



# PORTSMOUTH AVIATION LTD

## HSMS Policy 2026

### Approval

The signatures below certify that this management policy has been authorised and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Signatories	Name	Signature	Position	Date
Prepared By	Simon Neal		H&S Manager	21/4/26
Approved By	Simon Escott		CEO	21/4/26

### Company Proprietary Information

The electronic version of this document is the latest revision. It is the responsibility of the individual to seek to ensure that any paper material is the current revision. The printed version of this document is uncontrolled.



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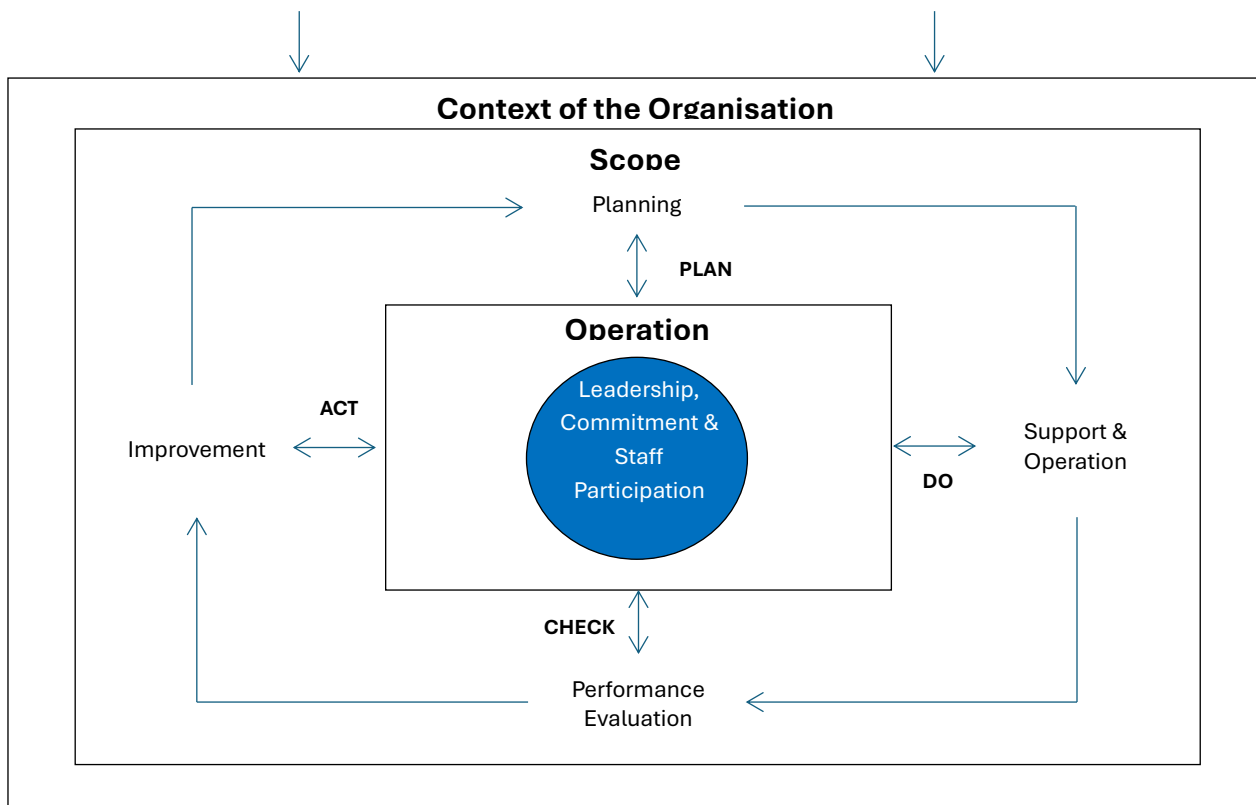
### **1 Scope**

The Company has developed and implemented this Health and Safety (H&S) policy, which uses ISO 45001:2018 as a framework for our organisation to document and improve our operational practices to better satisfy the needs and expectations of our employees, customers, stakeholders and interested parties.

This policy is used to familiarise our employees, customers and interested parties with the controls that have been implemented and to assure them that the integrity of our policy is maintained and is focused on meeting its intended outcomes to consistently provide services, products and to meet regulatory requirements.

Certification to the international standard ISO 45001:2018 will help achieve these intended outcomes and demonstrates that the policy is effective, provides value for The Company, its customers and interested parties.

The Figure below illustrates our methodology for the development of our H&S policy, which uses the plan, do, check and act cycle to implement the process approach that delivers our objectives, stakeholder requirements and customer satisfaction.



