Alliance Airlines

Environmental Management Manual

ROCKHAMPTON REGIONAL COUNCIL

APPROVED PLANS

These plans are approved subject to the current conditions of approval associated with

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Alliance Airlines
81 Pandanus Avenue
Brisbane Airport

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0 Introduction

0.1 Conditions of Use

This document forms part of the Alliance Airlines suite of manuals. The head manual for company management philosophies, organisational structure and policies and procedures that are applicable across all levels of the organisation is the Corporate Policy Manual (CPM).

Policies, procedures and structures are further refined and elaborated within each departmental exposition and subsidiary manuals. Refer to the Associated Manual section in the Document Control Manual (DCM).

Legislative compliance relative to each department should be referenced directly to the approved manual.

This publication remains the property of Alliance Airlines Pty Ltd and is provided to the recipient in the course of his/her employment or contract.

This publication contains proprietary information and under no circumstances should it be provided, or disclosed, to third parties without approval. When not in use this manual should be securely stored.

The distribution of this manual is held on the Alliance Manual Management System, approval for variation is from the Manual Approval Authority (MAA). When no longer required the manual must be returned to the MAA.

Any personnel can initiate amendments to this manual by using the Revision Request Form (Form # DCM001) available on the Alliance Extranet. Revisions to this manual are developed and issued in accordance with the document control processes, which is published in the DCM.

This manual is reviewed annually in accordance with the DCM, a revision to this manual (other than a temporary revision) will always result in a incremented version status.

Should critical issues arise that affect the content of this manual, a temporary revision (TR) may be issued.

All changes in this document are listed in the Outline of Revision. For easier orientation, a change bar will be placed in the outside margin to identify any changes within each chapter.

Manuals within the Alliance Airlines documentation system are not revised concurrently, thus creating the potential for conflicting information within different manuals. If there are inconsistencies between the documentation the MAA should be contacted for clarification and correction.

Documents and forms that are referenced in this manual are available for download on the Alliance Airlines extranet.

Lee Schofield
Chief Executive Officer
Alliance Airlines Pty Ltd

0.2 Amendment Record Sheet

Amendment Record Sheet

Version No	Version Date	Version No	Version Date
Rev	11 September 2006		
Rev 1	09 January 2007		
Rev 2	02 April 2009		
Rev 3	19 July 2010		
Rev 4	24 August 2010		
Rev 5	1 November 2014		
Version 1.0	17 November 2017		
Version 1.1	30 March 2018		
Version 2.0	04 July 2018		
Version 2.1	14 August 2018		
Version 2.2	22 March 2019		
Version 2.3	29 July 2020		

0.3 Record of Temporary Revisions

Record of Temporary Revisions

T/R Details			Temporary Revision Title	Insertion Date	Removal Date
No	Chap	Page			

0.4 List of Effective Pages

Title	Pages	Revision Number	Revision Date
Chapter 0 – Title Page	1-4	2.3	29 Jul 2020
Chapter 0 – Introduction	1-10	2.3	29 Jul 2020
Chapter 1 – Policy and Management System	1-8	2.3	29 Jul 2020
Chapter 2 – Impact Risk	1-8	2.3	29 Jul 2020
Chapter 3 – Impact Management	1.-14	2.3	29 Jul 2020
Chapter 4 – Environmental Incidents and Assurance	1.-12	2.3	29 Jul 2020
Chapter 5 – Training and Promotion	1-12	2.2	22 Mar 2019
Appendix A	1-2	2.0	4 July 2018
Appendix B	1-2	2.0	4 July 2018
Appendix C	1-2	2.0	4 July 2018
Appendix D	1-11	2.2	22 Mar 2019
Appendix D2	1-2	2.1	14 Aug 2018
Appendix D3	1-2	2.1	14 Aug 2018
Appendix E	1-2	2.0	4 July 2018
Appendix G	1-6	2.0	4 July 2018
Appendix H	1-2	2.1	14 Aug 2018

General Manager Safety (or delegate) has approved these pages of the Alliance Airlines Environmental Management Manual, revision number and date as shown.

Amanda Drake
General Manager Safety
Approval Date: 29 July 2020

0.5 Outline of Revisions

Version	Date	Chap No	Purpose
Version 1.0	17 Nov 17	0	Formatting, LEP, Outline of Revisions, Record Amendment sheet updated
		1	Chapter re-write
		2	Chapter re-write
		3	Chapter re-write
		4	Chapter re-write
		5	Chapter re-write
		Annex A	Added: Alliance Spill Kit Contents
Version 1.1	30 Mar 18	Chapter 0	Amendment to footer
		Chapter 3	Updated Legislative References
		Chapter 4	Formatting and added acronym to clarify staff role
Version 2.0	4 Jul 18	0	Formatting, Scope and Revisions update
		1	Chapter re-write
		2	Chapter re-write
		3	Chapter re-write
		4	Chapter re-write
		5	Chapter re-write
		Annex A	Reformatted to Appendix A
		Appendix B	Amendment to document
		Appendix C	Amendment to document
		Appendix D & D1	Amendment to document
		Appendix E	Amendment to document
		Appendix F	Amendment to document
		Appendix G	Amendment to document
		Appendix H	Amendment to document
Version 2.1	14 Aug 2018	0	Formatting, Scope and Revisions update
		2	Risk analysis updated
		3	Statement of Incident Notification
		4	Reference to Spill kit management
		5	Spill Kit Notice reference

		Appendix D	Updated maps and locations
		Appendix D2	(New) Spill Kit Signage
		Appendix D3	Updated Spill Kit procedure
		Appendix H	Updated Service agreement contacts (BNE)
Version 2.2	22 March 2019	0	Formatting, Scope and Revisions update
		2	Hazardous and DG update
		3	LED and Asbestos additions
		5	Chem- watch Training Course Addition
		Appendix D	Location update within Airport Maps
		Appendix F	Major Base Monthly Env Checklist update
Version 2.3	29 July 2020	00	Updated entire chapter IAW the Document Control Manual
		1	Updated Environmental Policy
		2	General updates to risk management. CSM References.
		3	General updates to Impact management and CSM References.
		4	Updated reporting processes.
		Appendix F	Removed
		EMM002	Withdrawn from use
		EMM001	Updated

0.6 Terms and Definitions

Term	Definition
Controlled Document	A document that is subject to revision processes that provide for the positive control of content, revision, publication, distribution, availability and retention.
Electronic Documents	Documents that are developed and maintained electronically, and presented or displayed to users either through electronic media or as printed output.
List of Effective Pages (LEP)	Detailed list of manual pages and their current revision status.
Manual Approval Authority (MAA)	Is the person responsible for the management and review of operational manuals
Major Revision (Version)	Those changes which affect the content of quality of the action being prescribed in the document, such as updated technology resulting in change of procedure or multiple changes within the document. A major revision results in a new version of a document being issued.
Minor Revision	Those changes that do not affect the content of quality of the action being prescribed in the document, such as typographical or grammatical changes, template formatting or small changes within the document.
Record	A document or other data that is regarded as complete and unchangeable. It may exist as paper, as a scanned image or electronically.
Revision	A revision is an official change to a document, drawings, or data file.
Uncontrolled document	An informal copy of a document for which no attempt is made to update it after distribution; the document is marked “Uncontrolled” and the user determines if the document is current prior to use.
Version	Is a numbering system to enable the various revisions of a document to be tracked.

0.7 Abbreviations and Acronyms

Reserved

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1 Policy and Management System

ENVIRONMENTAL POLICY

At Alliance Airlines Pty Ltd we are adopting the principles of sustainable development. We recognise our responsibility to meet community expectations and legislative requirements and we are committed to the continuous improvement of our environmental performance. Alliance Airlines believes that environmental stewardship is both a management obligation and the responsibility of every employee. Our activities will be planned and managed so that their effect on the environment will be minimised to ensure that our operations are in line with these expectations.

To achieve this, Alliance Airlines will:

- Abide by all relevant legislation and airport management plans as a minimum,
- The integration of environmental management into the company's entire operational management plan,
- Ensuring that all employees and contractors receive appropriate training to fulfil their individual responsibilities,
- Pro-actively pursue the identification of all hazards and eliminate or, if not possible, manage the risk to as low as reasonably practicable,
- Ensure that we have the training, resources and skills necessary to achieve our environmental commitments,
- Implement strategies to minimise pollution, manage waste effectively, use water and energy efficiently and address relevant cultural heritage and biodiversity issues,
- Formally monitor, audit, review and report on our environmental performance and CSM and EMM requirements against defined objectives, and;
- Require that companies or individuals providing contract services to Alliance Airlines manage their environmental performance in line with this Policy.

These principles provide the framework to help us set goals to promote continual improvements in environmental practices and to deliver and maintain a culture of environmental awareness.

As CEO, I am committed to working with all Alliance Airlines personnel to ensure that this policy is communicated, understood, accepted and successfully implemented by all Alliance Airlines employees and contractors.

Lee Schofield
Chief Executive Officer

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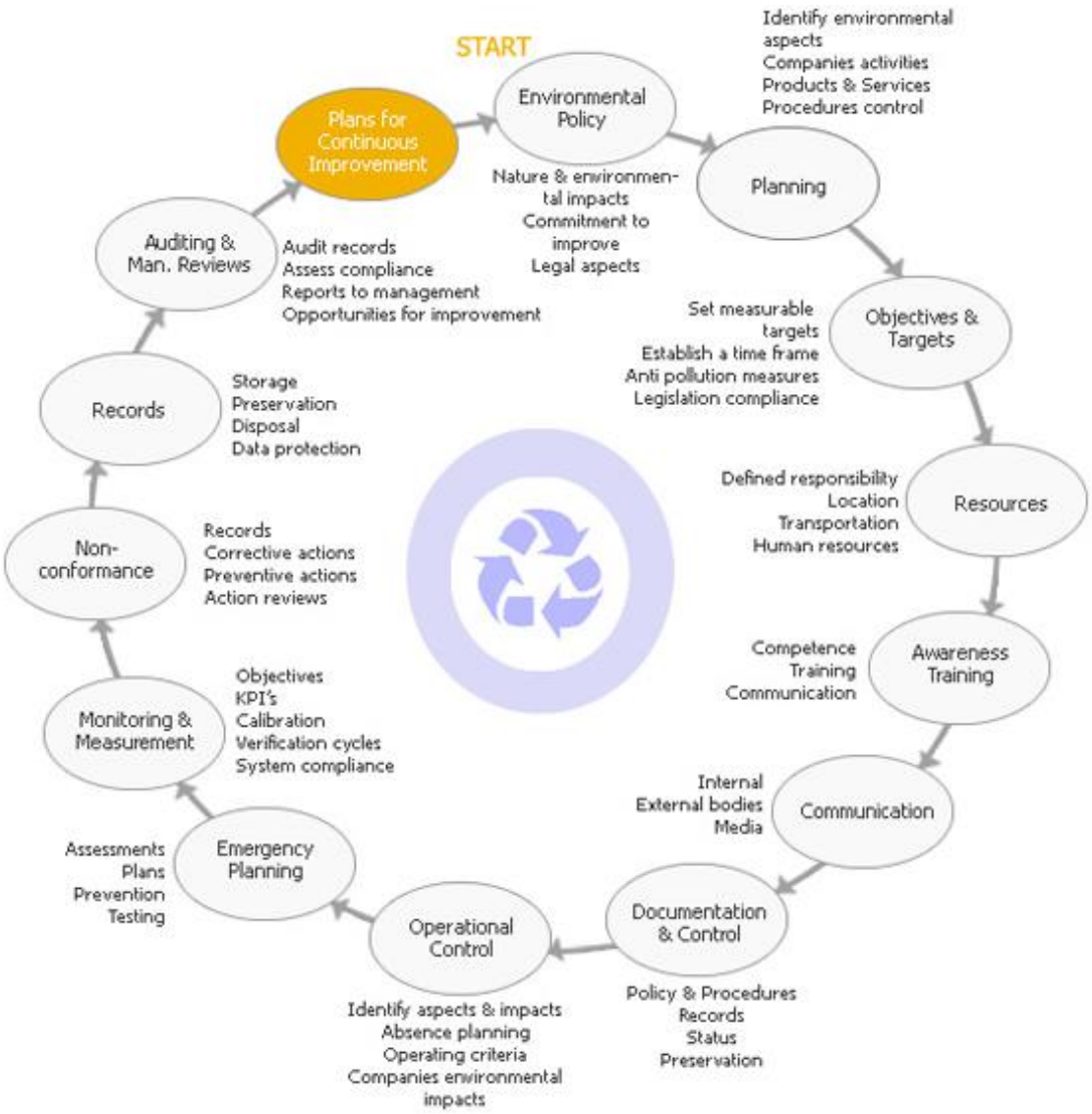
1.1 Environmental Management System

An Environmental Management System (EMS) is a structured system or management tool which helps the organisation to identify the environmental impacts resulting from its business activities and to improve its environmental performance. The system aims to provide a methodical approach to planning, implementing and reviewing an organisation's environmental management.

The Alliance EMS operates in parallel with the organisation's Safety Management System (SMS) providing an integrated solution for safety and environment reporting, risk management, performance monitoring, management of deficiencies and assigned actions, and the audit and review processes.



