



NORDAM Safety  
Management System  
(SMS)

For

Suppliers

# Safety Management At NORDAM

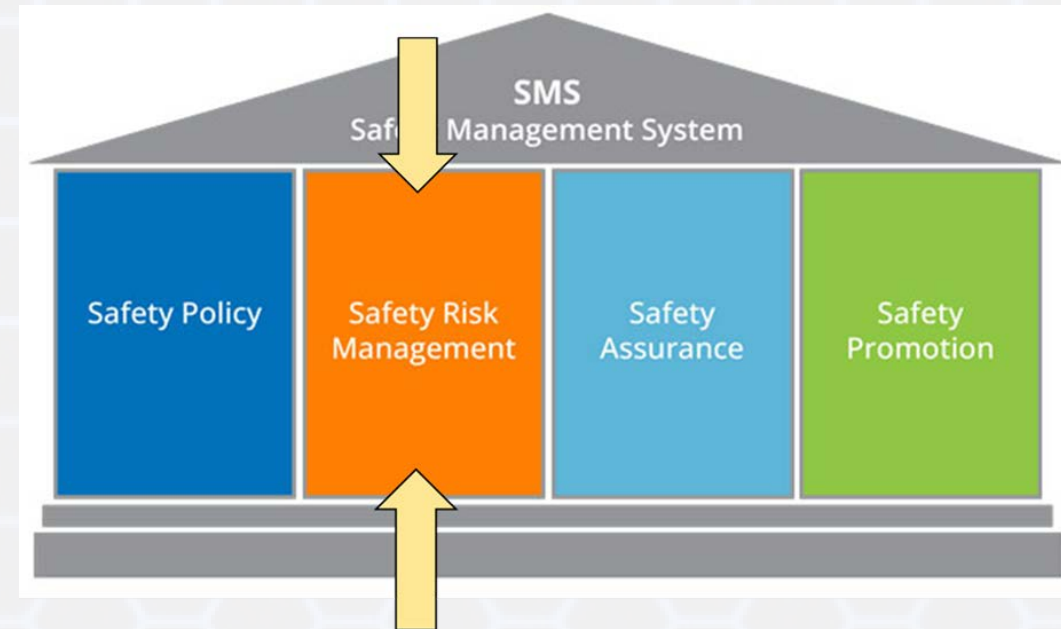


- Part 145 regulations governing SMS has been implemented in The NORDAM Group (TNG) to ensure the continuing delivery of safe services to its customers and to support overall aviation safety.
- NORDAM's suppliers and vendors contribute to its good safety record and overall success.
- To this end, participation of suppliers and vendors in helping assure the effectiveness of the organisations SMS is needed.
- The 4 key pillars of SMS are:
  1. Safety Policy
  2. Safety Risk Management
  3. Safety Assurance
  4. Safety Promotion



# Safety Risk Management

- A critical component of any SMS is the identification of Hazards in an organisation's operations.
- Hazards are conditions in which there is a perceived risk of harm unless identified and managed.
- It is recognised that suppliers are best positioned to recognise material / part non-conforming conditions or circumstances that may constitute Hazards by virtue of their:
  - experience,
  - situational awareness, and
  - product knowledge.





# Safety Risk Management

- Examples of Hazards / Occurrences that affect part / material integrity:
  - Incorrect handling / transportation
  - Incorrect packaging
  - Incorrect storage
  - Inadequate shelf-life control
  - Mislabelling or incorrect part marking
  - Absence of processing instructions
  - Introduction of foreign object debris (FOD)
  - Loss of control of material / repair order processing
  - Loss of calibration control of precision measuring / inspection equipment
  - Inadequate segregation of non-conforming parts / materials
  - Non-detection and segregation of suspected unapproved parts (SUPs)
  - Loss of part / material traceability

# Hazard / Occurrence Reporting

- How to report:
- Hazard Report Form

Insert reporter's name, date of occurrence and location of where the occurrence took place (name of organisation and area i.e. workshop / stores etc.)

Insert details of the part / material affected by the occurrence (i.e. part, serial, batch number etc.)

Insert details of the occurrence. Describe the process carried out, the point at which the failure occurred or has the potential to occur. Describe the immediate action taken as well as actions that eliminate / reduce the risk of any further occurrence or potential for occurrence.

Reporter signs form and emails it to NORDAM Safety & Compliance Monitoring Manager - [icolon@nordam.com](mailto:icolon@nordam.com) to complete the reporting process.

	Hazard Report Form	FR-TNG-QA-02 (Iss. 01) 07/04/26
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This form may be completed to report any noted condition, event or circumstance that has the potential to affect the safety of components, equipment, structures or personnel when fitted to aircraft.

NORDAM maintains a Safety Management System (SMS) that meets the requirements of Appendix 2 to ICAO Annex 19. The information contained in Hazard Reports is reviewed and processed in accordance with NORDAM Safety Risk Management Processes. All information will be treated as confidential and will be used to improve the safety of NORDAM's services to its customers.

Name:	Date:
Location of Occurrence:	Date of Occurrence:
Equipment:	
Description of Hazard: (include actions taken, if any, to correct the issue)	
Signature:	

Please email completed form to [icolon@nordam.com](mailto:icolon@nordam.com)

# Hazard / Occurrence Reporting

- Submit completed reports to:
  - Israel Colon,
  - NORDAM Safety Reporting Coordinator
  - [icolon@nordam.com](mailto:icolon@nordam.com)