



Business Continuity Plan

VAIL-SUP-068

Affected Departments	
ALL	

	Role	Date
Originator	EHS Manager	31 Oct 2024
Reviewer	EHS Manager	31 Oct 2024
Process Owner	EHS Manager	31 Oct 2024
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Supersedes	1.1

Issue/ Rev	Summary of Update	Date Incorporated
1.0	Initial	26 Dec 2022
2.0	Complete rewrite of the procedure	31 Oct 2024

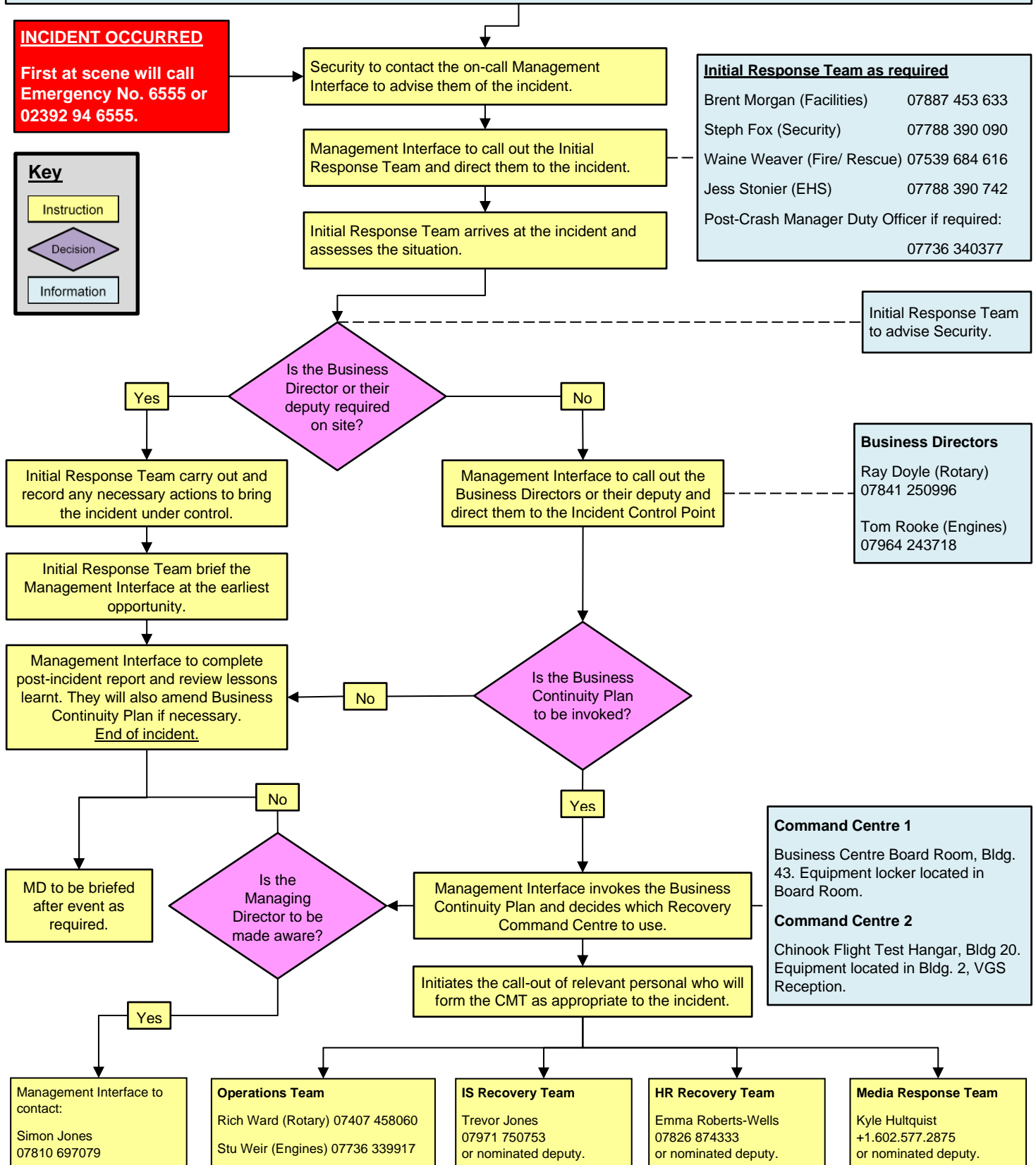
List of Abbreviations	
VAIL	Vector Aerospace International Limited (a StandardAero Company)
BIA	Business Impact Analysis
BCP	Business Continuity Plan
CMT	Crisis Management Team
ICP	Incident Control Point
RP	Recovery Plan

Reference Documents	
A	
B	
C	

Forms	
VAIL-EHS-068F01	Recovery Plan Template
VAIL-EHS-068F02	Business Impact Analysis Template
VAIL-EHS-068GD01	Fleetlands Important Information
VAIL-EHS-068GD02	Almondbank Important Information