1.2 Scope

The Alliance Airlines EMS fulfils the obligations of the following legislation and associated local requirements, as relevant to operations of the organisation or any other environmental obligations contained in contracts or operating agreements at Australian Airports.

Title	Details
Airports Act 1996	Section 132 of the Act stipulates regulations about environmental standards at airports. This includes requirements for minimising environmental pollution to air, water and soil and environmental impacts on flora and fauna and heritage. The Airports Act also provides a framework for the preparation of Airport Environment Strategies (AES).
Airports (Environment Protection) Regulations 1997	Part 4 of the Regulations outline a number of duties operators at airports must comply with. This includes a duty to prevent the generation of pollution and that in carrying out any work, operators must ensure they have no adverse consequences for local flora and fauna and heritage.
Environment Protection and Biodiversity Conservation Act 1999 (Commonwealth)	The EPBC Act provides for the protection of the environment, especially those aspects of the environment that relate to matters of national environmental significance, such as world heritage listed areas and RAMSAR Wetlands surrounding an airport site. Whilst it is unlikely that the activities undertaken at the facility will impact directly on such matters of national environmental significance, awareness is maintained regarding the sensitivity of the receiving environment surrounding the airport site.
Perth Airport Proprietary Ltd	Master Plan Environment Strategy
Brisbane Airport Corporation Ltd	Environmental Management Strategy
Townsville Airport Proprietary Ltd	Environmental Management Strategy
Darwin Airport	Environmental Management Strategy
Adelaide Airport Limited	Environmental Management Strategy
APAM - Melbourne (Tullamarine)	Master Plan Environment Strategy

1.3 Responsibilities

1.3.1 Management Responsibilities

1.3.1.1 General Manager Safety

The GM - Safety is responsible for the overall implementation and maintenance of the Alliance Environmental Management System.

This includes but is not limited to:

- Ensuring all employees have received relevant environmental awareness training.
- Informing Executive Management of relevant environment related matters, trends, and audit and investigation results.
- To provide oversight of the established environmental risk assessments on an annual basis.
- To review and oversight the risk register in eSMS on an annual basis or as incidents arise.
- Manual Revision or Post annual reviews are to be forwarded to all required airport authorities and vendors as per Service Agreements. Regional LMM/SBE is to be copied in.

1.3.1.2 Safety Manager

The Safety Manager is responsible to the GM – Safety for the day to day implementation and management of the Alliance Environmental Management System.

This includes but is not limited to:

- Ensuring all employees have received relevant environmental awareness training.
- Informing Executive Management of relevant environment related matters, trends, and audit and investigation results.
- Managing the Company's environmental reporting and investigation systems and ensuring that environmental investigations are completed in a timely manner
- Ensuring that all investigation findings and actions are addressed by the relevant departments by the agreed time.
- To provide oversight of the established environmental risk assessments on an annual basis.
- To review and oversight the risk register in eSMS on an annual basis or as incidents arise.
- Manual Revision or Post annual reviews are to be forwarded to all required airport authorities and vendors as per Service Agreements. Regional LMM/SBE is to be copied in.

1.3.1.3 Quality Systems Manager

- Managing the Company's internal audit program and ensuring that environmental audits are completed in a timely manner; and
- Ensuring that all audit findings and actions are addressed by the relevant departments to an effective outcome.

1.3.1.4 Relevant Heads of Department

- Ensure all employees under their control work within the environmental guidelines of the EMM.
- Comply with all department-specific work instructions that relate to environmental aspects contained in this manual.
- Ensuring that all audit and investigation findings and actions are addressed by the relevant departments by the agreed time.

1.3.2 Staff and Contractors Responsibilities

All Alliance Airlines staff, visitors and contractors are responsible to perform their work in compliance with the EMS and department-specific work instructions. This includes but is not limited to:

- Reporting environmental hazards and occurrences to the Alliance SMS.
- Complying to all procedures that relate to the environmental aspects covered by this manual.

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2 Impact Risk

Alliance has reviewed and identified environmental aspects based on the activities, products and services that it can control and influence, including planned and new developments and new and modified activities, products and services. These are listed in the Register of Environmental Risks, see section 2.3.

2.1 Environmental Aspects

Environmental aspects are elements of an organisation's activities, products and services that can interact with the environment, that is, have a negative or positive environmental impact. A significant environmental aspect is one that can have a significant environmental impact. Significant environmental aspects of the organisation are noted in the Register of Environmental Aspects. These are given priority for management, and are taken into account in establishing, implementing and maintaining the organisation's environmental management system.

2.1.1. Risk Management

Each identified environmental aspect is subject to a qualitative risk analysis based on likelihood and consequences of environmental impact or impact on the organisation from environment-related issues, in the context of existing measures to control the risk. The analysis of risk for environmental aspects is carried out in accordance with the Alliance Risk Management Program prescribed in the Company Safety Manual (CSM).

The Register of Environmental Aspects is reviewed as part of the environmental audit and assurance elements of the EMS to ensure they remain accurate to the actual operations and impact risks of the organisation.

Review of the associated impact risk of each environmental aspect is carried out via risk management processes within the SMS. A Risk Review for Environmental Aspects is included in the SMS software and each aspect is assigned a risk level. Each aspect and associated risk level is periodically reviewed by the responsible Manager to which the aspect belongs at intervals determined by the impact risk.

The Alliance Airlines Change Management process is to be used for all project management activities in the local environments. As part of this process a risk assessment is to be completed including environmental impact and associated risks with the new tasks being developed. Refer CSM Chapter 2.

2.2 Workspace Definitions

Office Facilities

The core activity undertaken in the offices is the daily operation and administration of the business. This occurs through various departments including Management, Flight/Cabin Operations, Finance, Administration, and Supply Chain.

Aircraft Operations

Maintenance Operations

The core activity undertaken in the hangar facilities is aircraft maintenance and repair. Refer to Appendix D for site locations. The primary use of the facility is to maintain the fleet of Fokker 100, Fokker 70 and Fokker 50 aircraft.

- Aircraft disassembling and reassembling;
- Sheet Metal work;
- Component washing and degreasing;
- Materials storage, decanting and use (hazardous and non-hazardous)

Hazardous or Dangerous Goods

All Chemicals in use within Alliance Airlines must be assessed for their suitability for use and possible storage with respect to Health and Safety throughout the organisation. Management of Hazardous or Dangerous goods process including identification, assessment and procurement is mandated through WH&S Manual Chapter 6 and managed by the Quality Management system – Chemwatch. All goods that may be classified as hazardous or dangerous, including locations and volume are referenced in Chemwatch.

A list and volume of port hazardous and/or dangerous chemicals is also provided annually as per Airport Authority Environmental Plan responses. No Alliance Airlines maintenance facility store or utilises greater than hazardous or dangerous goods “manifested quantities”.

2.3 Register of Environmental Risks

The following risks are responsible manager reviewed annually and safety tracked within the electronic SMS (Tracked through Risk Review iQSMS ID R157):

Environmental Aspect	Environmental Impact Description	Environmental Impact Consequence
Maintenance Generated Aircraft Noise	Prolonged high energy noise production during engine testing.	High exposure to noise related injury, jet blast from stationary aircraft propelling loose items and rubbish onto tarmac and surrounding environment
Aircraft Noise Airfield	Acute high energy noise production during take-off and reverse thrust application on landing	High exposure to noise related injury, jet blast from stationary aircraft propelling loose items onto tarmac
Storm Water Runoff	High rain events causing surface water to wash chemical residue into the storm water systems	Damage and contamination of local storm water systems leading to estuary contamination
Tarmac Fuel Spills	Aircraft overflow of Avtur on the hardstand during refuelling operations	Local contamination of the hard stands, increased risk of residual wash off during storms and high rain events
Maintenance Fuel and Oil Spills	Overflow and spillage of chemicals and lubricants used in aircraft maintenance	Local contamination of the hangar and/or hard stands, increased risk of residual wash off during storms and high rain events
Hazardous Chemical Storage	Chemicals stored in bulk and decanted into smaller containers for use and disposal. System controlled and managed through Chemwatch.	Local contamination of the hangar and/or hard stands, increased risk of residual wash off during storms and high rain events
Office Waste Management	Waste generated during office activities requires correct and efficient disposal	Disposal of office waste such as batteries, printer cartridges etc can cause damage to the environment if not disposed of correctly
Aircraft Maintenance Waste Management	Waste generated during the maintenance of aircraft requires correct and efficient disposal	Contaminated rags, excess chemicals and by products require will cause environmental damage if not controlled correctly
Energy Consumption	Annual review of the power and water consumption across the network. Finance Dept analysis of major base consumption.	Reduce burden on water and electrical resources. LED Hangar lighting program.
Aircraft Washing	The use of certain chemical agents in the process need to be	Potential for chemicals used in the aircraft washing process to get

	correctly contained, stored and disposed of.	intos torm water, local creeks and estuaries.

2.4 Environmental Performance Indicators

Environmental SPI's (Safety Performance Indicators) are tracked within the Executive Safety Action Group monthly meetings. Refer to Company Safety Manual.

Title	Description	Target	Measurement
Environmental Risk Assessment	Organisational risk profile for environment is effectively managed and oversighted	Aggregated Risk score at or below Low Risk	Environmental Safety Risk Profile tracked through Corporate, port and departmental metrics.
Environmental Occurrences	Reported Environmental incidents are effectively managed and rectified in a timely manner	Environmental impact events are below Moderate risk (Minimal Impact To Environment)	eSMS Occurrence Reports – Electronic SMS.
Environmental Audits Completion	Annual Audit of environment across the network completed	Audit Schedule completed annually for all risk based locations	Annual Audit Schedule – Risk profiled for priority and frequency. Can also be subject to client request.
Environmental Audits Findings	Any environmental related findings are addressed effectively	Findings address root cause and mitigate risk to Low or Negligible	eSMS Quality Module

Environmental aspects listed above are managed locally by the department managers in the local environment in accordance with the relative Risk Assessment listed in the eSMS system under the Environmental Risk Register iQSMS ID R157. The Risk Register is reviewed annually to ensure continuous improvement driving to zero environmental incidents annually.

Each of the items listed above has an individual risk assessment to ensure controls are established and detailed. The controls identified in the Risk Assessment are audited annually as part of the Alliance Airlines Annual Audit Schedule. Annual Audits are performed in conjunction with other internal audits utilising the Alliance Environmental Audit check list.

The list above is a live account of areas requiring environmental control and is expected to change in line with activities performed by Alliance Airlines. To ensure the list is reviewed the Alliance Airlines Change management process detailed in the Company Safety Manual identifies Environmental Risk Assessments to be performed as part of the project risk assessments.

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3 Environmental Impact Management

3.1 General

Environmental management occurs as a systematic approach via strategies outlined below.

- Conduct our operations in compliance with applicable environmental laws and regulations
- The identification of significant environmental issues including assessing all activities which have the potential to impact upon the environment and introducing appropriate controls to manage them.
- Monitor regularly, audit and report upon environmental performance
- Communication of our Environment Policy to the organisation to ensure compliance with the requirements of this manual and our obligations of environmental safety.
- Ensure our staff, tenants and contractors accept responsibility for their actions, and comply with their environmental obligations, through the promotion of this policy and the Environment Management Manual.

3.2 Air Quality

Activities performed on site which have the potential to impact upon air quality include:

- Aircraft component surface preparation and finishing

These activities are to be conducted in purpose built facilities or use purpose made support equipment to ensure the capture and disposal of waste and by-products relative to the processes.

3.3 Waste Management

Waste Management is facilitated by an approved Waste Disposal Company who must be licenced to process controlled waste. All Waste Disposal Companies must be approved by the Quality & Safety Department via the vendor application process before they are engaged to dispose of controlled waste. This process is to ensure that only recognised companies that hold valid licenses and approvals are used. As an approved vendor these companies will be subject to periodical review and audit.

Although Alliance Airlines contracts waste disposal to licensed waste disposal third parties, the responsibility for waste management remains with Alliance Airlines.

At major maintenance facilities (Perth, Townsville, Adelaide and Brisbane), Waste disposal records shall be saved by LMM/SBE for a period of not less than 3 years. Each Base has its own Waste Disposal Record Folder and a

shared Third Party Waste Disposal Register (separate tabs per base) saved in:

Z:\Linemaint\1. Completed Checklists _Forms_ Reports choose correct base then Waste Diposal Records folder. Each folder contains a copy of the Third Party Waste Disposal Register.The waste collection date, PO number, controlled waste tracking form, vendor invoice number, a description of the waste, approximate volume and the Individual Waste Providers Name and Licence Number shall be saved in the Waste Disposal Register.

A scanned copy of the controlled waste tracking form issued at the time of waste collection, the invoice once received and any other relevant information shall also be saved in the Base Waste Disposal Record folder.

Annual independent Asbestos inspections are also located in this folder.

Due to the size and complexity of maintenance across Alliance main bases, a Third Party Waste Register (Excel Spreadsheet) may be utilised to better track waste management at major bases (BNE, PER, ADL and TSV). Refer to Appendix E for example of a waste management spreadsheet.

