



# FLIGHT INTERIORS

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## CHANGE THROUGH MANAGED PROCESSES

FIL Ref: 201907150



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Flight Interiors has over 30 years experience in aircraft interiors cabin upholstery with an outstanding reputation for innovation, integrity and quality.

Flight Interiors is an approved Civil Aviation of New Zealand (CAANZ) company and hold certificates under the following rules:

**Part 145 (maintenance)**

**Part 148 (manufacture)**

**Part 19f (supply)**



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## **Change Through Managed Processes**

Flight Interiors has identified our current facility as a risk.

- The building is now too small for our operations
- Forecasted growth means we need more space to develop and support our current customer base
- We do not have space or facilities to hire more staff



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## **Overview**

Both Flight Interiors and the CAANZ have identified the size of the current facility as being boarder line for the companies current operations . Our two organisations have discussed the need to expand.

A decision was made to build a new facility and put together plans and processes around seamlessly achieving this.



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## **Assessing Our Options**

Flight Interiors assessed its options for a new location site:

- Building next door on current carpark space
- Building on a site A
- Building on a site B

Factors on the decision included: size, cost and location.

Site B was chosen and after meetings with the Ardmore Airport Company and upon receiving multiple quotes, a contract was signed to build at 100 Harvard Lane.



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## **We Got There By**

- Engaging with Staff
- Creating a rough floor plan
- Electrical and security planning
- Future proofing our systems and processes
- Current and future I.T requirements
- A timeline



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**THE BIGGEST RISK  
WAS DOING  
NOTHING!**

CAA  
Reg.  
Buen Test.  
Facility App  
SMS Transfer  
Audit  
Internal Audit  
Change Manq Plan

Buen testing  
• Current Building still compliant  
• (log answer) 1 of lab until new lab construction

Books down in to the ground at one exposition  
1. Safety Relie  
2. Structure  
3. Base  
4. Beam  
5. Slab  
6. Column  
7. Wall  
8. Stair  
9. Roof  
10. Floor  
11. Wall  
12. Door

Site Matrix

Category	Item	Status	Responsible	Due Date
Safety	1. Safety Relie	Green		
	2. Structure	Yellow		
	3. Base	Red		
	4. Beam	Yellow		
Structure	5. Slab	Green		
	6. Column	Yellow		
	7. Wall	Green		
	8. Stair	Green		
Roof	9. Roof	Green		
	10. Floor	Green		
	11. Wall	Green		
	12. Door	Green		

Site General Procedure 201907150/1

Job Number: 201907150/1  
 Client: Pura Medical Ltd  
 Project Code: 0000000000  
 Description: Site Change Management - Management Plan  
 Quantity: 1

## Flight Interiors War Wall

- FIL management and staff created a working wall in which we are able to create lists and continue discussing during the building process. This was to help ensure a smooth transition
- It highlights a list of regulatory requirements for the new building, timelines for each task and assigns a responsible person
- This wall is fundamental to helping us look at all aspects of moving
- Each category is evaluated separately
- It gives us confidence to limit items or requirements that may normally be missed

Signature  
Front sign  
ENTRANCE  
EXIT  
Internal build  
PARK  
START OFFICE  
Internal goods OUT

201907150

Category	Item	Responsible	Due Date	Status
Safety	1. Safety Relie			Green
	2. Structure			Yellow
	3. Base			Red
	4. Beam			Yellow
Structure	5. Slab			Green
	6. Column			Yellow
	7. Wall			Green
	8. Stair			Green
Roof	9. Roof			Green
	10. Floor			Green
	11. Wall			Green
	12. Door			Green

PACKING (OLD BUILDING)  
Boxes  
Labels - names / size / Tool tray

MOVING  
Flat deck truck  
Fork Hoist

Setting up at new building  
Fork Hoist

WASTE  
(Commercial) Kebab  
Kebab

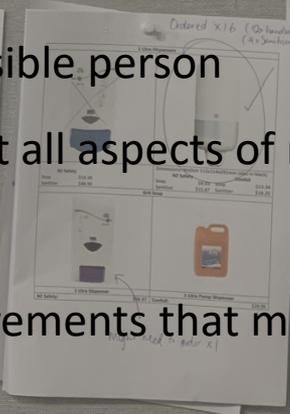
Change of Address details

What information needs to be included in letter? What is responsible?

Exactly who will we notify and what?

For Staff

3390.43 ex GST



SMS Board

How many before the new boards will go



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## **Exposition Analysis**

Flight Interiors has reviewed the table of contents of our Exposition and determined areas to be revised.

