

SAFETY MEMO

TO: ALL AIROD AEROSPACE TECHNOLOGY STAFFS

DATE: 22/03/2022

REFERENCE: AAe/SMS/SM/03/2022

SUBJECT: AAe STAFF SMS HANDBOOK AND USEFUL GUIDANCE.

INTRODUCTION:

Re-iterate from last an Annual SRB Meeting agenda of year 2021, Safety Review Board Members has decided to implement an effective approach to promote SMS awareness tailored to AAe Organisation requirement, staffs and working environment.

The purpose of SMS handbook is to communicate and provide basic information to AAe staff in essential of SMS rules and guidelines required to comply with **Civil Aviation Directive CAD-19** requirements.

We encourages all AAe staff to adopt a SMS handbook as a daily practices and as part of SMS awareness program.

ACTION

This Handbook is designed to introduce and provide basic guideline of Safety Management System in Approved Maintenance Organisation as Part 145.

Whilst it serve as a communication mode of information from Accountable Executive to AAe staff, it also serve as reference for AAe staffs.

The SMS Handbook shall also be updated from time to time and the revision shall be forwarded to AAe staffs via emails or others form of notification.

The success of the Aviation SMS implementation depends on AAe commitment and professionalism and this combined with the great team effort would undoubtedly provide the highest level of service needed to be the best in our aviation field.

By 1st of April 2022, SMS Handbook will be distribute to all AAe staff with closed monitoring and control by Head of Department office.

As complementary, each staff personnel will be issue a handy ear plugs aid as a common types of PPE.

No part of this SMS handbook shall be photocopied and distributed to a third party. Any printed versions of this handbook must be returned to the Company upon resignation or termination of service.



Mohd Borhan Bin Ahamad
Airod Aerospace Technology
AAe Safety Manager
Cc; Accountable Manager
Head of Operation
Head of Quality Assurance