Fleetlands Business Continuity Plan Incident Flow Chart Summary

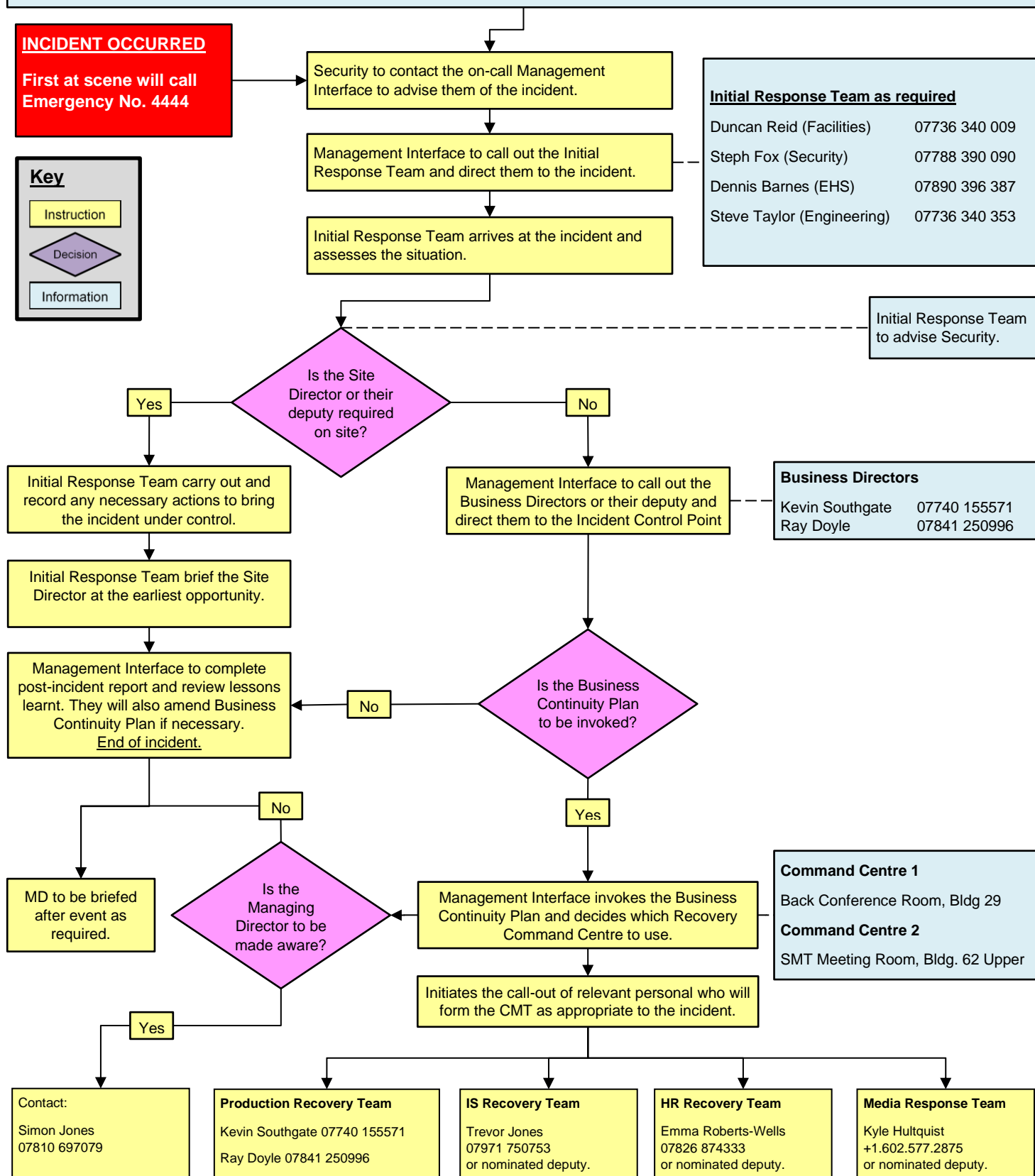
This flow chart is designed to identify management roles and responsibilities should a disaster occur at the Fleetlands site that affects the safety of personnel and/or the production schedule. The Fleetlands Business Continuity Procedure (BCP) referenced in this chart is designed to minimise disruption and to enable the business to return to normal operation should a disaster occur. Copies of the BCP are available on the BMS and uncontrolled copies are in each of the two Command Centre equipment lockers. Also located in the lockers are items of equipment to be used as necessary to create recovery plans and to provide instructions and information to the workforce should the normal means not be available



Each team is to form and meet at intervals defined by the functional lead. All events from initial meeting through to incident completion are to be logged in the "Incident Command Register of Events" held in the Command Centre equipment locker. Each team is required to generate plans appertaining to the stated disciplines to restore normal business and to project manage these plans to completion.

Almondbank Business Continuity Plan Incident Flow Chart Summary

This flow chart is designed to identify management roles and responsibilities should a disaster occur at the Almondbank site that affects the safety of personnel and/or the production schedule. The Almondbank Business Continuity Procedure (BCP) referenced in this chart is designed to minimise disruption and to enable the business to return to normal operation should a disaster occur. Copies of the BCP are available on the BMS and uncontrolled copies are in the Command Centre equipment lockers. Also located in the lockers are items of equipment to be used as necessary to create recovery plans and to provide instructions and information to the workforce should the normal means not be available



Each team is to form and meet at intervals defined by the functional lead. All events from initial meeting through to incident completion are to be logged in the "Incident Command Register of Events" held in the Command Centre equipment locker. Each team is required to generate plans appertaining to the stated disciplines to restore normal business and to proiect manage these plans to completion.