1. Safety Policy and Accountability
2. Structure of the Organisation
3. Personnel
4. Accommodation and Facilities
5. Maintenance and Engineering Control
6. Technical Records
7. Control of Company Exposition and Documentation
8. Stores Procedures
9. Internal Audit Program
10. Safety Risk Management
11. Emergency Response
12. Appendices



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## Exposition Analysis

Flight Interiors also looked at each area of the Exposition to determine if there are any risks to the business, both in operating commercially and in regulatory requirements.

<b>1. SAFETY POLICY AND ACCOUNTABILITY</b>	<b>12</b>
1.1 <i>Safety Policy</i>	12
1.1.1 <i>Roles and Responsibilities</i>	13
1.1.2 <i>Safety Goals &amp; Objectives</i>	15
1.2 <i>Introduction</i>	16
1.2.1 <i>Just Culture - Protection of the Reporter</i>	19
1.2.2 <i>Code of Conduct</i>	20
1.2.3 <i>Definitions and Abbreviations</i>	21
1.3 <i>Scope of Work</i>	22
1.4 <i>Location and general description of premises</i>	23

Example: From this analysis, we could determine no change from section 1.1 to 1.3, however section 1.4 will require revising.



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## **Exposition Analysis**

Through this process, we identified 12 elements to analyse. 5 of these were determined as critical to Flight Interiors' daily operations.

- Facility
- Storage of raw materials
- Storage of aircraft parts (completed goods)
- Burn testing
- Hazard Identification (same process)

Risk Likelihood	Risk Severity				
	Negligible (1)	Minor (2)	Major (3)	Hazardous (4)	Catastrophic (5)
Frequent (5)	<b>Risk Assessment - Burn Test Lab</b> What could go wrong?				10
Occasional (4)	<ul style="list-style-type: none"> <li>Calibration of equipment and conditioning cabinet</li> </ul>				9
Remote (3)	<ul style="list-style-type: none"> <li>Test equipment may not perform</li> <li>Moving current test equipment to new facility</li> </ul>				8
Improbable (2)	<ul style="list-style-type: none"> <li>Setting up current test equipment</li> <li>Setting up a room or space to do the testing</li> </ul>				7
Extremely Improbable (1)	<ul style="list-style-type: none"> <li>Current equipment is analogue</li> </ul>				6

## Risk Assessment - Burn Test Lab

### What could go right?

- New equipment is FAA approved
- A purpose built test lab

### Risk Severity

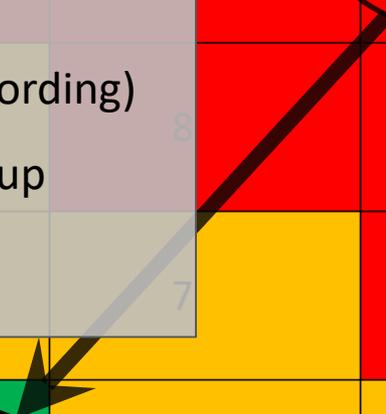
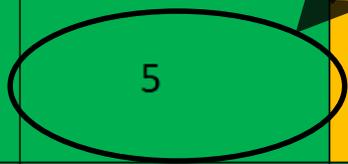
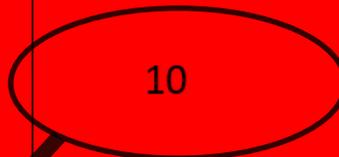
Negligible (1)      Minor (2)      Major (3)      Hazardous (4)      Catastrophic (5)

- Self-contained and portable
- Climate controlled

- Digital system (Time, Date and Stamped Recording)
- Current equipment held as redundant back-up

- Duplicate calibrated measuring equipment

Risk Likelihood	Negligible (1)	Minor (2)	Major (3)	Hazardous (4)	Catastrophic (5)
Frequent (5)	6	7	8	9	10
Occasional (4)	5	6	7	8	9
Remote (3)	4	5	6	7	8
Improbable (2)	3	4	5	6	7
Extremely Improbable (1)	2	3	4	5	6



## **Risk Assessment - Burn Test Lab**

### Conclusion

After reviewing the perceived risk to Flight Interiors flammability testing, we have concluded that there is no longer a hazard to Flight Interiors' daily operations.

We believe we have inhibited the risk by building a new modern test lab.

The lab will be stand alone helping future proof the testing facility

We will have redundant test and conditioning equipment if needed

Back up staff will be trained to support testing

There will be increased frequency of calibration



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## **Exposition Analysis**

This process also helped us to identify areas within our business that needed review:

## **CONTINUOUS IMPROVEMENT!**

This are being added to our Continuous Improvement / Change Management registrar.



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**IT DOESN'T HAVE TO BE HARD  
JUST MANAGED**