interest for SMS related audits are to assess safety risk controls and their effectiveness and safety performance, and to identify new or unintended consequences that arise from established risk controls. All audits shall reference the company safety objectives as a baseline for optimal safety performance, and verify that established safety risk controls are operating as intended and compliant with applicable regulations. As per QCM II.11, Internal Audit Procedure, all internal audits shall be reported to and reviewed by the Accountable Executive, prior to finalization of an audit report and dispersal to other management personnel.

5.1.2. Internal Audits:

5.1.2.1. Perform Air International Inc. performs internal audits on all aspects of the QSM, including the SMS. The procedure for internal audits can be found in QCM II.11, and the schedule for these audits is determined through the same procedure.

5.1.2.2. Records of SMS related audit findings, including issues of compliance and non-compliance, corrective actions, and follow-up inspections will be maintained by the Internal Evaluation Department.

5.1.3. External Audits:

5.1.3.1. Perform Air International Inc. is also subject to external audits by customers and regulatory agencies.

5.1.3.2. Any findings or observations from audit, impacting SMS will be communicated to the Internal Evaluation Department who will investigate them.

5.2. Investigation:

5.2.1. The ongoing monitoring and measurement of the processes utilized by Perform Air International Inc., as well as the resulting product, is set forth in Procedure III.04, Measurement, Analysis, and Improvement. All changes in any aspect of the processes or environment of Perform Air International Inc. are monitored via the Management of Change Process, found in the SMS Hazard Identification and Risk Management Procedure (SMS XIV.02).

5.2.2. Perform Air International Inc. utilizes hazard identification processes as specified in the SMS Hazard Identification and Risk Management document (SMS XIV.02)

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to monitor hazards, incidents, accidents, and areas of current or potential non-compliance, as identified by employees. These processes include the Hazard Reporting Form, CAPA system, and Risk Assessment Scorecard, all of which are maintained by the SMS Coordinator. These systems allow for the monitoring of safety controls and performance following a hazard. If any safety control is found to be substandard of its desired function or causes inadvertent hazards, then the processes described in Hazard Identification and Risk Management (SMS XIV.02) shall be repeated. The Internal Evaluation Department oversees this monitoring.

- 5.2.2.1.** The Hazard Reporting Form is a method of confidentially collecting employee safety concern information and allowing all members of the organization to propose suggestions for safety improvement.
 - 5.2.3.** The Capabilities Process and Management of Change Process shall be utilized to monitor and measure safety concerns that may arise from new hazards organization-wide. These hazards may stem from changes in processes or procedures.
- 5.3. Management Review**
 - 5.3.1.** One purpose of the annual Management Review is to implement continual improvement to all systems at Perform Air International Inc., including the Safety Management System. These meetings serve to review safety data and deficiencies in safety performance, and correct substandard practices or procedures.
 - 5.3.1.1.** The results of all SMS related audit findings, CAPAs, and Safety Investigative reports will be compiled and presented to the Executive Committee to facilitate a discussion of annual and long term safety related trends.
 - 5.3.1.2.** Possible measures that can be taken to improve the Safety Management System and the overall safety culture at Perform Air International Inc. will also be discussed and, where appropriate, added to the list of SMS improvement goals for the following year.
 - 5.3.1.3.** The Executive Committee shall utilize the information discussed in Management Review to implement safety improvements to their departments and subsequently communicate and promote new safety measures to their subordinates. The Internal Evaluation Department is also responsible for promoting new safety improvements to all employees at Perform Air International Inc.

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5.3.1.4. Weekly Management Review

5.3.1.4.1. A weekly status report shall be created containing performance data from each department, and will be reviewed by the Executive Committee for recommendations on improvement. Data under review shall be department-specific, and include all Process and Product Conformity data, audit data, and CAPAs that were collected in the week.

5.3.1.4.2. The Internal Evaluation Department shall also review these reports and analyze generated SMS data, and create recommendations when necessary for SMS improvement within the organization.

5.3.1.4.3. These safety recommendations shall be reviewed and accepted or denied by the Executive Committee, and all safety conclusions shall be then communicated throughout the organization by the Internal Evaluation Department.

6.0 Records:

6.1. Management Review Minutes

6.2. Completed Audit Assessment Form (Form 63.03)

6.3. CAPA Database