Alliance Airlines has identified and manages waste disposal in the following ways:

- General Waste - Into the general waste bin and collected locally by a local professional waste management services. One example is utilisation of local Shire/Council waste bins for recyclable and general waste.
- Waste Oil - Poured into a specialised waste oil vessel, collected periodically by a local professional waste management service.
- Soiled/contaminated Rags - Collected and placed in specialised receptacles, collected periodically by a local professional waste management services.
- Flammable Waste - Collected and placed in specialised receptacles, collected periodically by a local professional waste management services.
- DG waste – Includes solvents, sealants, batteries, fluorescent tubes etc. These items are collected in separate waste receptacles that are specially designed and fit for purpose. These receptacles are collected by specialist waste companies or delivered to their facilities.
- Triple Interceptor Trap – Any waste product (normally aircraft or vehicle washing products) that are present in a hangar Triple Interceptor Trap shall be dealt with via specialist waste company. An internal periodic visual inspection forms part of the monthly EMM Inspection checklist. Refer to Appendix F – Alliance Major Base Environmental Monthly Checklist

At smaller bases (CNS, MEL & DRW) waste management is undertaken by parent organisations where Alliance is leasing part of hangar space (for example, offices). Local service agreements and/or contractual requirements with the lessor stipulate waste disposal/management requirements that are to be adhered to.

3.4 Energy

Lighting, air conditioning and powering of equipment are the key energy consumption activities at all three facilities. Timers, sensors and signage to turn off appliances and power are locally utilised to monitor and reduce emissions generated from these activities.

Brisbane has Hangar LED lighting. All Major Base Hangars are subject to an LED Light replacement program.

3.5 Asbestos

Asbestos is the name used for a group of naturally occurring minerals. They have resistance to high temperatures and fire and make effective insulators and so were popular in building products in Australia from the 1940s to 1987. Asbestos-containing materials include:

- flat and corrugated sheeting
- cement pipes
- insulation
- floor tiles
- adhesives
- roofing
- textiles
- textured paints.

Asbestos is extremely fibrous and the tiny fibres are easily breathed in where they can become trapped in the lungs. Being exposed to asbestos increases the risk of developing cancers of the lung, ovary and larynx as well as mesothelioma (cancer of the lining of the lung).

Asbestos fibres are released into the air when people handle asbestos-containing materials with poor safety procedures. Asbestos fibres are around 50 to 200 times thinner than a human hair, can be invisible and be breathed in easily. They can become trapped deep in your lungs and cause damage over a long time.

The two asbestos-containing material groups include:

Bonded (non-friable) asbestos materials, made up of a bonding agent (such as cement) with asbestos fibres added. They usually contain less than 15 per cent of asbestos and normally do not release fibres unless they are disturbed, damaged or have deteriorated over time.

Friable (loosely bound) asbestos materials are those which can be crumbled or reduced to powder by hand. Bonded asbestos can become friable if severely fire damaged or crusted. Friable asbestos materials are the most dangerous as the fibres can be released into the air[1]

Alliance Airlines or Airport Authorities conduct independent specialist inspections of each main base engineering facility on an annual basis. Refer to Chapter 3.3 for storage of reports.

An annual independent asbestos inspection is undertaken for Perth, Townsville, Adelaide and Brisbane AMO locations which is conducted to ensure the integrity and status of any identified asbestos presence is stable.

Should any structural works be considered within a main base facility and Asbestos is present, a Management Plan is required to ensure any change/removal is effectively coordinated with specialist removal providers. LMM/SBE must contact the Safety and Quality Department.

3.6 Noise Management

3.6.1 Noise Curfew Management

Alliance Airlines is mandated to comply with local noise curfews. These are overseen by local airport management however Alliance Airlines will comply explicitly with all curfews as required for both Maintenance and Flight Operations.

3.6.2 Control of Airspace

Airservices Australia is responsible for management and control of the flight paths used by aircraft approaching and departing from Brisbane, Townville, Perth, Melbourne, Darwin, Adelaide and Cairns Airports. These flight paths are primarily designed to ensure that aircraft movements are carried out in a safe and efficient manner.

They are also designed to minimise the noise exposure to residential areas in the vicinity of the Airport. There are times however, when weather conditions and capacity demands require the use of alternative flight paths.

3.6.3 Monitoring of Noise Complaints

Noise complaints are received by Airservices on its 24-hour number 1300-302-240. These complaints are monitored on a monthly basis to determine whether there are any particular trends or issues evident or whether any aircraft has operated outside its assigned tracks or altitude.

Any reports forwarded to Alliance Airlines are entered into the SMS data base AQD and reviewed in accordance with internal occurrence reporting protocols.

[1] https://www.cancer.org.au/preventing-cancer/workplace-cancer/asbestos.html

3.7 Cultural Values

There are no ground disturbing activities undertaken on any sites as part of regular business, therefore restricting the potential for impacts on subsurface cultural heritage values.

There are no known areas of cultural heritage value located on or near any Alliance Airlines facility.

EMM 1
Flora and Fauna Management Procedure

Objective	Take all reasonable and practicable measures to minimise loss or damage to vegetation and fauna.
Performance Indicators/ Targets	• All incidents of fauna injury to be reported to the local airport Environment Coordinator and in AQD. • No vegetation disturbance beyond that agreed to in a Construction EMP for any new development.
Responsibility	• Local Area General Manager
Actions/ Monitoring/ Reporting	• Monitoring of any clearing or disturbance activities during any construction or operational works undertaken at the subject site. • In the event that wildlife is discovered or injured on site, the Environment Coordinator should be contacted to request management advice.
Corrective Action	• Advice shall be sought from the airport Environment Coordinator regarding approved management practices.

EMM 2
Air Quality Procedure

Objective	Take all reasonable and practicable measures to reduce emissions from the facility.
Performance Indicators/ Targets	• No receipt of complaints from surrounding properties regarding dust or other emissions.
Responsibility	Local AMO Management – GM Engineering
Actions/ Monitoring/ Reporting	• Regularly check emission control devices to ensure adequate and efficient operation with records of maintenance kept. • Regularly service all vehicles and equipment with potential to cause air pollution. A maintenance log shall be maintained for all vehicles and equipment. • Any complaints to be managed by the Alliance Safety Department via an entry into AQD as an Environment Occurrence report.
Corrective Action	Undertake immediate maintenance procedures to ensure vehicles, equipment and emission extraction system is at optimum performance.

EMM 3
Storm-water Management Procedure

Objective	Take all reasonable and practicable measures to reduce stormwater pollution.
Performance Indicators/Targets	• Containment and clean-up of all potential contaminants from entry to storm water runoff systems. • No visual evidence of water quality deterioration.
Responsibility	Local AMO Management – GM Engineering
Actions/ Monitoring/ Reporting	• Maintain drainage systems that divert clean runoff (i.e. roof water) to the stormwater system without discharging to pavement or other 'dirty' areas. • Maintain the capacity of drains ensuring minimal potential for overflows and off-site discharges. • Containment of contaminants within maintenance areas and external storage areas. Bonded areas with drums on pallets should be used for internal and external drum storage. • Absorbent, spill kits and other emergency equipment should be available on site to minimise the potential for stormwater contamination. • Maintain facilities for litter collection at all major waste generating areas within the facility. • Future expansions or retrofitting at the facility should include oil interceptors with stormwater bypasses on hardstand areas. • Where practicable, external storage areas are to be covered. • At the request of the AEO or in the event of suspected water pollution, undertake water quality monitoring in accordance with the nominated performance criteria.
Corrective Action	Where an incident or non-conformance is noted, review management and monitoring procedures to identify opportunities for improvement.

EMM 4
Maintenance of Equipment

Objective	To perform maintenance procedures in a manner that minimises environmental contamination or damage
Performance Indicators/Target	• Spills and leaks minimised • Maintenance performed as required to maintain serviceability. E.g. Triple Interceptors
Responsibility	• Local AMO Management – GM Engineering
Actions/ Monitoring/ Reporting	• Maintain preventative maintenance tasks • Report oil spills, stormwater or stream contamination • Ensure airside spills are reported to the airport Environment Coordinator and in AQD. Refer to Chapter 4.2.1 • Maintenance and cleaning of the triple interceptors and associated environmental controls are to have the records kept electronically by the local manager for a minimum of 5 years, refer to Chapter 3.3. Monthly internal physical inspection via Appendix F requirements.
Corrective Action	• Perform environment clean-up actions as required by the size of the incident and damage sustained • Provide equipment/training for implementing proper maintenance procedures. • Investigate and implement methods to minimise environmental incident recurrence

EMM 5
Chemicals Handling - General Storage

Objective	• To store chemicals in accordance with current best practice.

Performance Indicators/Target	No spills to enter stormwater or other drainage lines.
Responsibility	Local AMO Management – GM Engineering
Actions/ Monitoring/ Reporting	• Regular monitoring levels in drums and tanks, excess amounts to be disposed of appropriately. • Regular monitoring of storage tanks for leaks and corrosion. • Regular monitoring of bonding • Reporting of occurrences in AQD. • Ensure spill kits are stocked and stored in a visible area • Ensure airside spills are reported to the airport Environment Coordinator and in AQD.
Corrective Action	• Maintain chemical storage areas in a clean and safe manner. – Annual Audit of bulk chemical storage areas and small chemical storage lockers.

EMM 6
Spill Emergency Procedure
(For fuel events refer to Chapter 4.2.1)

Objective	Take all reasonable and practicable measures to minimise the potential for chemical spills, prevent spills entering the environment.
Performance Indicators/Target	• Ensure no stormwater and stream contamination
Responsible Officer	Local AMO Management – GM Engineering
Monitoring/Reporting	• Ensure bunds are in place around liquid chemical storage areas. • Ensure spill kits are appropriately located to enable dry cleaning of any small spills. • Undertake appropriate remediation measures to clean up the site. • Notify the airport Environment Coordinator of any spill incident and submit an AQD occurrence report.
Corrective Action	• Notify the Aviation Rescue and Fire Fighting Service (ARFF) immediately if a chemical spill occurs. • In the event of a large spill, minimise the amount of chemical entering the stormwater drains by installing temporary bonding or diversion measures. • Implement the measures necessary (i.e. training) to eliminate the possibility of the incident recurring.

EMM 7
Soil Contamination Management Procedure

Objective	Take all reasonable and practicable measures to reduce the potential for soil contamination at the site.
Performance Indicators/Target	• Storage of all hazardous substances in areas where they cannot contaminate soil.
Responsibility	Local AMO Management – GM Engineering
Actions/ Monitoring/ Reporting	• Do not carry out or undertake activities which will result in the wilful contamination of the soil on the airport site. • Advise the Environment Coordinator of known/suspected contaminated sites. • Prior to any major earthworks (including the importation of fill material) clearance shall be sought from the Environment Coordinator. • Ensure that all aboveground storage facilities are in accordance with AS1940-2017 (The Storage and Handling of Flammable and Combustible Liquids) or to standards consistent with the requirements of the *Dangerous Goods (Storage and Handling) Regulations 2012.* • At the request of the AEO or in the event of suspected soil pollution, undertake soil testing in accordance with the nominated performance criteria.
Corrective Action	Seek advice from the AEO and amend management practices accordingly to minimise the potential for soil pollution.

EMM 8
Waste Management Procedure

Objective	Take all reasonable and practicable measures to reduce the generation of waste at the facility
Performance Indicators/Target	Minimise the generation of hazardous contaminated waste and ensure adequate collection and disposal.
Responsibility	Local Office Managers
Actions/ Monitoring/ Reporting	• Provide waste segregation facilities • Utilise office paper recycling facilities. • Ensure all wastes removed from the site are sent to either an approved recycling facility or a licensed treatment or disposal site.
Corrective Action	• Raise an AQD occurrence report to identify any non-conformance to office waste policy • Where an incident or non-conformance is noted, review management and monitoring procedures to identify opportunities for improvement.

EMM 9
Natural Resources Management Procedure

Objective	Take all reasonable and practicable measures to reduce the consumption of natural resources.
Performance Indicators/Target	Use of water conservation techniques within existing and any new facilities.
Responsibility	Local AMO Management – GM Engineering
Actions/ Monitoring/ Reporting	• Identify water conservation techniques suitable for implementation at the facility as well as other opportunities for water re-use and cost savings. • Give preference to water saving appliances and devices for future or retrofit projects where cost effective. • Where appropriate, lighting sources will be energy efficient. • Regularly check all water storage facilities and reticulation systems to ensure no unnecessary water loss.
Corrective Action	Where an incident or non-conformance is noted, review management and monitoring procedures to identify opportunities for improvement.

EMM 10
Energy Management Procedure

Objective	Take all reasonable and practicable measures to minimise energy consumption.
Performance Indicators/Target	Maintain a high use of energy conservation techniques.
Responsibility	Senior Management Team
Actions/ Monitoring/ Reporting	• Review high energy consuming devices to identify any potential savings. • Where appropriate, implement alternative energy sources • AMO Major Base Hangar lighting LED Replacement plan is ongoing
Corrective Action	Where an incident or non-conformance is noted, review management and monitoring procedures to identify opportunities for improvement.

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4 Environmental Incident Reporting and Assurance Management

4.1 Incidents and Complaints

Alliance Airlines requires that all safety incidents/accidents including those impacting on people, assets, the environment or company reputation are reported immediately or as soon as reasonably practical. This includes any 'near miss', 'potential' and 'incident occurrence'. Alliance Airlines maintains a fair and open reporting culture and encourages the utilisation of the reporting system for the purpose for which it is intended: to identify and reduce the risk associated with hazards within the Alliance Airlines operation. It is everyone's responsibility to report hazards, occurrences and accidents.

