

INTRODUCTION

BBA Aviation has recognised for some time that good HS&E practices protect our employees' health, welfare, and productivity, as well as other non-personnel related corporate assets. "Good HS&E performance is good business".

Moreover, government regulations and statutes impose limitations on our policies and procedures in the countries within which we operate, and Corporate Governance considerations require BBA to deal more specifically than before with HS&E risks at a group level. In addition, financial and investment institutions are increasingly interested in HS&E philosophy and practice at companies like BBA.

In response to these demands, BBA Aviation put in place a HS&E Mission Statement, an HS&E Policy, and a HS&E Management Program. The cornerstone to these statements are the minimum Standards of practice that BBA Aviation expects each of its operating companies or sites, wherever they are in the world, to have in place. The following Standards are supported by guidance and advice available from BBA HS&E staff based in America and Europe.

Compliance with these Standards will be required and will be monitored regularly by company and/or site senior management, and by BBA Aviation HS&E staff.

Objectives, detailed in *Italics* throughout this document, deal with the enactment of these minimum standards and the integration of the BBA Health, Safety and Environmental Management Program into the individual company or site management organisation. Objectives are approved by the BBA Aviation Executive Committee and will be reviewed on an annual basis and modified and updated as appropriate.

Local management are asked to prepare programs to implement Objectives as applicable, including responsibilities, resources and key timeframes.

Standard No. 1: Implementation of BBA HS&E Policy and Program

Each company and/or site will have a written HS&E policy consisting of:

- 'A general statement of intent or mission statement' consistent with the BBA Aviation Mission & Policy and with the stated intent of compliance with the BBA HS&E Management Program. This statement should be patterned on the template developed and provided by the BBA HS&E Function.
- 'The organisation (personnel and their duties) for HS&E management'.
- 'The systems and procedures by which the policy is effectively implemented'.

The policy should be dated and signed by the senior member of management at the facility. The policy statement and any revisions of it must be brought to the attention of all employees either through notices, posters, training and briefing sessions within the workplace, and in the case of new employees by facility induction and orientation sessions.

Standard No. 2: Staffing and Organisation for HS&E Management

Each company and/or site will put in place an appropriate organisational structure for the management of HS&E. This will include the definition of accountability for the management of HS&E in a similar manner to other management functions and the identification of the person(s) responsible to provide advice to the facility/business management. Dependent upon the size and complexity of the operation a full time experienced position or positions) may be required. For less complex facilities part time (or shared with other duties) personnel maybe sufficient.

Management responsibilities and resources available for HS&E management (time, training and money) will need to be defined.

Guidance on local site HS&E organisational structures, and qualification and experience criteria for HS&E professionals based on good industry practice will be made available by BBA staff.

Standard No. 3: Education and Training

Each company and/or site will so far as is reasonably practicable provide information, instruction and training so as to ensure the Health and Safety at work of its employees, and the protection of the environment.

The key to maintenance of HS&E at work lies in induction training and subsequent job related training. It applies across the corporate spectrum from the senior management to the shopfloor. Training will be planned, co-ordinated, and budgeted as for other management issues at company and/or site level.

Standard No. 4: Auditing

Each company and/or site will have in place a program of HS&E inspections involving all levels of line management. Such inspections will focus on the examination of housekeeping standards, compliance with formally written safe systems of work, environmental controls, machinery safety etc. In addition they will focus on the way people work in order to avoid the creation of unsafe conditions. The intention of the standard is to ensure a high level of compliance with HS&E policy and procedures, as well as, continual improvement of HS&E performance at all locations.

On an annual basis each company and/or site will carry out or arrange for a self-assessment/audit, systematically reviewing the effectiveness of the management of HS&E.

A system to effectively deal with and monitor remedial actions must also be developed and implemented.

Standard No. 5: Reporting Procedures and Accident Investigation

Each company and/or site will have a written procedure detailing the reporting requirements and accident investigation techniques employed at the facility, consistent with the BBA Aviation accident investigation and reporting procedures. Staff will have received training in the system. Disciplinary action may be taken against employees who fail to comply with the reporting requirements.

Data collected from subsequent investigations should establish the direct and indirect causes of each accident. Statistical analysis of all types and causes of reported injury, damage, or near miss accidents will be compiled in order to identify trends, patterns and target areas for cost effective improvement.

Standard No. 6: Submission of Annual Divisional and/or Site HS&E Reports

Each company and/or site will produce a report of performance against BBA Aviation HS&E Objectives outlining progress made and summarising additional efforts to improve HS&E conditions at site level. The report should be submitted to the Group Human Resources Director on behalf of the Executive Committee of BBA Aviation, and copied to the appropriate BBA HS&E Manager.

'By February Each Year'

Standard No. 7: Product/Process Stewardship

Each company and/or site will include in the evaluation of products, processes, and services, together with changes in the business, an assessment of the environmental impact throughout the life cycle. This assessment shall include consideration of impacts associated with raw materials, manufacturing processes, distribution, use, and end-of-life issues. Consideration shall be given to the following:

- Make sustainable use of renewable natural resources, where practicable.
- Minimise the use of non-renewable natural resources through efficient use and careful planning.
- Minimise energy use and improve energy efficiency of internal operations, goods, and services.
- Minimise emissions to air, water, and the generation of waste.
- Look for opportunities for the recovery, recycling, and/or reuse of products at the end of their life cycle.

BBA Aviation shall ensure that its facilities, plants, and equipment, incorporate commercially available and economically feasible health, safety, and environmental protection equipment and management systems.

Standard No. 8: Supply Chain Management

Each company and/or site will work with suppliers, contractors, and other service providers to: encourage the development and/or adoption of environmentally sound processes and products; to maintain sound environmental practices; and, to improve overall environmental performance.

Standard No. 9: Transport

Each company and/or site will track the environmental impacts associated with the transport of raw materials, finished product, and employees.

Each Company and/or site will evaluate options for reducing impacts associated with the transport of raw materials, finished product, and employees.