## 2 References

In addition to ISO 45001:2018, we also refer to other relevant internal documentation appropriate to our context.



### **3 Terms & Definitions**

This document does not introduce any new definitions but rather relies on the following:

1. Definitions typically used by our procedures, customers, stakeholders or marketplace.
2. Terms typically used in standards and regulations as they relate to our products and services.
3. Standard business terminology.
4. Terms and vocabulary commonly used in engineering and manufacturing practices.

### **4 Context Of The Organisation**

The Company is committed to defining our position in the marketplace and understanding how relevant factors arising from legal, political, economic, social and technological issues influence our strategic direction and our organisational context.

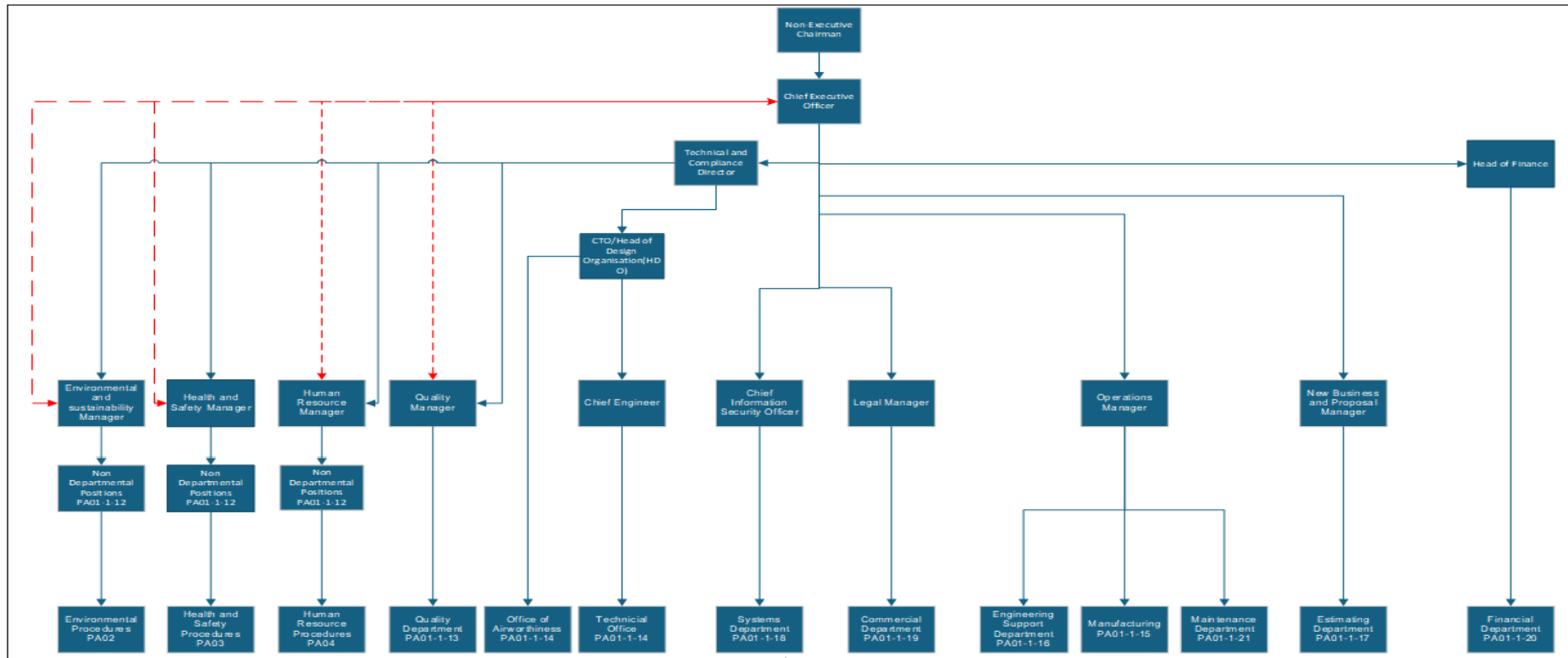
Portsmouth Aviation Ltd provides engineering solutions and services covering design, development, qualification, certification, project management (systems/sub-systems) safety management, off-site installation and maintenance, manufacturing (machining, fabrication, welding, metal finishing, painting, powder coating, metal spraying, measurement, destructive and non-destructive testing), survey, repair, post design support, military packaging design and manufacture for self-produced designs and designs from other parties and the manufacture, assembly and modification of Special Purpose, Ballistic Protected (Armoured) and Tactical Wheeled Vehicle Chassis/Body/Vehicles.