4.1.1 Complaints and Incident Reporting

Any environmental complaints and/or incidents relevant to Alliance Airlines are to be lodged within the electronic SMS as a HSE (Health, Safety & Environmental) report.

An assessment is made against the Airports (Environment Protection) Regulations 1997 to determine whether each airport authority requires notification by Alliance Airlines of any incident or emergency likely to cause environmental harm, facilitated by the port responsible manager.

NOTE

It is a requirement that all significant environmental incidents must be reported to the Operations Control Centre (OCC) immediately- 07 3212 1532.

And to relevant airport authority (e.g PAPL, TAPL, BACL, AAL, APAM, CAPL, DIA) within 24hrs.

(Refer to Appendix B for contact details).

Where access to the electronic SMS is not available, a hard copy Incident Report (SHOR) shall be utilised, see Appendix A.

4.1.2 Exception Reporting

Where monitoring reveals a breach of performance criteria, the airport Environment Representative shall be notified in writing within 7 days. Alliance Airlines Safety Department shall be responsible for ensuring that this notification is carried out within seven days of completion of the analysis report, with details of:

- any monitoring results which breach performance criteria;
- any investigation or corrective actions taken, and

- any subsequent analysis

4.2 Pollution Containment Response

Airports (Environment Protection) Regulations 1997, under regulation 6.13, the occupier may prepare a remedial plan.

An occupier of an area, at an airport, that is reported, to be the source, or likely source, of soil pollution, may submit to the Airport Environment Officer (AEO) for the airport a plan for cleaning up, remedying or rectifying the pollution, as appropriate (See Appendix B for relevant Airport Authority contacts). This will be facilitated through the Safety Department in consultation with local management and undertaken via a risk based approach. See CSM Chapter 2 – Risk Management Program.

The plan must be developed in consultation, and agreement, with the assessor who has reported the pollution, regarding:

1. if the plan is for cleaning up — the soil quality standards that can reasonably be achieved, and a timetable for a clean-up that will:
    a. end migration of pollution from the area occupied (if that is occurring) within the shortest time reasonably practicable; and
    b. restore all affected potential beneficial uses, within the meaning of sub regulation 2.03 (1), before the occupier ceases occupation; and
    c. restore all beneficial uses, within the meaning of sub regulation 2.03 (1), of subterranean groundwater (if any) before the occupier ceases occupation; or
2. otherwise — an appropriate risk management program that will, at least:
    a. end migration of pollution from the area occupied (if that is occurring) within the shortest time reasonably practicable; and
    b. Ensure that any ongoing effects of the pollution are minimised.

The airport environment officer must, before the end of 30 days after receipt of the plan:

1. approve or refuse to approve the plan; and
2. give the applicant written notice of the decision; and

4.2.1 Minor and Major Fuel Spills

Minor Fuel Spill (<0.5 Metre Square of coverage)

Any minor fuel spills from an aircraft, equipment or receptacle is to be reported to the **Airport Authority as soon as possible.**

Refer to Appendix B for major airport contacts:

Safety Precautions

Avoid contact with skin and eyes. Wear appropriate PPE (PVC gloves, safety goggles and if required disposable overalls) and.

Clean Up Method for JETA1, Engine Oil, Skydrol:

1. Prevent the spill from entering drains by using spill barriers and/or absorbent material.
2. Use absorbent pads and material to soak up all liquids so that only a film of residue remains.
3. Sweep up absorbent material and store in contaminated waste disposal bag. Fill to approximately 75% full and tie a knot in the bag before returning to the hangar for disposal.
4. Only once all fluid has been removed, use the Global Green Degreaser and a bristle brush to remove the remaining residue from the ground.
5. Wash degreaser away with water.
6. Using the Alliance Spill Kit Contents List within the bin, audit the remaining spill kit contents.
7. Advise the LMM/SBE of what needs to be ordered to fully replenish the kit. [1]

- Enter an eSMS report.

[1] Perth LMM – Alliance Spill Kit Procedure

Major Fuel Spill (>0.5 Metre Square of coverage)

- **Contact Airport Authority as soon as possible, request airport fire service (ARFF).**
- *Refer to Appendix B for Major Airport Contact details:*

Safety Precautions

Avoid contact with skin and eyes. Wear appropriate PPE (PVC gloves, safety goggles and if required disposable overalls) and.

Clean Up Method for JETA1, Engine Oil, Skydrol:

1. Prevent the spill from entering drains by using spill barriers and/or absorbent material.
2. Use absorbent pads and material to soak up all liquids so that only a film of residue remains.
3. Sweep up absorbent material and store in contaminated waste disposal bag. Fill to approximately 75% full and tie a knot in the bag before returning to the hangar for disposal.
4. Only once all fluid has been removed, use the Global Green Degreaser and a bristle brush to remove the remaining residue from the ground.
5. Wash degreaser away with water.
6. Using the Alliance Spill Kit Contents List within the bin, audit the remaining spill kit contents.
7. Advise the LMM/SBE of what needs to be ordered to fully replenish the kit. [2]

- Contact Network Ops and Maintenance Watch.
- Enter an eSMS report.

4.2.2 Investigation

Any Environmental incident rated “High or Moderate” Risk will be subject to internal investigation protocols.

The purpose of Safety investigations is to identify contributing factors and root causes for accidents and incidents and to ensure appropriate actions are taken.

These procedures aim to standardise the investigation conduct, reporting and review of incidents. When occurrence reports are submitted, an investigation may be required to determine the facts contributing to the occurrence. With this process, root causes, safety or quality deficiencies can be identified and corrected.

Significant issues that affect safety and security of operations that are identified by safety investigation processes shall be brought to the attention of

[2] Perth LMM – Alliance Spill Kit Procedure

Executive Management (by the responsible Manager) via Executive Safety Action Group (ESAG). Refer to Chapter 3 – CSM.

4.2.3 Table Summaries - Compliant, Incident and Exception Reporting procedures:

4.2.2.1 Complaints Procedure

Objective	To respond quickly and effectively to public complaints.
Performance Indicators/Targets	• Respond to complaints within 24 hours. • Maintain a high level of public satisfaction.
Responsible Officer	Chief Executive Officer
Actions/ Monitoring/ Reporting	• During business hours, any complaints should be referred to the GM - Safety. • Manage complaints through an incident reporting - HSE report or SHOR transposed into the electronic SMS. • Monitor social media through Commercial Department
Corrective Action	• Identify nature and extent of problem via on-site inspection • GM Safety to allocate necessary resources or assistance (as required) • Implement proposed actions to effectively mitigate recurrence.

4.2.2.2 Incident Reporting Procedure (Refer to Chapter 4.2.1 and 3.6 EMM 6)

Objective	• Report all environmental incidents having potential to cause environmental harm. • To maintain a register of all environmental incidents.

Performance Indicators/Targets	• Report all incidents to the Safety Department as soon as practicable • Electronic SMS maintains a register of all Environmental incidents
Responsibility	Local AMO Mgt/GM Engineering and/or local Departmental Manager reporting to GM – Safety
Actions/ Monitoring/ Reporting	• Report the nature and extent of incident via HSE Report or (for external parties or contractors) SHOR report (Appendix A) transposed into electronic SMS. • Notify Airport Authority/Local Council Responsible officer of the incident. • GM - Safety and/or responsible local manager to notify the Airport Environment Coordinator of the incident. • Provide Airport Environment Coordinator - Pollution Containment Response Plan in accordance with Alliance Airlines Risk Management principles.
Corrective Action	• Implement proposed actions to effectively mitigate recurrence.

4.2.2.3 Exception Reporting Procedure

Objective	To report exceptions in the event monitoring identified a breach of performance criteria.
Performance Indicators/Targets	Report all exceptions to the Safety Department and Airport Environmental Officer upon request.
Responsibility	GM – Safety
Actions/ Monitoring/ Reporting	• All monitoring shall be carried out in accordance with the procedures contained within this EMM. • Any monitoring results that are not in accordance with the performance criteria shall be reported to the Safety Department and the Airport Environmental Officer upon request.
Corrective Action	Implement proposed actions to effectively mitigate recurrence.

4.3 Assurance (Base Management Oversight) and Independent Audit

Alliance Airlines conducts Major Base Monthly Environmental Inspections to ensure site facilities, processes and records are relevant and fit for purpose.

This includes utilisation of an **internal environmental checklist (WHS007)** to ensure all elements are completed to the required standard, to be completed monthly. Refer to Appendix F for checklist items.

The monthly inspections are to be completed in the eSMS and will be managed as a monthly audit as set by the AMO management team.

The Alliance Airlines Safety team will monitor these inspections and review the periodically and prior to an audit.

Alliance Airlines has also implemented a risk based internal audit program with the objective of determining whether the environmental management system conforms to planned arrangements and this EMS manual, and has been accurately implemented and maintained.

The internal audit program provides oversight and assurance that identified environmental risk is monitored and managed appropriately.

Environmental processes, functions and/or locations may be audited more frequently based on environmental risk. Alliance Environmental audits are carried out in accordance with the Corporate Safety Manual – Chapter 4.

A **pre-audit checklist** is available at Appendix G as a “health check” before formal independent internal or external Audit is undertaken.

4.3.1 External and Internal Environmental Reports/Audits

A copy of all external and Internal Environmental Reports/Audits are electronically held within the electronic SMS. Reports will be kept for a period of at least 5 years after preparation. External audits (Airport Authority) are to be undertaken biannually and internal audits annually as per the Airport Environment Strategy as evidenced on the AMO checklist.

Audits of the environmental performance of the facility will be carried out in accordance with the Airport Environmental Strategy Plan. This includes:

- Formal internal audits annually – checklist items include:
  - Waste Management
  - Hazardous Materials Management (Chemwatch)
- Formal external independent audits biannually.

Results of all internal audits are to be provided to the Airport Environment Coordinator after the end of each financial year.

Additionally, mandated internal annual WHS inspections - Form WHS007 Workplace Safety Checklist, available in the WHS Manual, includes environmental criteria for assessment.

4.3.2 Monitoring Procedures

If required, the monitoring of air, soil or water to assess environmental compliance with performance criteria shall be undertaken in accordance with the relevant procedures contained within this EMM. When required the samples are to be forwarded to a NATA Registered laboratory for offsite analysis.

4.3.3 Notification of Results

All results of monitoring performed shall be made available to the Airport Environment Representative or AEO upon request.

4.3.4 Record Keeping

Environmental records to be kept as part of this EMM are detailed below. A copy of all following records will be held by GM Safety within the electronic SMS (iQSMS):

Record Title	Produced/Reviewed
Complaints Register	As required (See 4.2.2.1)
Incident Register	As required (See 4.2.2.2)
Monitoring Records	As required by the Airport Environment Representative or AEO (See 4.3.2)
SDS	With each new product used on site (Chemwatch)

All environmental records will be kept for a period of at least 5 years.

The Safety Department is responsible for secure archiving, maintaining and destruction of all electronic SMS environmental records.

Line Maintenance Managers are responsible for keeping local files for

- Waste receipts
- Inspection checklists
- Updated waste management register - excel spreadsheet (if applicable). See Appendix E for example

4.4 Continual Improvement

Through Alliance Airlines Safety Assurance operational oversight reviews of Ground Handling and Engineering, identification of any environmental issues or concerns are identified and rectified in a timely manner utilising SMART (Specific, Measurable, Achievable, Realistic and Timely) principles.

Investigations, occurrence reports, monthly inspections and risk reviews, monitor the overall performance of Environmental management. Any opportunities for continual improvement are captured and implemented through monthly departmental safety management meetings with key stakeholders. This process demonstrates Alliance Airlines commitment to systematic environmental management improvement.

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5 Training and Promotion

5.1 Environmental Training

All Alliance Airlines staff and contractors receive awareness training upon commencement at Alliance Airlines. This training and instruction meets the environmental requirements of the EMM.

Environmental training for all staff must be carried out when changes are made to the EMM and/or as required by Managers and Supervisors. The training contains:

- How to conform with Alliance Airlines Environmental Policy, procedures and the EMM;
- significant environmental impacts (actual and potential) of their work activities;
- environmental benefits of improved performance;
- role and responsibility in the EMM; and
- potential consequences of departure from specified operating procedures.

Training is prescribed with the Company Training Manual (CTM) and includes the following approved courses and content:

5.1.1 Company Introduction - Full 11.5.1

Course Number : ORG001_01_C

Target Audience : All permanent staff

Associated References : Company Induction Package

General

As outlined in the training packages, all employees shall receive a Company Induction on initial employment.

Company Induction should be initiated either prior to commencement, or on the first day of employment. The completion of the initial induction courses may be scheduled over the first short period of employment, with the exception of DAMP training.

Syllabus

- Welcome to Alliance Airlines
- Organisational structure awareness
- Alliance Airlines product awareness
- Fleet
- Routes
- Code of Conduct - personnel standards and expected behaviour
- Company policies
- Manual suite & exposition awareness
- Environmental awareness

Assessment Standard

This is a level 2 knowledge assessment course. A quiz is required to ascertain knowledge.

