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| **HELLENIC CAA** | FLIGHT STANDARDS DIVISION |
| FLIGHT OPERATIONS SECTION |

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| Sample Air Operator Safety Policy |

*(Operator’s name) is committed to ensure the safest operation possible satisfying Authorities and our customers’ expectations. Our philosophy is to create and maintain a company which is healthy, proactive, safe, and successfully focused on business continuity. Therefore, it is imperative that all employees have uninhibited access to report accidents, incidents and occurrences.*

*Every employee is expected to show commitment to communicate in writing, or verbally to the Flight Safety (Management, section etc according to the Operator’s structure), any incident that may affect the integrity of safety, including Flight, Maintenance and Ground safety; this communication shall be free of reprisal.*

*(Operator’s name) will not initiate disciplinary action against any employee who discloses an occurrence involving safety, in accordance with the company’s Just Safety Culture.*

*Occurrences with elements of gross neglect, intentional violations (SOP/MOP) or criminal act are exempt from the above statement and will not be tolerated.*

*Company Safety should be the concern of all employees at any level in the organisation; however the primary responsibility rests with the Management.*

*Procedures for collecting, recording and disseminating information have been developed to protect the identity of any employee who provides safety information to the extent permissible by law.*

*The Reporting Systems, including the above-mentioned Non Reprisal Policy, are:*

* *Mandatory Occurrence Reporting Systems (FSR/MOR)*
* *Company Safety Reports*
* *Other confidential information*

*The sole purpose of safety reporting and internal investigations is to improve safety and not to apportion blame to individuals.*

*(Operator’s name) urges all employees to use the implemented Safety Management System in order to attain the highest level of safety in relation to our common goals.*

*Distribution of safety documents to sources outside of (Operator’s name) by any employee will be considered a violation of the confidentiality statement, which is accepted by the employee in his/her individual employment agreement and according to the Company Business Policy.*

*The Accountable Manager:*

*Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*