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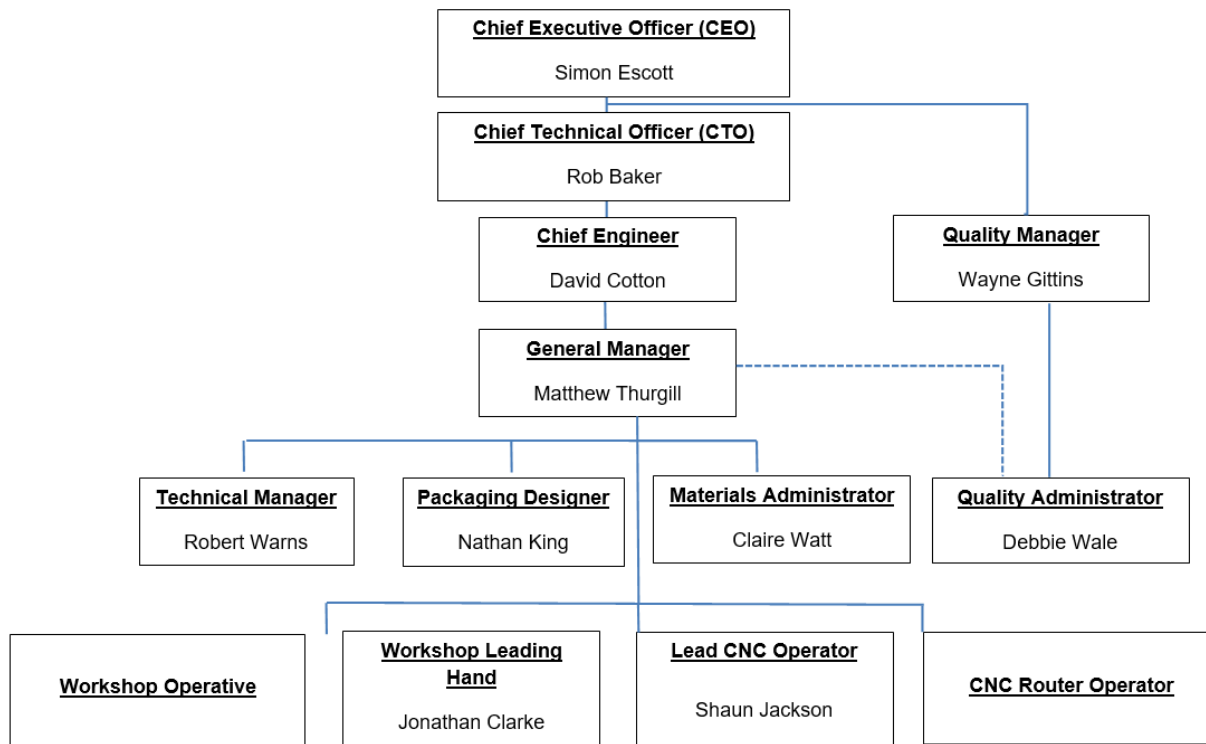
### Organisational Charts





**PORTSMOUTH AVIATION LTD DEREHAM**

**ORGANISATION CHART**





## **HSMS Policy**

### Relevant Interested Parties

The Company identifies and classifies its interested parties, based on current information and knowledge held within our business. Each interested party is allocated to one or more categories and is analysed to determine whether any relevant needs or expectations exist, which could impact our business, and which must be adopted by the organisation.

The Company recognises that we have a unique set of interested parties whose needs and expectations change and develop over time, and furthermore; that only a limited set of their respective needs and expectations are applicable to our operational purpose.





## **HSMS Policy**

### Management Policy Scope

Based on the organisational context, products and services the Company has established the scope of our policy to implement the objectives and procedures that are relevant to our context and any interested parties.

### Management Policy

The Company has implemented this policy that exists as our strategy that has established, maintained documented and implemented processes, integrated policies and objectives, whilst satisfying the requirements of ISO 45001:2018.

## **5 Leadership & Worker Participation**

### Leadership & Commitment

Portsmouth Aviation Ltd recognises its obligations to seek to ensure the H&S of its employees and those affected by its actions. Portsmouth Aviation Ltd understands the benefits of creating a strong and healthy culture within this organisation and appreciates the need for all levels of the workforce to be involved in implementing the policy.

Portsmouth Aviation Ltd is fully committed to encouraging a culture of openness within our workforce regarding H&S. We regard the promotion of H&S matters as a mutual objective of both management and employees to seek to ensure that practical, achievable standards are agreed and maintained by everyone within our organisation.