5.1.2 Environmental Awareness 11.8.7

Course Number : ORG004_07_C

Target Audience : All personnel on initial only

Associated References : EMM (Environmental Management Manual)

General

The awareness training for this course forms part of the Company Introduction package. It aims to ensure personnel are aware that the company maintains an appropriate and controlled environmental manual.

There is no requirement for recurrent training, unless requested by the QA & Safety Manager.

Syllabus

- Environmental manual overview
- Where is it located
- Who manages the manual
- What is the environmental policy?

Assessment Standard

This is a level 1 awareness course, and no assessment standard is required.

5.1.3 Risk Assessment Awareness 11.8.18

Course Number : ORG003_04_C

Target Audience : All Alliance Airlines personnel on initial employment.

Associated References : CSM - Chapter 6 Safety Training & Promotion.

CSM – Chapter 7 Risk Managerment Progrram.

General

This course is included in the Company Induction.

Aim

The aim of the course is to review of the process of documented assessment to ensure safe operation with respect to Health, Safety, Security, Environment and Business.

Syllabus

- What is Risk Assessment
- Why Risk Assess
- Risk Management
- Hazard Identification
- Assessing Risk
- Risk Assessment
- Risk Matrix
- Risk Acceptability
- Controls
- Monitoring
- Review
- Consultation

Assessment Standard

This is a level 1 awareness course, and no assessment standard is required.

5.1.4 Fuel Spill Procedure

Fuel Spill Procedure

Course Number : ORG004_28_C

Target Group : Nominated employees (Internal & External)

Associated Regulation : NA

General

The aim of the Fuel Spill Procedure training course is to provide personnel with the knowledge and understanding required to control a fuel spill and carry out the necessary reporting actions.

Aim

Provide an overview of procedures required should a fuel spill occur and the reporting actions necessary to meet current EPA legislation.

Syllabus

- Documented procedures
- Reporting requirements

Assessment Standard

This is a level 1 awareness course, and not assessment standard is required.

A quiz may be associated to assist learning.

5.1.5 Hazardous Substances & Chemwatch.

Fuel Spill Procedure

Course Number : ORG004_28_C

Target Group : Nominated employees

Associated Regulation :

Workplace Health and Safety Manual

- WH&S Act 2011
- WH&S Regulation 2011

- Hazardous Chemical Code of Practice – 2003
- How to manage work health & safety risks Code of Practice 2011
- Labelling of Workplace Hazardous Chemicals Code of Practice 2011

General

The Hazardous Substances training course is required for all Alliance personnel at risk to exposure from these materials.

Aim

The Aim of Hazardous Substances training is to increase the understanding of ways hazardous materials can harm us, risk control measures, Legislative and Company requirements and how to use the CHEMWATCH program.

Syllabus Assessment Standard

This is a level 2 knowledge assessment course. A quiz is required to ascertain knowledge.

5.2 Safety & Environmental Promotion and Communication

Safety promotion encourages a positive safety culture and creates an environment that is conducive to the achievement of company safety objectives.

The promotion of safety culture is central to the continuous improvement of the overall safety system. Management must be seen to reinforce the objectives and policy of the safety system and relevant safety information must be provided to all company personnel.

Alliance Airlines has adopted a broad approach to promote and communicate safety and environmental information to all personnel. Training and the Safety Action Groups (SAG) form a central focus for the exchange of information. Safety Action Groups are held monthly at the Brisbane corporate offices and at each major port. This meeting includes any environmental occurrences, internal or external audit findings and operational assurance (stakeholder review) feedback.

5.2.1. Environmental Communication & Safety Meetings

Safety committees provide an opportunity for personnel to provide front end information into the Safety Management System and for the safety system to provide feedback to employees on the actions taken and control measures implemented. Additional safety topics are drawn from the risk management program, incident / accident reporting and the quality / safety audit program,

Training and communication is provided based on need and occupational work group to ensure all relevant information is provided to the personnel.

Safety/Environmental Management System data is derived from:

- Staff Engagement (Toolbox Talks, weekly/monthly meetings)
- Risk Management Findings (Annual Risk Review)
- Trends identified through safety investigation/occurrence (AQD Analysis)
- Trends identified through staff direct reporting (Direct Mgt Feedback)

Anumber of local and external publications have been generated to convey pertinient information.Example of Alliance Airlines Environmental Information are listaed below. It is recommended that Engineering Management (LMM/SBE) print and display locally (as required):

Notice of Spill Kit signage can be found at Appendix D2:

Alliance Airlines - Minor Spill Clean Up Procedure. Refer to Appendix D3:

Minor Spill Clean Up Procedure

NOTE:

1. The local airport operator must be advised of all spills greater than 0.5 sq. Meter surface area.
2. For medium and large spills the airport fire service should be advised by calling ACC on 9478 8500.
3. Follow safety precautions for fuel spills IAW EWI, ASP, PPM references.

Safety Precautions

Avoid contact with skin and eyes. Wear appropriate PPE (PVC gloves, safety goggles and if required disposable overalls) and.

Clean Up Method for JETA1, Engine Oil, Skydrol:

1. Prevent the spill from entering drains by using spill barriers and/or absorbent material.
2. Use absorbent pads and material to soak up all liquids so that only a film of residue remains.
3. Sweep up absorbent material and store in contaminated waste disposal bag. Fill to approximately 75% full and tie a knot in the bag before returning to the hangar for disposal.
4. Only once all fluid has been removed, use the Global Green Degreaser and a bristle brush to remove the remaining residue from the ground.
5. Wash degreaser away with water.
6. Using the Alliance Spill Kit Contents List within the bin, audit the remaining spill kit contents.
7. Advise the LMM/SBE of what needs to be ordered to fully replenish the kit.

Alliance Airlines Pty Ltd

Example of Perth (Airport Authority) Environmental Information:

Safety Bulletin

Issue: 27 June 2017

CHANGES TO SPILL CLEANUP PROCESS

Effective 1 August 2017, Perth Airport Airfield Operations will be changing the process regarding the cleaning up of airside spills.

As a result of this change, airside operators will be responsible for cleaning up their own minor spills, whilst continuing to report ALL spills to the Perth Airport, Airport Control Centre on 9478 8572.

A summary of the new process is outlined below:

- All spills to be reported to PAPL Airport Control Centre on 9478 8572.
- PAPL will confirm that external resources are not required (a specialized contractor will be engaged for the cleaning up of large spills, and unreported spills with 100% of costs re-charged to the operator responsible).
- The operator that caused the spill is responsible for cleaning up small spills using own resources and equipment. **Note that a small spill is one that can be easily cleaned up using 1 or 2 persons and a minimal amount of equipment.**
- Spill kits will need to be maintained within operator leased areas or vehicles.

UNREPORTED SPILLS

Costs for clean-up of unreported spills will be on-charged after review of CCTV footage to confirm the operator responsible, or, if this is not possible, to the last operator using the bay.

During the process to clean-up an unreported spill, the bay may require to be closed, and there may be a resulting operational impact to airlines.

WHAT IS AN ACCEPTABLE METHOD TO CLEAN UP A SPILL?

Small spills can be easily cleaned up from concrete and asphalt apron surfaces utilizing a range of different materials that can be sourced from commercial suppliers of spill clean-up products.

Examples of materials that can be used include:

- Quick-break degreasing agents
- Absorbent cloth
- Solid materials such as a peat or sawdust material that will absorb hydrocarbons

Global Spill Control can provide spill containment materials and is a supplier that has been used by Perth Airport : www.globalspill.com.au

DISPOSING OF SPILL MATERIAL

For airport users to dispose of spill materials, 2 bins will be located on the airfield. Final locations of these bins will be provided closer to 1 August 2017.

Remember: ALL Spills must continue to be reported to the Perth Airport Control Centre: 9478 8572

Perth Airport Contacts

Senior Operations Officer (24 hrs.) 9478 8424

Airside Operations Manager 9478 8434

PerthAirport

5.2.1. Safety and Quality Newsletter (SNL)

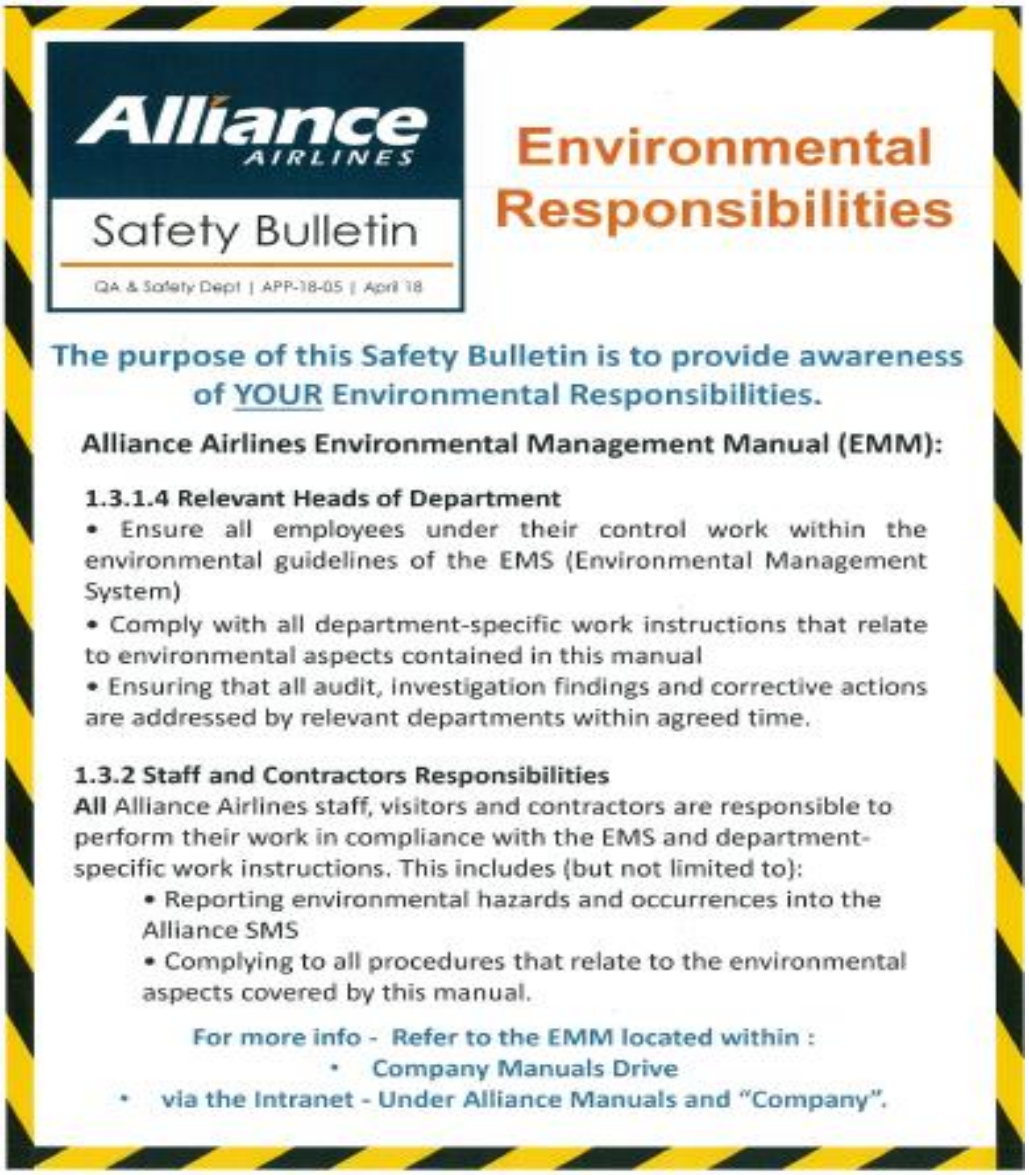
A quarterly Safety and Quality Newsletter (SNL) is created and distributed by the QA & Safety Department. Any information regarding Environmental focus and/or initiatives form part of the Quarterly SNL.

SNLs are kept in the Team Drive under the Safety Management System folder for reference. Current and historical SNLs can also be found in the extranet under ‘Safety’ tab.

5.2.2. Safety Bulletins & Alerts

Safety Bulletins/ Alerts are created as part of the Accident Prevention Program (APP) in order to reinforce an internal Alliance Airlines procedure or processes. These documents are created by the QA & Safety Department and are communicated to corresponding personnel using Company Notices through the Document Control Dept. Current and historical APPs are kept in the Team Drive under the 'Safety Management System' folder for reference; they can also be found in the extranet under the 'Safety' tab.

APPs created on a monthly basis are also notified in the "Monthly Operational Report". The below Safety Bulletin was disseminated from the Safety and Quality Department reinforcing Managers and employees of their Environmental resposibilities. It is an Alliance requirement that all staff "Read and Acknowledge" this publication:



Alliance AIRLINES

Safety Bulletin

QA & Safety Dept | APP-18-05 | April 18

Environmental Responsibilities

The purpose of this Safety Bulletin is to provide awareness of YOUR Environmental Responsibilities.

Alliance Airlines Environmental Management Manual (EMM):

1.3.1.4 Relevant Heads of Department

- Ensure all employees under their control work within the environmental guidelines of the EMS (Environmental Management System)
- Comply with all department-specific work instructions that relate to environmental aspects contained in this manual
- Ensuring that all audit, investigation findings and corrective actions are addressed by relevant departments within agreed time.

