

MATS Integrated Management System Policy
Safety Sub-Document

DOCUMENT APPROVAL

The following table identifies all management authorities who have successively approved the present issue of this document.

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DOCUMENT CHARACTERISTICS

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ABSTRACT	This document details the MATS Integrated Management System Policy Safety Sub-Document.

DOCUMENT CHANGE RECORD

The following table records the complete history of the successive editions of the present document.

EDITION NUMBER	EDITION DATE	REASON FOR CHANGE	PAGES AFFECTED
1.1	18/03/04	Creation	All
2.0	14/03/05	Revised	All
3.0	26/07/07	Revised	All
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MATS SAFETY POLICY

This policy document is now re-dimensioned as a sub document of the MATS Integrated Management System Policy. The Integrated Management System Policy statement is a top level statement that includes the safety objectives explained in this document.

The Safety policy of MATS is to comply with both the letter and the spirit of its legal obligations with regard to Safety whilst regarding them as minimum requirements. MATS legal obligations are laid down in the following documents:

- EC Regulations and Directives
- ICAO SARPS concerning Safety Management;
- National Regulations; and
- MATS Internal Policies

MATS will conduct its Safety Policy under the umbrella of the MATS Integrated Management System in close partnership with the National Supervisory Authority as well as through active cooperation with other ANSPs and International Organisations in particular with regards to Safety Data exchange. Furthermore airspace users will be consulted wherever appropriate from a safety perspective.

MATS is committed to the safety of the users of the Malta airspace and aerodrome as well as to the efficient handling of their flights. MATS will therefore afford safety the highest priority over commercial, operational, environmental or social pressures and constraints as explicitly stated in the Integrated Management System Policy.

To this end Safety Objectives will be set, periodically assessed using predefined success criteria and revised in the Safety Committee accordingly. The Safety Objectives shall strive to achieve the goals as detailed in EC Regulation and Directives in line with the principle stated hereunder:-

“To improve safety levels by ensuring that the number of ATM induced accidents and serious or risk bearing incidents do not increase and, where possible, decrease.

The principal safety objective is to minimise MATS contribution to the risk of an aircraft accident or incident as far as reasonably practicable while providing an expeditious service.

MATS Integrated Management System Policy Safety Sub-Document

MATS has adopted a formal, explicit and pro-active approach to the management of safety by implementing its Safety Management System as part of the MATS Integrated Management System. The MATS SMS is concerned with the ATM system (ground component) as a whole i.e. People, Equipment, Procedures.

MATS top management and in first place its CEO is responsible for the achievement of the Safety Objectives. To this end the CEO and the top management has set-up the Safety Organisational structure and made available the required resources and budget.

The SQS Senior-Head will ensure that all safety management activities required are carried out in a satisfactory manner. The SQS Senior-Head will report directly to the CEO. The SQS Senior-Head will provide guidance, advice and support to all staff members and in particular will keep the CEO and top management informed of the Safety Management performance of MATS.

The MATS Safety team will assist their respective Management in specialised safety tasks.

However Safety would not be achieved without the dedication of all Staff members who all have safety responsibilities in relation with their own tasks as detailed in their Job Descriptions. Staff representatives and professional associations shall be consulted about issues affecting the staff who have safety-related tasks.

The MATS CEO and top management need feedback and active participation of all the staff to improve safety. The required communication link is ensured via a Safety Committee (SAFCOM) which comprises a number of staff and management representatives. The Safety Committee will convene at least once every six months and as circumstances may require. Detailed working arrangements are provided in the Safety Committee TORs that are available to all.

To achieve its Safety Management obligation MATS shall provide the proper working environment, adequate training and supervision and the right facilities and equipment.

Once an individual has been properly trained and provided with a clear description of his/her task, he/she is responsible for his/her own actions. When control of risks requires action, managers are responsible for taking that action.

MATS Integrated Management System Policy

Safety Sub-Document

The MATS Safety Management is established on three major components:

1 Reactive

MATS has a legal but more importantly a moral obligation to take remedial actions when identifying deficiencies that affect the services it provides. This requires a Reporting System and agreed Investigation processes and procedures.

Success of such a reporting system can only be achieved by implementing a Just Culture within MATS. The CEO is committed to ensuring a Just Culture environment throughout the organisation. MATS has in place a Just Culture policy which is disseminated to all staff.

2 Proactive

Safety surveys will enable to identify shortcomings and trends prior to producing effect.

Staff competency and their ability to carry out their work professionally will be verified periodically.

Lessons learnt shall be widely disseminated with emphasis on those staff of primarily concerned.

All staff shall be encouraged to voice concerns and/or make suggestions likely to improve safety performance of MATS.

Safety performance is periodically measured and KPI's/PI's are put in place to monitor and evaluate achievement.

3 Predictive

New system elements or changes to system elements shall be subject of a Safety Assessment (also referred to as Safety Case) prior to actual implementation. Safety Cases shall therefore provide basis for decision making i.e. to implement when and how or not to implement.

The MATS Safety Management has in place a sound documentation system. The documentation system will ensure Traceability and Transparency. Traceability is required by Safety Management to ensure consistency of successive decisions. Transparency is required to show to the external world, including but not necessarily restricted to the Supervisory Authority, what MATS safety achievements are.

External Services

MATS is dependent upon a number of external suppliers the deliverables of which shall NOT degrade the safety levels otherwise achieved by MATS. To this end external services shall be evaluated and safety assessed as required.

MATS Integrated Management System Policy
Safety Sub-Document

The actual implementation of the full Safety Management System is completed. It has been audited subsequently certified by the National Supervisory Authority (TM-CAD).

This Safety Policy sub document shall be revised biannually to take into account the progress accomplished by MATS as well as of the new safety developments.

It will also take into account developments and requirements in the International (ICAO), European and National legislations pertaining to the Safety Management of Air Navigation Service Provision.

END