The company will strive to demonstrate leadership, commitment and satisfaction to customer focus by ensuring that customer and regulatory requirements are consistently met.



## **HSMS Policy**

### H&S Policy (Statement Of Intent)

Good leadership begins with the commitment of senior management to seek to ensure that the responsibilities and arrangements detailed within this document are carried out fully.

The senior decision-makers within the organisation commit to providing the necessary resources to implement this policy.

All personnel shall be made aware of this policy, objectives and their obligations for H&S.

It is the policy of the Company to aim for continuous improvement in its H&S performance, and where possible to take action to prevent harm.

The Company will, so far as is reasonably practicable:

Provide and maintain plant, machinery, equipment, and systems of work that are safe and without risks to health.

Arrange safe and healthy systems for use, handling, storage and transport of hazardous articles and substances.

Provide sufficient information, instruction and training for all our employees, as is necessary, for them to conduct their work activities in a safe manner.

Provide and maintain means of access to and from the workplace that are safe and without risks to health.

Provide and maintain a safe and healthy working environment at all locations, in accordance with the relevant statutory requirements.

Provide and maintain adequate facilities and arrangements for the welfare of our employees whilst at work.

This policy is reviewed annually and may be revised in the interim, should any changes occur.

Signatory	Name	Signature	Position	Date
Name	Simon Escott		CEO	21/4/26



## **HSMS Policy**

### H&S Roles, Responsibilities and Authorities

Everyone within Portsmouth Aviation Ltd has a significant contribution to make towards implementing this policy.

The following section describes the individual responsibilities for the roles present on the organisational chart. All persons within the organisation shall be familiar with their responsibilities as failure to undertake them fully may be seen as misconduct or gross misconduct.

The Chief Executive Officer (CEO), Simon Escott is the director accountable for H&S.

#### Health and Safety Assistance

Portsmouth Aviation Ltd has formally appointed a full time H&S Manager under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The H&S Manager is responsible for the effectiveness of this policy.

They will:

- Set a personal example of safe behaviour and acknowledge suggestions for improvement.
- Have full knowledge of all parts of this policy.
- Authorise H&S expenditure.
- Seek to ensure that all employees have knowledge of this policy and that they are updated when any changes are made.
- Seek the advice of additional competent persons whenever needed.
- Consult with the workforce over any changes that may affect their activities.
- Seek to ensure that any contractor appointed or self-employed person working on behalf of the Company is competent to do the work.
- Seek to ensure that plant and machinery used is to a suitable standard.
- Give support and encouragement to all for whom they are responsible.



## **HSMS Policy**

- Initiate disciplinary action against staff who do not comply with their duties under this policy or statutory requirements.

### Managers

Managers are responsible for implementing the relevant requirements of the H&S policy within the departments and disciplines for which they are responsible.

They will:

- Set a personal example of safe behaviour.
- Seek to ensure compliance with this policy in all activities for which they are responsible.
- Seek to ensure that adequate resources are made available for the safe conduct of all activities under their control.
- Seek to ensure the provision of adequately trained and competent personnel for all work activities under their control.
- Establish and maintain controls to seek to ensure that all workplaces, equipment and systems of work are safe and without risks to the health of employees or others who may be affected.
- Give support and encouragement to all personnel for whom they are responsible.
- Take note of any comments on H&S matters raised by staff at all levels and pass these on to the directors as appropriate.
- Be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.
- Carry out risk assessments for all work activities within the factory and provide detailed methods of work, to seek to ensure the work can be done safely.
- Seek to ensure all work activities within the workshop are carried out in accordance with the method of work, for each work activity.



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- Seek to ensure the workshop is maintained in a clean, neat and tidy state.
- Seek to ensure that stored materials are safely stored.
- Seek to ensure regular cleaning, maintenance and checks on tools, equipment and safety systems (PUWER 98).
- Receive advice on any possible safety up-grades and to implement this advice so far as is practicable.
- Seek to ensure that the correct personal protective equipment is worn.

### All Employees

All employees will:

- Take reasonable care for the safety of themselves and others who may be affected by what they do or fail to do at work.
- Co-operate with Portsmouth Aviation Ltd in all matters of H&S.
- Be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.
- Always behave in a responsible manner, developing and demonstrating a personal concern for the health and safety of themselves and others.
- Report damage to plant, tools or equipment.
- Use only plant, tools and equipment for which they have received training.
- Use and maintain the protective equipment provided and report when it becomes worn or defective.
- Seek to ensure that any personal injuries and near misses are reported.
- Propose to their immediate supervisor ways of eliminating hazards and improving safety at their workplace.