1.3.2 Staff and Contractors Responsibilities

All Alliance Airlines staff, visitors and contractors are responsible to perform their work in compliance with the EMS and department-specific work instructions. This includes (but not limited to):

- Reporting environmental hazards and occurrences into the Alliance SMS
- Complying to all procedures that relate to the environmental aspects covered by this manual.

For more info - Refer to the EMM located within :

- **Company Manuals Drive**
- **via the Intranet - Under Alliance Manuals and "Company".**

A Appendix A

A.1 CSM099 – SAFETY HAZARD OBSERVATION REPORT (SHOR)

Alliance AIRLINES

Occurrence ID:

Safety Hazard Observation Report (SHOR)

Date of occurrence: Time of occurrence: Local/UTC

Reported by: Position/Title: Staff #

Location: Base:

Flight Details:

Aircraft Registration: Flight Number: Aircraft Type:

Origin: Destination: Tech Log:

Number of Passengers: Effect on Flight: Flight Phase:

This Incident Affects:

☐ Staff ☐ Passengers ☐ Assets ☐ Environment

Description of Incident:

Risk Rating: ☐ Negligible ☐ Low ☐ Moderate ☐ High ☐ Extreme

Action Taken:

Is Direct Reporting Required? (See over for Instructions)	**Do you wish this report to remain confidential?**
☐ Yes ☐ No	☐ Yes ☐ No
Direct Report was made to:	

Suggested Action:

CSM099 – v1.0 Page 1 of 2 30 September 2016

Reporting Instructions:

Immediate Reporting

Definition:
All incidents must be reported immediately or before the end of the relevant operational shift. To comply with this requirement, a SHOR (Safety Hazard Observation Report) form shall be entered into the Safety Management System at the earliest opportunity in one of the approved forms described in the Alliance Corporate Safety Manual.

The report can be entered via the company extranet, manually completed and sent via email to safety@allianceairlines.com.au, or scanned to the, 'safety', tab at any Alliance printer/fax.
This requirement applies to all employees of Alliance Airlines.

Direct Reporting

Definition:
Immediate notification of an incident either in person of via telephone. A direct report shall be made to either the local Airport Supervisor or Brisbane Operations Controller. The local Airport Supervisor is responsible for immediately passing on the information to Brisbane Operation Control. The Captain of an operating aircraft is responsible for making the direct report where applicable.

Direct reports shall be made for:

- Injury to a passenger or crew member;
- Use of an abnormal or emergency procedure from the AOM, AOM Supplement or QRH;
- Damage to an aircraft or ground equipment;
- Any issues relating to disruptive passengers;
- Any time passengers are informed of an actual or possible emergency.

In addition to the operational requirements, all other staff members will make direct reports for:

- The fatality or serious injury of a staff member or contractor at any Alliance Airlines facility or visited location.

Contact Details

Operations

Brisbane	07 3212 1532
Townsville	07 4750 1300
Adelaide	08 8154 5101
Perth	08 9373 0900

Safety

Email to safety@allianceairlines.com.au

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B Appendix B

B.1 AIRPORT AUTHORITY - INCIDENT NOTIFICATION DETAILS (REFER TO EMM - CHAPTER 4)

Perth:

- **All spills to be reported to PAPL Airport Control Centre on 9478 8572.**

Other contacts:

- Senior Operations Officer (24 hrs.) 9478 8424
- Airside Operations Manager 9478 8434

Brisbane:

- **All spills to be reported to BACL Airport Control Centre on 07 3406 3171**

Other contacts:

- Airside Operations Manager 07 3406 3167

Adelaide:

- **All spills to be reported to AAL Airport Control Centre on 08 8154 944**

Other contacts:

- Duty Ops Manager 08 8154 9462

Townsville:

- **All spills to be reported to TAPL Airport Control Centre on 07 4274 3211**

Other contacts:

- Airside Operations Manager 0417 723692

Cairns:

- **All spills to be reported to CAPL Airport Control Centre on 07 4052 9744**

Other contacts:

- Airside Operations Manager 07 4052 9744

Darwin:

- **All spills to be reported to DRW Airport Control Centre on 08 8920 1822.**

Other contacts:

- Airside Operations Manager 0401 005 977

Melbourne (Tullamarine):

- **All spills to be reported to APAM (Australia Pacific Airports - Melbourne). Airport Control Centre on 03 9948 9300**

Other contacts:

- Airside Operations Manager 0400 909 363
- WHS Manager - 03 8370 9606 or Mobile 0447 888 710

C Appendix C

C.1 ALLIANCE AIRLINES ENVIRONMENTAL CONTACT DETAILS

Safety and Quality Department (Brisbane Head Office):

- **General Manager Safety – adrake@allianceairlines.com.au**

- Quality Systems Manager – tgough@allianceairlines.com.au
- Safety Systems Manager – sstringer@allianceairlines.com.au
- Departmental e-mail - **safety@allianceairlines.com.au**

Perth:

- **Line Maintenance Manager – rwallis@allainceairlines.com.au**
- General Manager – rbryant@allianceairlines.com.au

Brisbane:

- **Line Maintenance Manager – rtopham@allianceairlines.com.au**
- General Manager – tkoch@allianceairlines.com.au

Adelaide:

- **Line Maintenance Manager – wshultz@allianceairlines.com.au**
- General Manager **–** twright@allianceairlines.com.au

Townsville:

- **Senior Base Engineer – cfahey@allianceairlines.com.au**
- **Line Maintenance Manager – rtopham@allianceairlines.com.au**

Cairns:

- **Senior Base Engineer – rrussell@allianceairlines.com.au**
- **Line Maintenance Manager – rtopham@allianceairlines.com.au**

Darwin:

- **Line Maintenance Manager – rwallis@allianceairlines.com.au**

Melbourne (Tullamarine):

- **General Manager –** twright@allianceairlines.com.au

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D Appendix D

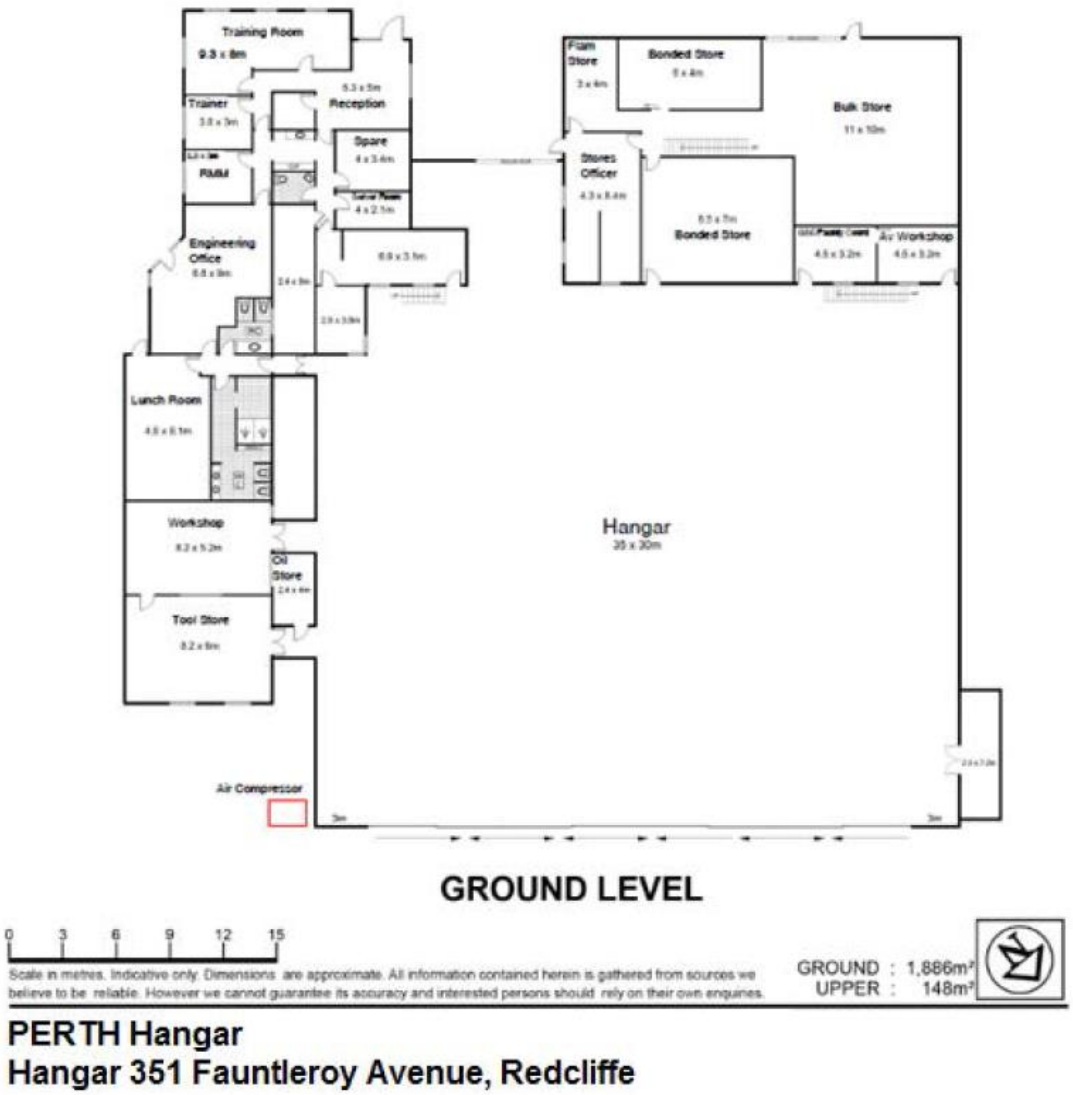
D.1 ALLIANCE AIRLINES - SPILL KIT LOCATION AND SITE MAP DETAILS

Fuel storage within any AMO facility is for GSE or company vehicle use only.

Perth:

Hangar Spill Kit Location:

- **Adjacent to AV Workshop office**



Terminal 2:

- **Bay 211 and 214**
- **Adjacent to Bay 216 LHS**

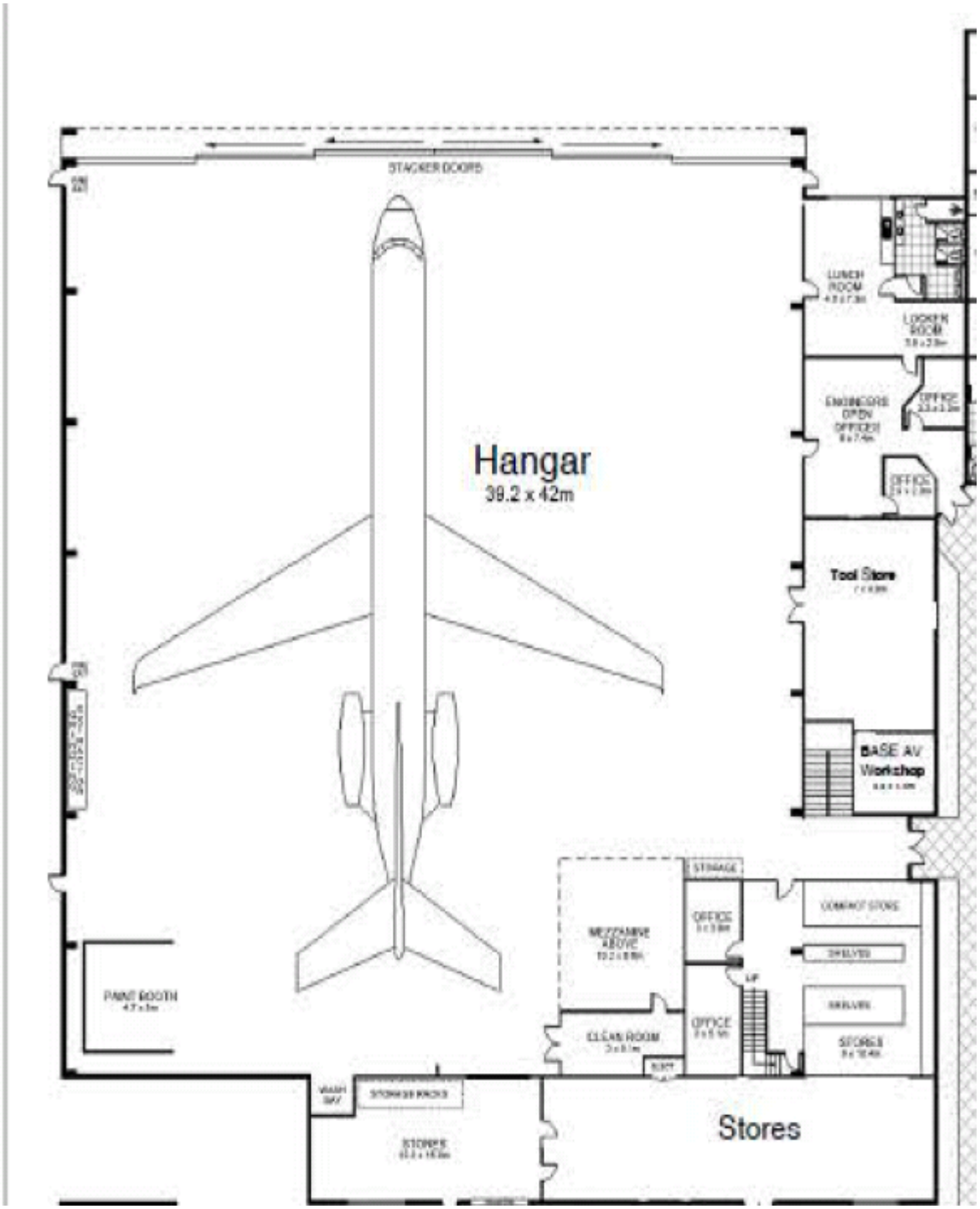
Hangar Hours of Operation (subject to change due to operational tempo):

