



LANSERIA INTERNATIONAL AIRPORT

JOB DESCRIPTION

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| JOB TITLE: | Quality, Safety & Environmental Manager (QSE) |
| DEPARTMENT: | QSE / Operations |
| REVIEW DATE: | |

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| REPORTING TO : 1 st LEVEL | Managing Executive: Corporate Services |
| PRIMARY : 2 nd LEVEL | |
| SECONDARY: 3 rd LEVEL | |
| SUBORDINATES: | Quality Assurance Facilitator Environmental Health and Safety Officer Environmental Health and Safety Assistant Internal Quality Auditor |

| PRIMARY PURPOSE OF JOB |
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| <ul style="list-style-type: none"> • To develop, implement and manage the Safety, Occupational Health, Environmental and Quality systems in the respective business unit. • Manage the airports safety, health and environmental activities (training, inspections, and audits, as well as internal and external reporting) • Conducts internal inspections and audits and assists in coordinating external inspections and audits. • Analyses, reviews, and reports on trends (audits, injuries, incidents, etc.) and monitors safety performance • Advises management of safety, health and environmental issues, provides managers with guidance and assistance • Participates in the airports safety, health and environmental committee as a technical consultant / advisor • Hold the office of the appointed Safety Manager for the airport – in terms of SACAA regulations - SACATS Part 140.01.03 / Sec 6 (iii). • To manage the Environmental, Safety and Quality Assurance department |

- To maintain, improve and develop the standards required and documented by the Civil Aviation Authority (CAA), Occupational Health and Safety Act, et al for the ongoing compliance with legislation so as to ensure the compliance with and maintainance of the Airport Licence.
- To ensure the implementation of the SMS and QA policies throughout the company, which shall include the appropriate training of airport staff so as to ensure such compliance.
- Invitee to Audit and Risk Committee for purposes of satisfying the committees requirements pertaining to the overall risk of the airport.

FOCUS TASK AREAS

- Safety Management System (SMS)
 - Develop
 - Implement
 - Maintain
 - Train airport staff on the SMS
- SACAA
 - Correspondence
 - Audits
 - Liaison
 - Inspections
 - Aerodrome Licence maintainance and renewal
 - IAIP / Legislative Amendments
- Airport policies and procedures
 - Development
 - Maintainance
 - Amendments
 - Control
- Internal Operational Audits
 - Arrange and conduct audits
 - Reporting
 - Assist with implementation of corrective actions
- Forum Meetings (may include convening, chairing and producing minutes)
 - Management Safety Forum Meetings
 - Occupational Health and Safety Meetings
 - Operators Safety and Security Forum
- Incidents
 - Management of Incident Reporting process
 - Facilitation of incident investigations
 - Analysis and presentation of statistics
- Environmental
 - Draw up and ensure compliance with Airport Environmental Management Plan for all projects
 - Oversight of Solid Waste Management, Water Treatment and Fuel
 - FOD recording
 - Wild Life recording

- Documetation (Eg ICAO)
 - Maintain
 - Update
- Risk Managemnet
 - Develop and mainatin risk register
 - Report to Audit and Risk Committee (ARC)
 - Ensure copmpliance with instructions / requests from the ARC

GENERAL UTILISATION

Notwithstanding this job description, arising from the operational requirements of the Employer, the Employer reserves the right, and shall be entitled to require of the Employee to perform any other tasks and duties not provided for herein related to those provided herein, or to perform any other duties, tasks and functions which are unrelated which are reasonably deemed by the Employer to fall within the competency and capacity of the Employee to be able to fulfill.

IMPORTANT CONTACTS

INTERNAL:

- All Department Managers, Senior Management, Administration, Staff

EXTERNAL:

- SACAA,
- ATNS,
- Various legal document suppliers
- Laboratory testing
- Aircraft operators
- Tenants
- Schedules
- Contractors
- ICAO/IATA documentation
- SA Weather Office
- ACAMS – Advisory Committee on Aviation Metrological Service - Represent LIA
- Safety General
- Clients / Specialist

JOB REQUIREMENTS

- 6-10 years of experience in similar position
- Degree on HSE area will be advantageous
- Strong knowledge of the HSE Legislation

- Accuracy and consistency
- Time Management
- Discipline
- Administration Skills
- Training Skills
- Communication Skills
- Five to Ten (5-10) years Quality & Aviation Safety position / Environmental Oversight

COMPETENCIES REQUIRED

- Aviation Safety Management
- Safety Management Systems (SMS)
- Occupational Health and Safety (OHS)
- Quality Assurance (QA)
- Environmental Management Systems (EMS)
- Airport Disaster Management
- Training / lecturing at Lanseria Aviation Academy

The Employee herewith declares that the Job Description was discussed with him and that he has read and fully understands the contents thereof.

DEPARTMENT HEAD

DATE

EMPLOYEE

DATE