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*NB: Contractors and agency staff are classified as Portsmouth Aviation Ltd employees during periods of employment.*

### Visitors to Company Premises

Portsmouth Aviation Ltd will seek to ensure safe access and egress for all visitors to premises under their control. All visitors must:

- Sign into the visitor's book and sign out again on departure.
- Read and comply with all safety rules and procedures.
- Not enter any working areas unless accompanied by a company representative or nominated person.
- Wear any personal protective equipment (PPE) as instructed.

### Consultation & Participation of Workers

The Company will seek to ensure that they take a proactive role to promote the content, guidance and benefits of this policy by communicating the contents and responsibilities at induction.

The Company will encourage feedback from our employees and third parties about the measures enforced and the reasoning behind this policy and safe working practices.

All employees are encouraged to feedback on any issues they may have and where they believe the Company can improve on the current procedures. During the communication and consultation processes, particular emphasis will be placed on:

- The Company's commitment to H&S.
- Feedback on risk assessments and method statements.
- Training requirements.
- The responsibilities of employees to co-operate and work safely.

The Company hold monthly board meetings, an element of this contains H&S.



## **6 Planning**

### Actions to Address Risks and Opportunities

#### General

Risks shall be identified and assessed in accordance with company procedures. These shall be communicated and required actions to mitigate communicated as appropriate throughout the company. All risks that remain after mitigation actions are to be accepted and records maintained.

Portsmouth Aviation Ltd seek to ensure that H&S risk assessments are carried out for tasks that involve significant risks to the company, employees or others. Any self-employed personnel working on Portsmouth Aviation Ltd behalf will be required to work in accordance with these risk assessments.

#### Hazard identification & assessment of risks & opportunities

All risk assessments are completed and recorded within the management system.

The below steps are used to define how hazards and risks managed.

- Identify hazards, aspects, impacts and who could be affected.
- Evaluate risks, considering the likelihood and severity.
- Control the risks, using the principles of prevention.
- Monitor the effectiveness of the control measures and regulatory compliance.
- Review periodically and as necessary.

A generic risk assessment is held within the management system, for generic tasks such as office working, which is reviewed annually or should anything change.

Method statements as part of the risk assessments outline the safe working procedures and will include the control measures defined in the associated risk assessments.

Risk assessments and method statements (RAMS) will be communicated to all personnel affected by the hazards.



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It is the aim of Portsmouth Aviation Ltd that all employees can carry out their working duties without risks to their health. Health surveillance will be undertaken to monitor the effectiveness of control measures for specific tasks.

All employees will be provided with a medical questionnaire upon employment which is completed and returned to the manager. The questionnaire will highlight where additional health surveillance is required.

All answers provided within the questionnaire will be held in confidence under the requirements of the Data Protection Act 2018.

Any issues identified during the surveillance process will be discussed with the employee in question. Appropriate action will be taken to protect employees from further risk and where possible to arrange occupational health support services.

### Determination of Legal Requirements & Other Requirements

The H&S Manager will review all relevant legislation directly related to our company activities and they will record it into the relevant legal compliance register.

It is the responsibility of the H&S Manager to maintain, review and update the legal compliance register, in order to:

1. Determine whether legislation, amended, current or new legislation is 'relevant' or 'irrelevant';
2. Determine whether our organisation is compliant with the legislation.
3. Describe how the requirements apply and what controls are in place.
4. Determine other relevant compliance obligations and those that we should adopt.
5. Update and communicate the compliance obligations register to relevant staff.
6. Maintain records or periodic compliance reviews.

Obligations are reviewed on a regular basis with assistance from the automatic emails received from subscriptions whenever legislation is updated or is newly published.

### Planning Action



## **HSMS Policy**

Our H&S policy is implemented to meet our business objectives and as such the planning process involves establishing and communicating our business policies, objectives and associated operational procedures.

All identified significant associated hazards, risks and opportunities that need to be addressed, are used to prioritise our action planning to manage and mitigate them. The H&S Manager analyses the risks associated with each change and presents the assessment to top management for consideration.

The management review process, change control process, and the internal audit process seek to ensure that the integrity of our management system policy is maintained when significant changes affect key processes. The management review makes recommendations to seek to ensure risks and opportunities that could affect the intended outcomes of the management policy are considered and planned for via the most appropriate business processes.

### H&S Objectives and Planning to Achieve Them

The Company sets out their objectives and targets on a regular basis within the management review where details of programme dates and responsibilities are defined. Improvements in H&S performance are incremental and are in keeping with the size and complexity of our organisation. Each measurable objective:

1. Is consistent with our established strategies, policies and context.
2. Contributes to the prevention of accidents and incidents.
3. Provides a basis for continual improvement.
4. Enhances customer satisfaction.

