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**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 ON CELL PHONE USE IN WORK AREAS**

### **1. Purpose of this alert**

This Safety Alert is issued to reinforce safe working practices and prevent distractions, incidents, and operational errors associated with the use of personal mobile phones inside the operational, maintenance, inspection, and production areas of SAHAR GROUP.

Distracted behavior in safety-critical environments represents a high-risk condition under ICAO Doc 9859 (Human Factors), AS9110C, and OSHA safety guidelines.

### **2. New safety requirement – effective immediately**

**Use of personal cell phones is strictly prohibited in the following areas:**

- Hangars
- Manufacturing and production zones
- Warehouse and logistics areas
- Inspection zones (incoming/receiving)
- Tool crib / shop floor
- Any area where maintenance, mechanical, or operational activities are performed.

This includes phone calls, texting, WhatsApp use, social media, videos, and photography.

### **3. Allowed times to use personal cell phones**

Employees may use their mobile phones ONLY during:

- ✓ Breaks
- ✓ Lunch period
- ✓ Designated break areas outside operational floors

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#### **4. Emergency contact procedure for family members.**

To ensure that employees' families can reach them, when necessary, SAHAR GROUP provides three official emergency contact lines:

##### SAHAR GROUP Emergency Contact Numbers

- +1 786-567-1365 – Natalia Mejia
- +1 786-440-5615 - Employee Support Line
- +1 786-246-2493 – VP Operations
- +57 313-889-3357 – CGCO Colombia

Family members may call these numbers ONLY for urgent matters or emergencies. Non-emergency messages will be relayed to the employee without entering the operational area.

#### **5. Why this measure is important**

Mobile phone distractions have been identified as a hazard within SAHAR GROUP's Safety Risk Assessment (SRA), with potential consequences including:

- Loss of situational awareness
- Workplace accidents and injuries
- Component damage / FOD generation
- Incorrect documentation signing
- Human errors in maintenance tasks
- Delays in work orders and safety violations

Implementing this control reduces operational risk and aligns with Risk Mitigation Hierarchy principles documented in the SMS.

#### **6. Required action from employees**

All personnel must:

- ✓ Store cell phones before entering operational areas
- ✓ Comply with break-area usage limits
- ✓ Inform family members about new emergency numbers
- ✓ Complete and sign the Mobile Phone Restriction Compliance & Family Contact Consent Form



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Supervisors and Safety Coordinators will monitor compliance as part of routine inspections.

## 7. Employee consent requirement

Every employee must fill out and sign the Mobile Phone Restriction Compliance & Family Contact Consent Form, which includes:

- Acknowledgment of the cellphone restriction policy
- Agreement to comply with safety requirements
- Authorization for SAHAR GROUP to receive emergency communications from their designated family contacts
- Confirmation that they understand disciplinary actions for non-compliance

This signed consent will be stored in the employee's SMS personnel file and monitored during audits.

## 8. Non-compliance

Failure to follow this Safety Alert will result in:

- Immediate removal from the work area
- Corrective Action (CAPA) as per AS9110C Clause 10.2
- Possible disciplinary process from Human Resources

## 9. Posting this alert

This alert will be:

- Posted on SMS Boards
- Distributed via internal email
- Added under Safety Promotion

Supervisors and Safety Coordinators will monitor compliance as part of routine inspections.

The Safety Committee shall:

1. Review and monitor **safety performance indicators (SPIs)** and **safety performance targets (SPTs)**.
2. Evaluate reports of **hazards, incidents, and occurrences** submitted under the voluntary and mandatory reporting systems (as per **EASA Regulation 376/2014** and **FAA SMS guidance**).



3. Recommend corrective and preventive actions (CAPAs) to mitigate identified risks.
4. Support the Safety Manager in the development and update of the **Safety Risk Register**.
5. Promote **safety communication, awareness, and training** throughout SAHAR's departments.
6. Ensure alignment of the SMS with regulatory and operational requirements.

## **1. Committee Composition and Authority**

- The **CEO** retains ultimate responsibility for safety and provides the necessary resources for the effective functioning of the SMS.
- The **VP Quality Assurance** acts as the coordinator and main point of contact for all safety-related matters.
- Departmental representatives ensure that safety information and corrective actions are communicated and implemented within their respective areas.
- The Committee meets three times per year or more frequently as required by operational needs or safety concerns.

## **2. Approval and Signature**

By signing this document, the undersigned acknowledge the formal establishment of the SAHAR Safety Committee and commit to fulfilling their roles and responsibilities in accordance with the company's SMS and applicable international standards (FAA & EASA).

Name	Position	Signature	Date
Arnold Escobar	Chief Executive Officer		
Alexander Romero	VP Quality Assurance		
Juan Sebastian Mejia	Quality Control Inspector		
Sahily Tamara	VP Operations		
Felipe Ibañez	Project Engineer Leader		



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John Suarez	Manufacturing Process leader		
Kenia Pateti	Logistic Manager		
Luisa Blandon	Commercial & Costumer Service Director		
Katherine Diaz	Chief Governance & Compliance Officer		
Juan David Lozano Carvajal	SMS Intern		

### 3. Remarks

This act shall remain effective until modified or replaced by a subsequent Safety Committee formation act. All members are to be notified of any changes to the composition, roles, or frequency of meetings.

**Prepared by:** Juan Lozano.

Sms Intern

**Approved by:** \_\_\_\_\_

Chief Executive Officer

**Date:** \_\_\_\_\_