

SMS Records

Air Trek will retain and maintain records of the SMS system as follows;

1. All outputs of the SRM process shall be kept for as long as the assessments and controls developed remain relevant to the operation.
2. All outputs of the SA process shall be kept for a minimum for five (5) years.
3. All records of staff training conduct as a requirement of this SMS Manual shall be kept as long as that staff member is employed by the Air Trek.
4. Records of all communications provided to employees/staff as a result of the Safety Communications (chapter 5 in this manual) for 24 consecutive calendar-months.

Reserved