Objectives are set in association with the H&S Manager which are based on reported compliance levels, audited deficiencies and legislative requirements, and agreed by the top management.

When setting objectives and targets, top management seek to ensure that they are consistent with the needs and expectations of our interested parties.



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To determine whether our objectives and targets are being met, their related metrics are reported visually as a set of key performance indicators (KPIs). This allows progress over time to be monitored as the metrics are gathered and the data is analysed.

The H&S Manager monitors and reports KPI progress in the monthly board reports.

### **7 Support**

#### Resources

The resource requirements for the implementation, management, control and continual improvement of our H&S policy and the activities necessary to enhance customer satisfaction, are defined in our work instructions and the contents of this policy.

#### Competence

Portsmouth Aviation Ltd recognises the importance of providing all our employees with adequate training.

On recruitment, all personnel are assessed for their individual training needs. Information and certification will be obtained for previous training received, and any further training required is identified and recorded on the training matrix, with records held within the management system.

All personnel will be required to attend a safety induction prior to starting work for or on behalf of the Company.

Induction training into the Company will include:

- The Company H&S policy.
- Procedures for reporting of accidents and near misses.
- Risk assessments and safe methods of work.
- First aid arrangements.
- Sources of H&S information.
- Correct use of personal protective equipment where required.
- The role and function of the Company H&S team.



## **HSMS Policy**

- Consultation procedures.

Portsmouth Aviation Ltd acknowledges the duty to control, coordinate and monitor the activities of all other contractors under their control. Specialist subcontract companies will be engaged by the Company as and when required.

Portsmouth Aviation Ltd will seek to ensure that contractors possess the appropriate skills, knowledge and experience to do the work tasks without risk. An appraisal of the contractor's procedures and documentation will be carried out, which in some cases may involve an audit of the contractor.

Alternatively, if the contractor can demonstrate that they hold ISO certification or a accreditation with a member of the Safety Schemes in Procurement Forum (SSIP), this will exempt them from aspects of the questionnaire.

All contractors will attend a pre-start meeting and information will be exchanged between all parties to inform the management of the work.

The Company will seek to ensure the competence of self-employed persons by ensuring the following:

- Each self-employed subcontractor engaged to work on site on behalf of the Company must hold an appropriate qualification level and have the appropriate experience necessary to carry out the work.
- Self-employed workers will be expected to comply with all requirements of this policy when working on behalf of the Company.
- Self-employed workers will be expected to work to the company risk assessments and method statements when working on the Company's behalf.

### Awareness

The Company operate a formal system to seek to ensure that all employees within the organisation are adequately trained and aware to enable them to perform their assigned duties.



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All employees are trained on the relevance and importance of their activities, and on how they contribute to the achievement of our policies and objectives through their work.

Where required, awareness training is conducted in-house to allow the transfer of organisational knowledge but for more specialist skills, external trainers or courses are utilised. The company's induction includes an introduction to our organisation's policy statements and objectives. Future training needs are identified as part of the management review process.

### Communication

#### General

The Company communicates information internally regarding the H&S policy and its effectiveness, through documented training, internal audit reports and continual improvement processes. All managers are responsible for establishing regular formal and informal communications as needed to convey to their employees the relevance and importance of their activities; typically, this information is conveyed through team meetings and cross-functional improvement projects.

#### Internal Communication

Communications regarding our H&S policy that may be communicated internally include:

1. Day-to-day operations and general awareness.
2. H&S policy content.
3. Information on achieving KPI's, objectives and targets.
4. Risks and opportunities.

Top management and their direct reports are responsible for communicating the business documents as well as the importance of meeting customer, statutory and regulatory requirements for employees within their respective departments.

They seek to ensure that our documents and objectives are understood and applied to the daily work of the organisation. Internal communication occurs on an on-going basis and is achieved through various mechanisms as appropriate:



## **HSMS Policy**

1. Regular meetings and briefings.
2. Training sessions and training material.
3. Display boards, memorandums, letters.
4. Internal e-mails.
5. Product and process performance data analysis and audit results.
6. Targets, objectives, scorecards, KPIs and policy.
7. Corrective action and non-conformance reports.

### External Communication

The Company determines the need to communicate information externally to our interested parties, regarding the effectiveness of our H&S policy.

The Company seeks to ensure that all external communications are authorised prior to release. Where required, advice appropriate to the context of the communication may be sought concerning the content and dissemination of certain external communications.

