

Perform Air International Inc.
Safety Management System
XIV.04 – Safety Promotion

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

1.0 Purpose:

To provide the necessary training and awareness for the SMS to be effective by creating a positive safety culture and creating an environment where Perform Air International Inc.'s safety objectives can be met.

2.0 Scope:

All departments of Perform Air international Inc.

3.0 Responsibility:

3.1 The Internal Evaluation (SMS) Manager is responsible for the maintenance of this document. and shall provide communication and promotion of the SMS to all personnel.

3.2 The Training Department shall provide indoctrination and ongoing training on the SMS for all personnel.

3.3 Executive management shall provide the leadership necessary to promote a culture of safety throughout Perform Air International Inc.

4.0 Definitions:

4.1 Safety Critical Information – Information pertaining directly to the continued safe operations of Perform Air International Inc. as well as to the safety of personnel in the facility.

4.2 Nice-To-Know Information – Non critical information that enhances personnel's understanding of the SMS.

5.0 Procedure:

5.1 Safety Training:

5.1.1 Safety training is one of the key elements within a Safety Management System. To conduct a successful program participants should be trained in appropriate concepts, duties, and responsibilities associated with each area of activity within Perform Air International Inc.'s operation. Such concepts provided in training should also include relevant hazard information as necessary per an employee's individual responsibility.

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5.2 Safety Management Training:

5.2.1 Specific training in safety management duties is required for SMS Executive and Advisory Committee members, inspectors, maintenance personnel, and administrative personnel. The amount of safety training will be appropriate to the individual's responsibility and involvement with the SMS. Required training is also used as an administrative control to eliminate or mitigate risk to an acceptable level.

5.3 Safety Communication:

5.3.1 SMS objectives and procedures will be communicated to all personnel and be visible in all aspects of Perform Air International Inc.'s operations. The SMS Coordinator and SMS Advisory Committee will work together to communicate the performance of the SMS programs to all personnel. All personnel are encouraged to keep the flow of safety issues to the SMS Advisory Committee a top priority at all times. Therefore, Perform Air International Inc.'s safety communication will:

5.3.1.1 Ensure that all personnel are fully aware of the SMS

5.3.1.2 Communicate safety-critical information

5.3.1.3 Convey the "nice-to-know" information

5.3.1.4 Explain the actions and procedural changes to mitigate or eliminate risk

5.3.1.5 Utilize Perform Air International Inc.'s internal email system and newsletter for all types of safety communication

5.3.1.6 Utilize a safety bulletin board in the employee break room

5.3.1.7 Utilize banners in the maintenance and Quality Control areas that remind staff of importance of the jobs they perform and the impact safety has on the aviation industry.

5.4 SMS Recordkeeping

5.4.1 All records of employee SMS training shall be retained as long as the individual is employed by Perform Air International Inc.

5.4.2 All records of SMS communication shall be retained for a minimum of 24 consecutive calendar months.

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6.0 Records:

6.1 Record Retention Table (RSM Att.52.07)

6.2 Training Records

6.3 SMS Objectives