04:00 to 02:00

Brisbane:

Hangar Spill Kit Location:

- **Hangar Door - RHS corner (eastern wall)**



- **Apron – Bay 56 and Common User Satellite (CUS)**

Hangar Hours of Operation (subject to change due to operational tempo):

04:00 to 02:00

Adelaide:

Hangar Spill Kit Location:

- **2 x kits - on Western wall of the hangar**

- **Several located on ramp area of Adelaide Airport.**

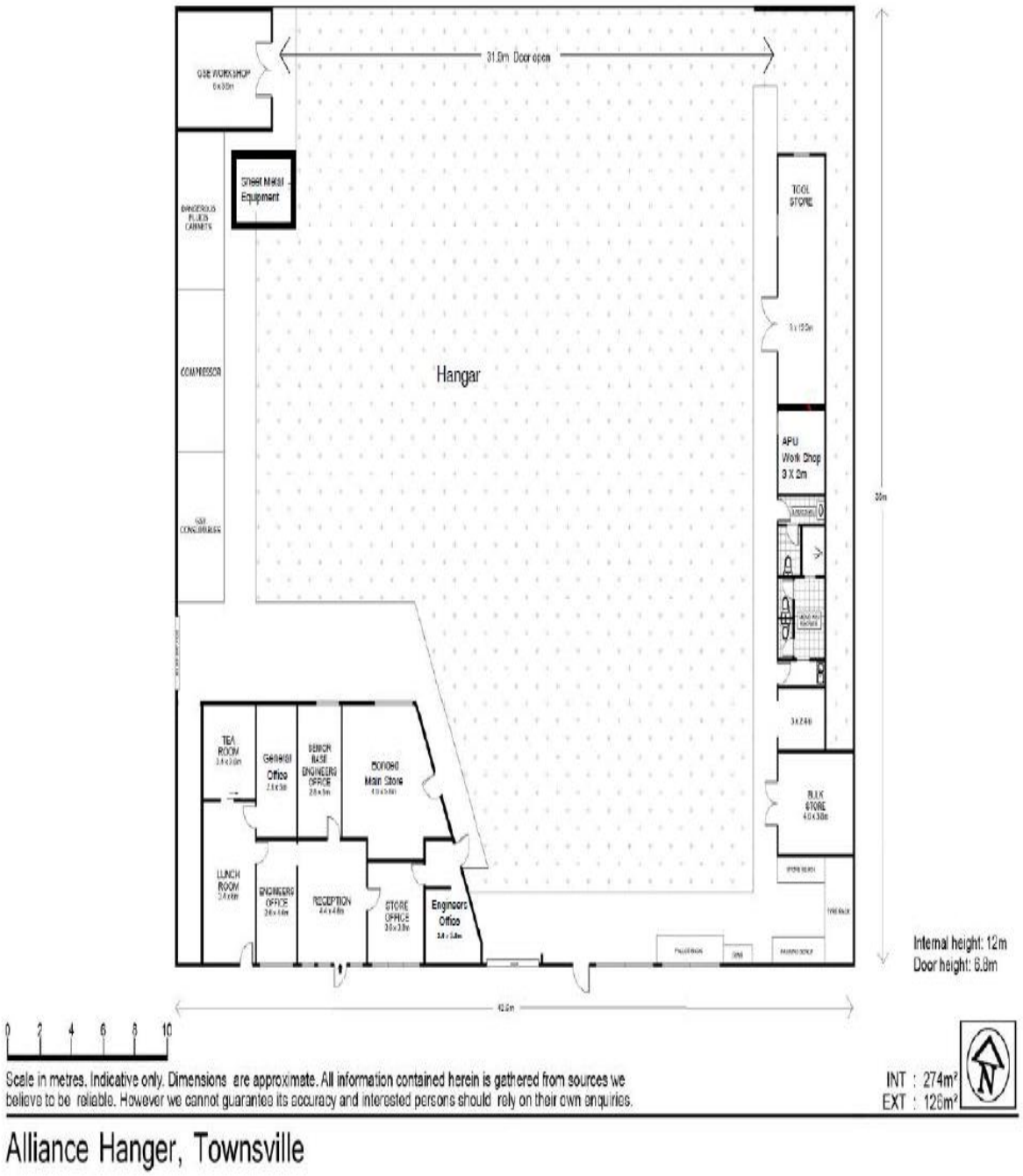
Hangar Hours of Operation (subject to change due to operational tempo):

05:00 to 23:50

Townsville:

Hangar Location:

- **1 x kit - Western wall of the hangar**



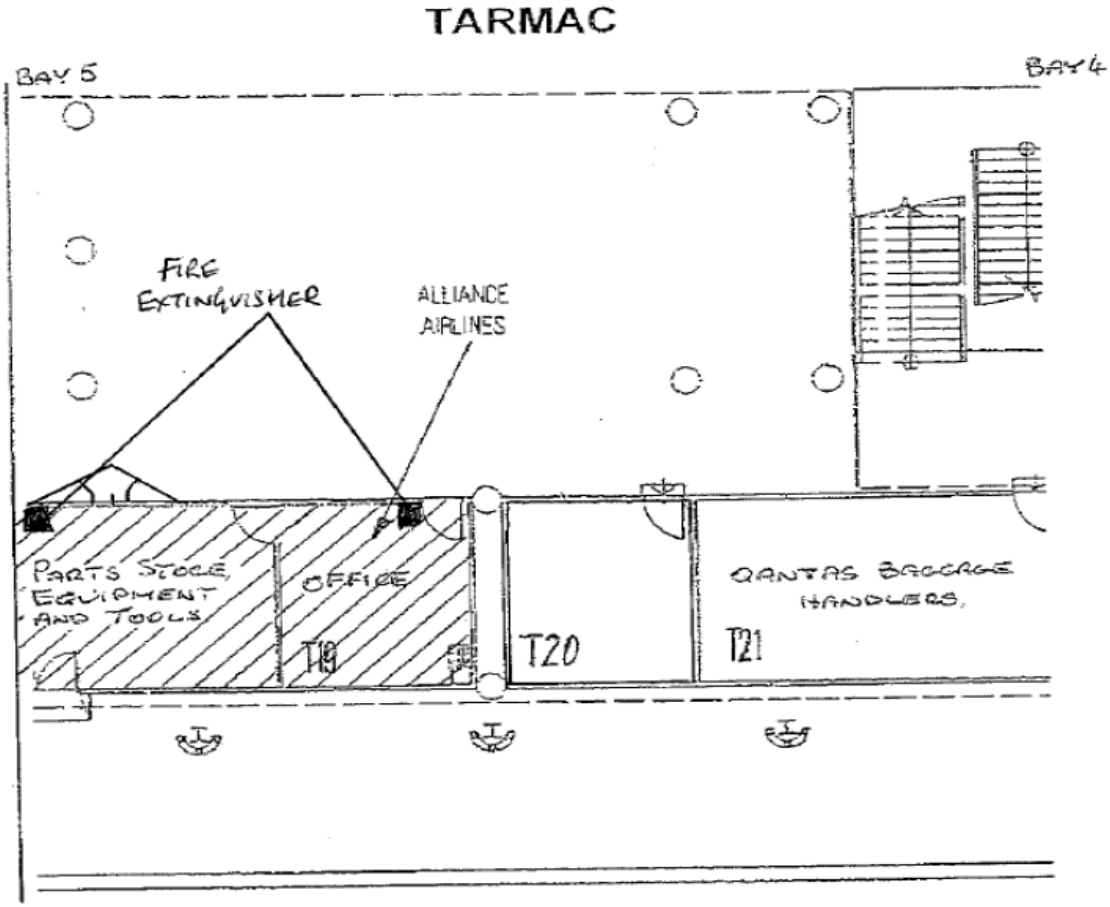
- **Additional kits located on ramp area of Townsville Airport.**

Hangar Hours of Operation (subject to change due to operational tempo):

04:00 to 23:00

Cairns:

- **Apron - Spill kit is located on each bay**

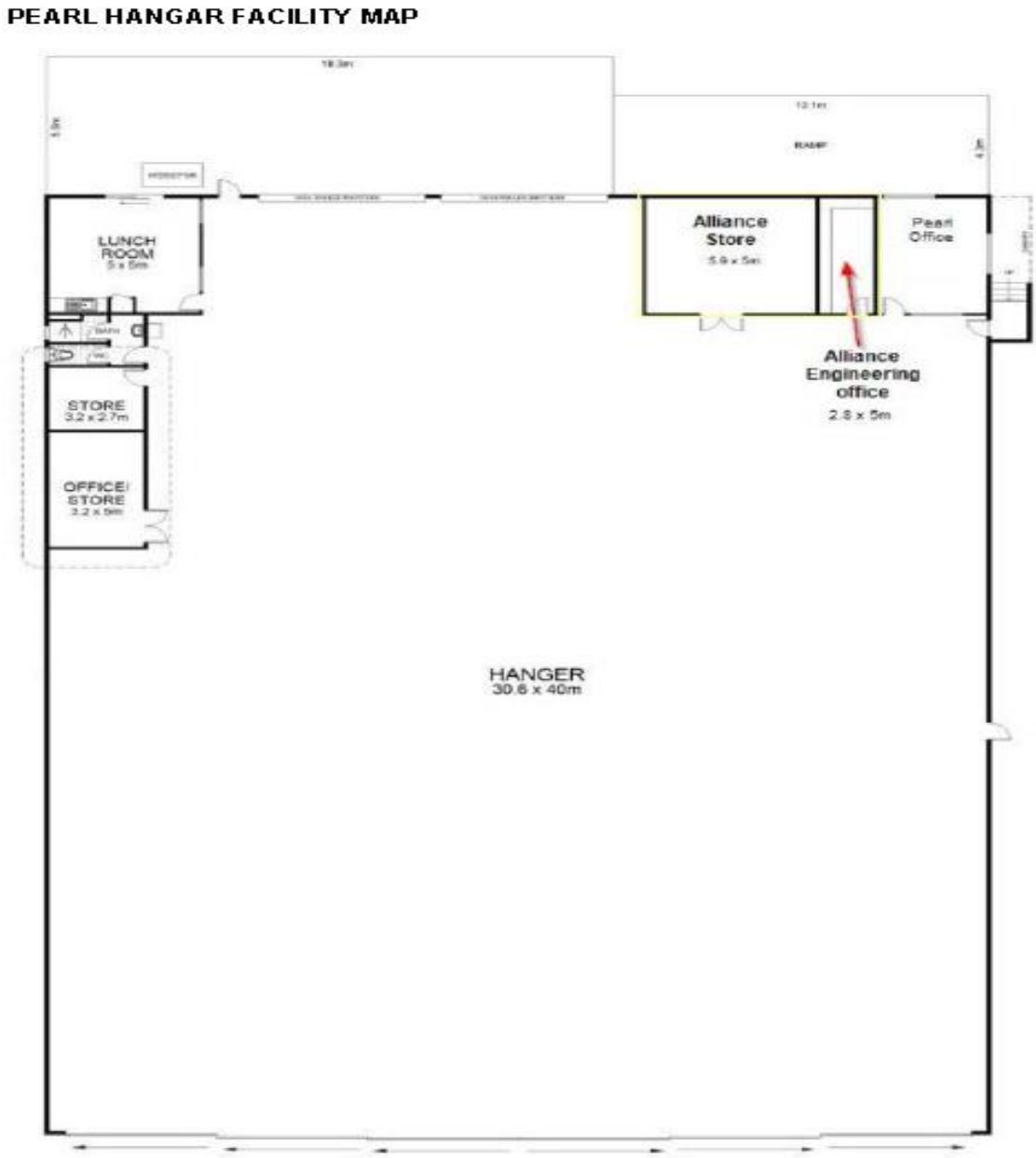


No Hangar facility in Cairns – Engineering & Stores office only.