### Documented Information

#### General

The Company seeks to ensure that our H&S policy includes the documented information required to be maintained and retained by ISO 45001:2018 and additionally; any documented information identified by our organisation that demonstrates effective operation.

#### Creating and Updating

The Company seeks to ensure that when we create documented information it is appropriately identified and described (e.g. title, date, author, reference number) and is available in an appropriate format.

#### Control of Documented Information



## **HSMS Policy**

Documented information is retained to provide evidence of conformity to the requirements specified by ISO standards, customer requirements and of the effective operation of our H&S policy.

### **8 Operation**

#### Operational Planning and Control

##### General

The Company has fully implemented this policy that describes the provision of products and services in cognisance to our objectives, the potential for planned or unintended change, and the risks and opportunities identified. During the planning phase, top management, the H&S Manager and other responsible personnel identify the parameters.

##### Eliminating Hazards and Reducing H&S Risks

Our approach to risk management will follow the principles of prevention below:

- Elimination (to physically remove the hazard entirely).
- Substitution (to replace the hazard with that of a lower impact).
- Engineering Controls (isolate from the hazard).
- Administrative Controls (change the method of work).
- Personal Protective Equipment (provide direct protection).

##### Management of Change

The Company seek to ensure that all relevant documented information; relating to changes in product or service requirements, are authorised and amended where necessary, and that all relevant personnel are made aware of the documented changes.

To manage the risks associated with any change to business processes, the H&S Manager identifies and assesses each change that may impact on compliance and performance.

##### Procurement



## **HSMS Policy**

The procurement process is essential to our organisation's ability to provide our customers with products and services that meet their requirements. The Company seeks to ensure that all purchased products, services and outsourced processes conform to specified H&S requirements.

The Company achieves control by closely working with a network of external suppliers, providers and contractors. Their performance and capability are continually assessed through periodic performance data analysis, verification of the supplied products or services, and the inspection of the work of contractors.

The following considerations are made by:

1. Ensuring that we understand the capabilities and competencies of potential suppliers and contractors.
2. Ensuring that we clearly communicate the roles and responsibilities to suppliers and contractors.
3. Defining the quality requirements for the outsourced process, activity, or product.
4. Establishing upfront the criteria for and review of deliverables, frequency of inspections, audits, and other appropriate methods of validation.
5. Selecting and qualifying appropriate suppliers, outsourced process providers and contractors.

### Emergency Preparedness & Response

The Company has identified potential emergency situations pertaining to our business operations, products and services which may lead to an undesired event. The H&S Manager is responsible for ensuring that procedures and practices are established for preventing and responding to emergency situations.

Emergency plans are initiated in the event of an emergency and factor for identification of potential and actual accidents and emergency situations, proper response to emergencies and prevention or mitigation of serious environmental impacts.



## **HSMS Policy**

Records of incidents, near-misses and non-conformities are documented. In the event of an incident the H&S Manager is responsible for investigating to establish the root causes.

### **9 Performance Evaluation**

#### General

The Company applies suitable methods for determining which aspects are to be monitored, measured, analysed and evaluated. The frequency is determined and informed by:

1. Statutory and regulatory requirements.
2. Customer feedback and specification requirements.
3. Process and system requirements and the criticality for product conformity.
4. Process performance and audit results.
5. Level of risk and types of control measure.
6. Trends in non-conformities or corrective actions.

All monitoring, measuring, analysis and evaluation outputs are documented and analysed to determine process effectiveness and to seek to ensure their effectiveness in achieving in-tolerance results, and to identify opportunities for improvement:

1. Provision is made for the identification and resolution of non-conformances.
2. The emphasis is to prevent harm and any problems which might affect customer satisfaction.
3. In-process checks are performed and documented.
4. Where specific inspection points are required, these are identified at the contract planning phase.

Where applicable, all measurements, analysis, and test and inspection records are retained as documented information for a minimum of three years.



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Products are not normally released or delivered until all planned inspections and tests have been completed and that documented information exists to provide evidence of conformity with acceptance criteria.

### Evaluation of Compliance

Conformance with current legislation is reviewed, and evidence of evaluation is maintained through the review process. In addition to monitoring and measurement of operational activities, the H&S Manager periodically evaluates our compliance with all applicable legal requirements, compliance obligations and other requirements to which we subscribe.

In most cases, monitoring and measurement is an on-going process intended to collect data required by legal and other requirements. The evaluation of compliance analyses and compares the data collected over a period in comparison with our stated compliance obligations and legal requirements.

