

Department: Department of corporate Efficiency DOCE

Issued by: Katherine Diaz – Chief Governance & Compliance Officer

Approved by: CEO / VP Quality Assurance / Accountable Executive

SAFETY ALERT RESTRICTION MANDATORY USE OF SMS FORMS

1. Purpose of this alert

This Safety Alert is to inform and remind employees of their responsibility to accurately complete and properly use the official SMS forms required for reporting, documentation, and safety oversight. This alert aims to strengthen safety awareness, promote proactive hazard identification, and ensure timely communication of incidents and safety-related information. By reinforcing these practices, the organization supports a strong safety culture and ensures that every employee acts responsibly, diligently, and on their own behalf when submitting safety reports.

All personnel are **responsible for completing these forms accurately, promptly, and acting on their own behalf**, providing truthful and complete information as part of their duty to maintain a safe working environment.

Failure to report, delaying reports, or submitting incomplete information compromises safety and goes against SMS requirements.

A. Safety Suggestion Form – Form SMS-01

Purpose: Allows employees to propose safety improvements or report potential hazards before they escalate.

Responsibility: Each employee must proactively submit observations related to unsafe conditions, behaviors, or improvement ideas.



Link: <https://forms.office.com/r/jnJFsnUQ4x?origin=lprLink>

B. Accident Report – Form SMS-02

Purpose: Used to report any accident occurring during work activities, regardless of severity.

Responsibility: The employee involved or witnessing the event must submit the report immediately and act in their own name with factual information.



Link: <https://forms.office.com/r/tXRdm1CijQ?origin=lprLink>

C. Accident Log – SMS-03

Purpose: Centralized log of all reported accidents for tracking tendencies and improving safety controls.

Responsibility: Safety and management teams maintain this form, but all employees must ensure they have reported incidents using Form SMS-02.

Link: [Accident Log- Form SMS-03.xlsx](#)

D. Meeting Minutes – SMS-04

Purpose: Used to document safety meetings, discussions, actions, and follow-ups.

Responsibility: All participants must contribute accurate information, and responsible personnel must ensure the minutes are recorded and submitted

Link: [MEETING MINUTES -FORM SMS 04.xlsx](#)



E. Fire Extinguisher Monthly Log – SMS-05

Purpose: Monthly inspection record used to verify the condition, placement, and readiness of all fire extinguishers.

Responsibility: Assigned personnel must complete the inspection monthly and document the status without omissions.

Link: [FIRE EXTINGUISHER MONTHLY LOG FORM SMS-5.xlsx](#)

F. Safety Audit Checklist – SMS-06

Purpose: Checklist used during internal audits to ensure compliance with safety procedures and standards.

Responsibility: Audit personnel must complete the checklist thoroughly and honestly as part of their duty within the SMS.

Link: [SAFETY AUDIT FORM-06.xlsx](#)

Employee Responsibility Statement

By accessing, completing, and submitting any of these forms, employees acknowledge that:

- They act in their own name and responsibility when providing information.
- The accuracy and completeness of the information directly impacts the safety of the organization.
- They have a duty to report hazards, incidents, and conditions immediately.
- Safety reporting is a mandatory component of the SMS and applies to all personnel.

Prepared by: Juan Lozano.
Sms Intern

Approved by: _____
Chief Executive Officer

Date: _____