Darwin:

Hangar Location:

- **1 kit - Pearl Aviation Hangar apron in front of their office (QQ AMO)**
- **1 kit - Alliance engineering vehicle**



Almost every two bays positioned in equipment bays closest to perimeter road:

- **Dispatch Bays 1, 2, 3, 4, 5, 6 - 8 - 11**
- **Parking Bays 21 - 23, 24, 25**

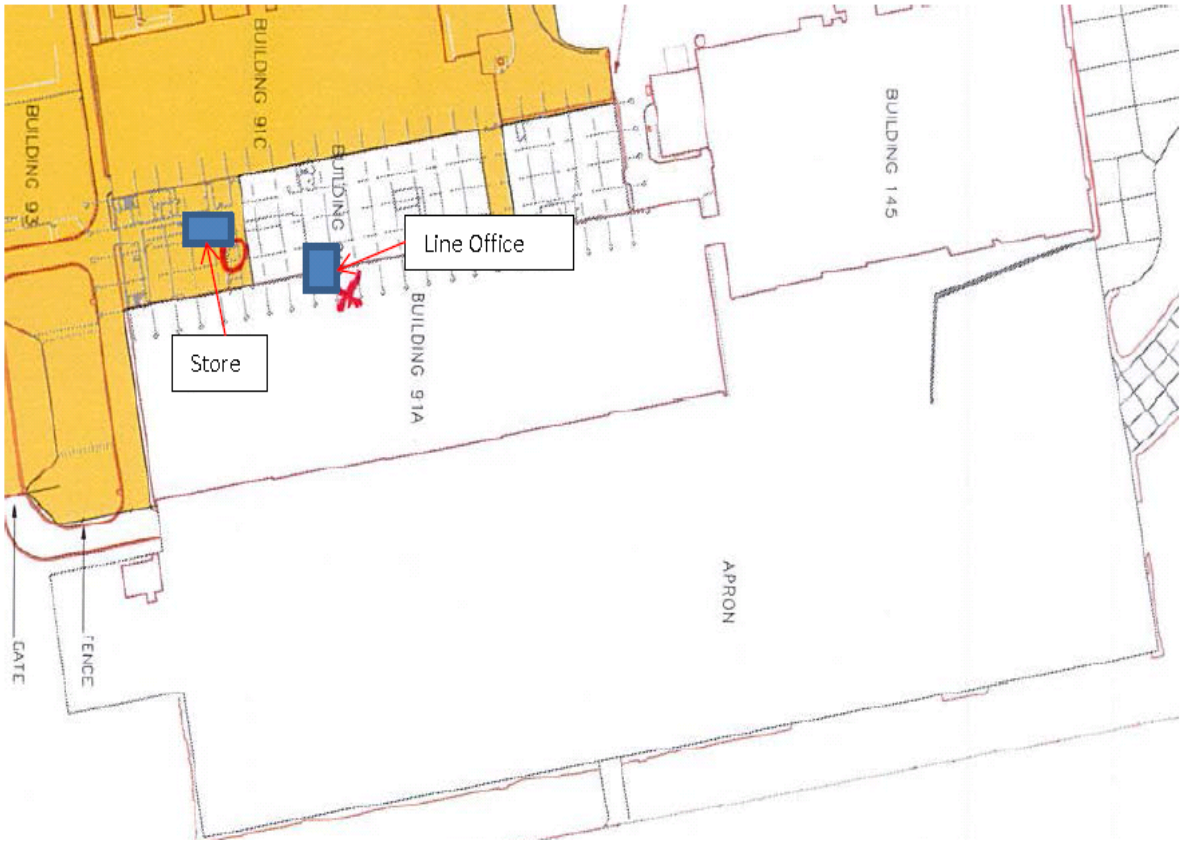
No Hangar facility in Darwin – Engineering & Stores office only.

Melbourne (Tullamarine):

Hangar Location:

- **Outside engineering office against wall below tail dock**

MELBOURNE AVIATION PRECINCT (MAP)



- **Apron - Spill kits located on various bays**

No Hangar facility in Melbourne – Engineering & Stores office only.

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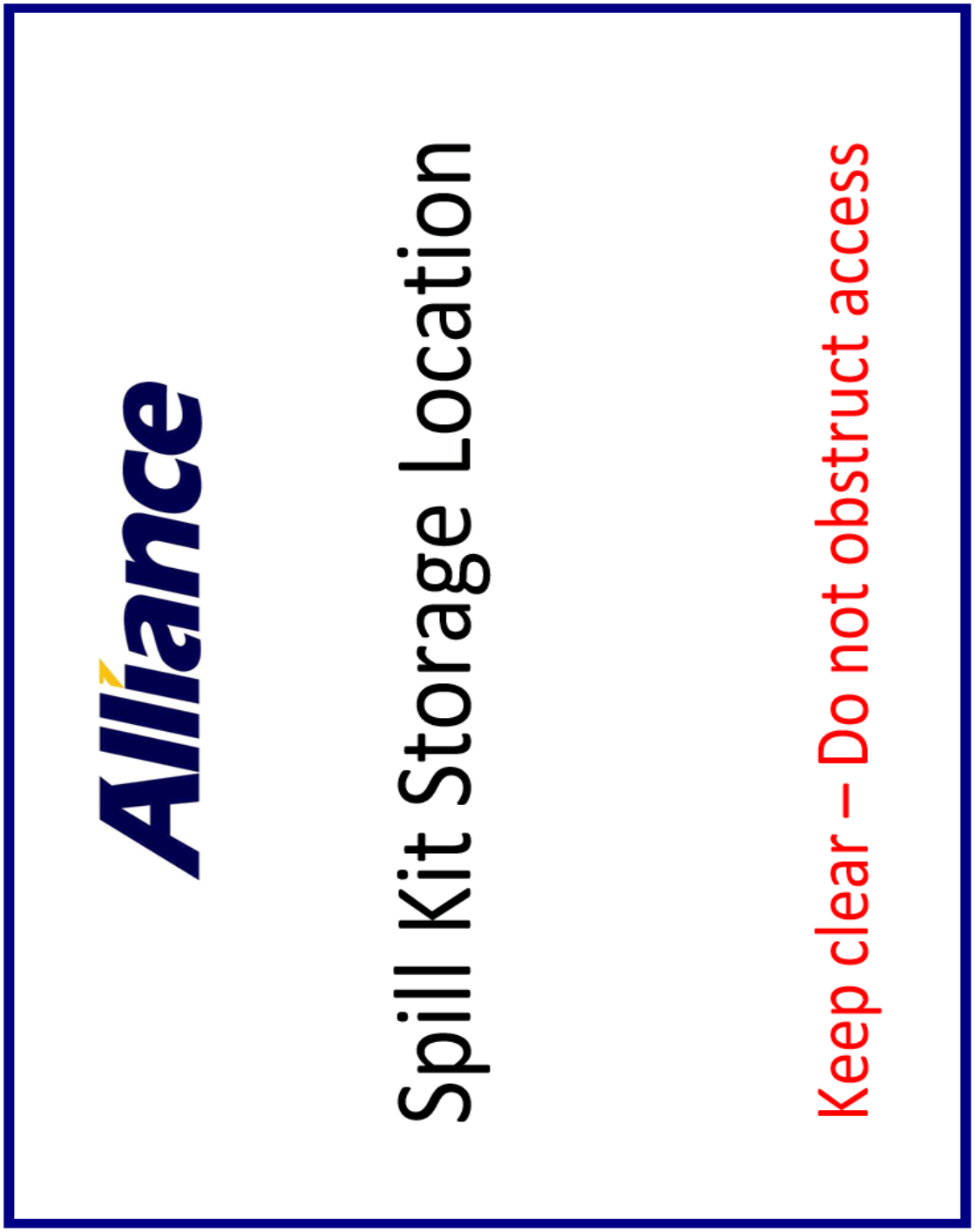
2D Appendix 2D

2D.1 Alliance Airlines - Spill Kit Signage



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3D Appendix 3D

3D.1 Alliance Airlines - Spill Kit Procedure

:

Alliance

Minor Spill Clean Up Procedure

NOTE:

1. The local airport operator must be advised of all spills greater than 0.5 sq. Meter surface area.
2. For medium and large spills the airport fire service should be advised by calling ACC on 9478 8500.
3. Follow safety precautions for fuel spills IAW EWI, ASP, PPM references.

Safety Precautions

Avoid contact with skin and eyes. Wear appropriate PPE (PVC gloves, safety goggles and if required disposable overalls) and.

Clean Up Method for JETA1, Engine Oil, Skydrol:

1. Prevent the spill from entering drains by using spill barriers and/or absorbent material.
2. Use absorbent pads and material to soak up all liquids so that only a film of residue remains.
3. Sweep up absorbent material and store in contaminated waste disposal bag. Fill to approximately 75% full and tie a knot in the bag before returning to the hangar for disposal.
4. Only once all fluid has been removed, use the Global Green Degreaser and a bristle brush to remove the remaining residue from the ground.
5. Wash degreaser away with water.
6. Using the Alliance Spill Kit Contents List within the bin, audit the remaining spill kit contents.
7. Advise the LMM/SBE of what needs to be ordered to fully replenish the kit.

Alliance Airlines Pty Ltd

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E Appendix E

E.1 ALLIANCE AIRLINES - THIRD PARTY WASTE DISPOSAL REGISTER (EXAMPLE)

	A	B	C	D
1	Name of Waste Provider -			
2				
3	Licence Number -			
4				
5	Date	Type of waste	Amount of waste	Batch/Receipt Number
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

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G Appendix G

G.1 INTERNAL/ EXTERNAL PRE-AUDIT CHECKLIST

INTERNAL/ EXTERNAL PRE-AUDIT CHECKLIST

Policy & Administration

	Complaint	Non - Compliant	N/A
Is the Alliance Airlines Environmental Policy displayed?			
Is a senior person responsible for environmental management on site?			
Is the Environmental Management Manual accessible to all staff (EMM)?			
Are all Managers and employees aware of their responsibilities under the Environmental Management Manual (EMM)?			
Are all employees aware of the Airport Authority notification required in the event of an Environmental incident (i.e fuel spill) and entered into AQD?			
Within the last 12 months, Are there any environmental incidents or Audits conducted (in the SMS)? If so – were any corrective actions completed? Still fit for purpose?			
Is Alliance Airlines represented at airport Environment meetings?			
Does Environmental Hazard Management form part of toolbox talks?			

Waste Water

	Complaint	Non - Compliant	N/A
Is aircraft wash water directed to the sewers as approved in a trade waste agreement?			
Is potable water tank flush water disposed in sewers as trade waste or recycled?			
Is aircraft engine wash water directed to the sewers as approved trade waste?			
Are cleaning liquids stored on bunded pallets or similar?			
Are there Trade Waste Agreements in place?			
Is there regular inspection and sampling of trade waste?			
Are interceptor chambers cleaned regularly?			

Hazardous Substances

	Complaint	Non - Compliant	N/A
SDS are available for all products?			
Products are segregated according to DG Class?			
Class 3 DGs are stored on Flammable Lockers?			
A manifest is available of all products stored on site?			
Are staff aware of the spill kit procedure within the EMM? Minor spills are cleaned up?			
Oily rags are disposed of a prescribed Waste?			
Empty Skydrol tins are properly disposed of?			
Storage areas are bunded where appropriate?			
Are licences or permits required to store certain products?			

Waste Storage

	Complaint	Non - Compliant	N/A
Are waste bins and containers appropriate?			
Are waste bin lids are closed (where applicable)?			
Are waste materials recycled or reused where practical? • Paper and board • Metals • Plastics • Plastic wrap • Wood • Fluorescent light tubes • Batteries • Timber pallets • Oils			
Is the worksite tidy and free from waste and surplus materials?			
Are there procedures in place for the disposal of biohazards (inc sharps)?			
Are there any potential FOD hazards?			
All storages areas are sealed to prevent leaching of products onto the soil?			
Storage areas are bunded (where appropriate)?			

Site

	Complaint	Non - Compliant	N/A
Is the area generally neat and tidy?			
Are boundary fences and walls secure?			
Are pest plants and animals managed?			

Spill Control & Clean-up

	Complaint	Non - Compliant	N/A
Are spill kits available for Potential onsite risks? • Hydrophobilc – Hydrocarbons • Hydrophilic – Water soluble products & toilet maintenance • Chemical – Corrosive products			
Are procedures provided at each spill kit station?			
Have staff received basic training in spill procedures and the use of spill kits?			
Spill kits are regularly inspected and Restocked?			

Energy and Water Conservation

Have opportunities to reduce water/energy/waste been identified? Is there scope for improved water and/or energy consumption efficiencies through improved usage practices?	

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H Appendix H

H.1 SERVICE AGREEMENT CONTACTS (EMM UPDATES)

Certain organisations (that may impact the environment - Cleaning, waste operations etc) and are subject to Service Agreements with Alliance Airlines (but not tenants of Major Airport Authorities), are required to receive revised copies of this document:

Brisbane

Contact Details (Updated Aug 2018) –

- **Permagard (Deep clean and Aircraft polishing):**
  - Manager Quality & Safety - Part 145
    Permagard Aviation
    +61 0409 722 681
    permagard.com.au

- **Cleanaway (Waste Management):**
  - Territory Manager - Head Office
    Cleanaway Operations Pty Ltd
    Level 4, 441 St Kilda Road, Melbourne, Metro Vic (South East), VIC, 3004

    General Customer Enquiries
    13 13 39

    Emergency Spills Response
    1800 SPILLS
    1800 774 557

    Community Hotline - Complaints and Feedback
    1800 213 753

- **Carseldine (Air Conditioning):**
  - Head Office
    Cleanaway Air Conditioning Pty Ltd,
    993 South Pine Road, Everton Hills, Qld 4053

- **Firevac (Fire testing and inspection):**
  - Head Office
    69 Commercial Drive
    Shailer Park 4128
    Tel: 1300 387 387
    Fax: 1300 329 387

- **Virgin Australia – Aircraft Maintenance (Equipment Hire):**
  - Virgin Tech Business Support Manager
    BNE Office

Perth

Contact Details (Updated xxxxx) – Under development