### Internal Audit

#### General

Internal audit results are critical inputs that help to assess the effectiveness of our policy. The Companies internal audits use risk-based thinking and the notion of continual improvement as the main drivers.

#### Internal Audit & Inspections

Internal audits are conducted monthly with visual inspections conducted daily to identify hazards and to determine whether the policy conforms our organisation's planned arrangements and to the requirements of ISO 45001:2018.

#### Management Review

To seek to ensure the continuing suitability, adequacy and effectiveness of our H&S Policy in meeting our organisation's strategies, top management conducts formal management review meetings at planned intervals. The management review agenda and minutes are prepared and distributed by the H&S Manager.

Conformance is primarily assured through audits and demonstrated through a review of audit results and our demonstrated ability to detect, correct and to prevent problems. Performance is primarily assured through the deployment of business and operational



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level objectives, and through the review of our demonstrated ability to achieve desired results.

The management review evaluates the need for change and to establish actions to improve. The management review considers the following:

1. The suitability of our policies.
2. The impact of changes in compliance obligations.
3. The management of risk and opportunity.
4. Objectives, targets and performance indicators.
5. Changing expectations and requirements of relevant interested parties.
6. Changes in the products or organisational activities.
7. Changes to the organisational structure.
8. Communication and feedback from employees and customers.
9. Change management effectiveness.
10. Workplace monitoring.
11. The status of non-conformities and corrective actions.
12. Follow up on actions from previous management reviews.

The primary outputs of management review meetings are management actions that are taken to make changes or improvements to our H&S management. During management review meetings, Top management identifies appropriate actions to be taken regarding the following issues:

1. Improvement of the effectiveness of the policy and its processes.
2. Opportunities, hazards and risks.
3. Resource needs.

The primary outputs of management review meetings are the actions necessary to make changes or improvements to our policy and to prevent harm. Responsibilities for required actions are assigned to members of the management review team.



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Any decisions made during the meeting, assigned actions and their due dates are recorded in the management review minutes. Management review minutes are retained and include:

1. Decisions and actions relating to possible changes to policies, objectives and targets.
2. Information relating to revised risks and any proposed treatment and controls.
3. Improvement suggestions for inclusion into future management plans.
4. Any other alternation, modification and improvement to the policy that demonstrates a commitment to continual improvement.

Relevant outputs from the management reviews are made available for communication and consultation throughout our organisation.

### **10 Improvement**

#### General

The H&S Manager uses a range of performance evaluation tools to make recommendations for improvement and to achieve the intended outcomes.

To determine and select opportunities for improvement or to implement any necessary actions to meet the requirements of customers and relevant interested parties, or to enhance customer satisfaction.

The Company also seeks to ensure that opportunities for improvement from daily feedback on operational performance are evaluated as appropriate. Opportunities for improvement from analysis of longer-term data and trends are evaluated and implemented through the management review process and are prioritised with respect to their relevance for achieving our quality and environmental objectives.

The overall effectiveness of continual improvement program (including corrective actions taken as well as the overall progress towards achieving business level improvement objectives) is assessed through our management review process.

#### Incident, Non-conformity & Corrective Action



## **HSMS Policy**

Incident reporting is a necessity to seek to ensure a safer future working environments for all employees, customers and visitors to the organisations.

All incidents, no matter how small, will be recorded in the given form. The relevant persons will be informed as soon as possible after the incident.

Specified injuries, fatalities or where the injured person is unable to carry out their normal work for 7 days or more must be reported to the HSE within 15 days of the injury being sustained. Reports must be submitted to the HSE within the given timescales by the H&S Manager.

Incidents that are reportable under RIDDOR will be investigated by the H&S Manager and a report produced to identify the causes and make recommendations to prevent a recurrence.

Below is an outline of what occurrences are reportable under RIDDOR:

1. Fatality
2. Fractures
3. Amputation
4. Loss of sight
5. Crush injuries causing damage to the brain or internal organs
6. Serious burns
7. Occupational disease
8. Dangerous occurrences (collapse of crane / building etc)

### Continuous Improvement

The Company continually improves the effectiveness of our H&S Policy through the effective application of our business policies, objectives, auditing and data analysis, corrective and preventive actions, and management reviews. The continual improvement process begins with the establishment of our business policies and objectives for improvement, based on objectives contained in our business plans and customer targets and goals. Customer satisfaction, internal audit data, process and



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product performance data, and the cost of poor quality or risk control are compared against objectives or KPIs to identify additional opportunities for improvement.

The overall effectiveness of continual improvement programs, including the effectiveness of any corrective actions, as well as the overall progress towards achieving business level improvement objectives, are assessed through our management review process.