1.0 Purpose

- 1.1 In the event of disaster, it's important that VAIL is in a position to recover operational activity quickly and maintain business continuity. A disaster is defined as any sudden, unforeseen incident or event that seriously threatens the commercial liability or reputation of an organisation.
- 1.2 It is as important to pre-empt disaster situations and to react quickly and effectively following a disaster.
- 1.3 The purpose of this plan is to:
 - 1.3.1 Establish who in the organisation will manage a disaster situation at each site;
 - 1.3.2 During or following a disaster situation, ensure the safety and security of employees and others for whom VAIL have responsibility;
 - 1.3.3 Ensure the safe re-establishment of normal activities following disruption of any kind in order to eliminate safety risks and to minimise the impact on the operational effectiveness of the business;
 - 1.3.4 Ensure media relations are in the best interests of VAIL and StandardAero;
 - 1.3.5 Ensure internal communication with affected employees and next of kin are effective in the aftermath of a disaster;
 - 1.3.6 Ensure that customers and other key stakeholders are kept informed;
 - 1.3.7 To be flexible enough to resolve crises of varying magnitude;
 - 1.3.8 To ensure that any short-term environmental damage is minimised and that there is no long-term environmental damage.

2.0 Scope

- 2.1 This plan is based upon a number of worst-case scenario situations at all VAIL sites. It includes, but isn't limited to:
 - 2.1.1 Building(s) have been destroyed or severely damaged
 - 2.1.2 An event has caused significant operational impact
 - 2.1.3 An event has caused significant risk of environmental harm
 - 2.1.4 An event has caused/ or is likely to cause significant media attention
 - 2.1.5 Potential/ actual fatality(ies) and/or significant harm to persons
 - 2.1.6 A significant security breach

3.0 Responsibility/ies

3.1 Managing Director

- 3.1.1 Has overall responsibility for ensuring there is suitable business continuity planning and its adequately communicated and tested periodically.
- 3.1.2 Will ensure the business continuity plan is initiated when required and appoint a CMT leader.
- 3.1.3 Will ensure this procedure is reviewed periodically and/ or following a disaster
- 3.1.4 Will ensure periodic exercises are undertaken as required

3.2 Security Team

- 3.2.1 Initiating emergency response as appropriate
- 3.2.2 Responsible for notifying the on-call management interface

3.3 Management Interface (nominated manager on-call)

- 3.3.1 Responsible for initiation of the BCP as appropriate
- 3.3.2 Responsible for notifying the appropriate personnel, including the senior management team
- 3.3.3 Responsible for liaising with the CMT

3.4 CMT Team Leader

- 3.4.1 Will form the CMT with key stakeholders
- 3.4.2 Will direct the activities of the CMT and ensure communication with key stakeholders, including customers where required
- 3.4.3 Will have financial delegation from the Managing Director to execute the BCP
- 3.4.4 Identify and establish an ICP

3.5 Crisis Management Team

- 3.5.1 Will assess the magnitude of the disaster and coordinate the appropriate response using internal and external resources as required.
- 3.5.2 Communicate and consult with all relevant key stakeholders, including the Managing Director or nominated deputy.
- 3.5.3 Liaise with the Emergency Services as required.
- 3.5.4 Ensure suitable records and evidence are kept during and after the event.
- 3.5.5 Undertaken a meeting to discuss lessons learnt following an emergency.

3.6 All Managers

- 3.6.1 Undertake Recovery Plans and Business Impact Analysis assessments on disasters relevant to their departments.

3.7 Employees

- 3.7.1 To be aware of and comply with all relevant emergency policies and procedures.
- 3.7.2 To report any concerns through the appropriate reporting system(s).

4.0 Action

- 4.1.1 The recovery of damaged business functions, to an acceptable temporary condition, should be achieved as soon as reasonably practicable and when it is safe to do so.
 - 4.1.1.1 The anticipated recovery time will be assessed by the CMT as part of the BCP action plan and communicated to the Managing Director.
- 4.1.2 Emergency call-out procedures for on call managers are in place, ensuring that appropriate personnel and stakeholders are notified of the situation.
- 4.1.3 The appropriate Business Impact Analysis and/or Recovery Plan should be referenced in the event of an Emergency to act as an aide memoir, in the execution of the recovery.
 - 4.1.3.1 All BIA's and RP's can be found on the BCP Risk Register
- 4.1.4 After restoring of the business function, the CMT should organise a meeting with the SMT and other appropriate stakeholders, to discuss the events, lessons learnt and assign follow up actions as required.

5.0 Business Recovery Planning Guide

5.1 Recovery Plan Methodology

5.1.1 Risk Title

- 5.1.1.1 Enter the type of event that needs to be covered by a recovery plan such as fire, flood, IT failure, major accident, extreme weather (hot or cold), conventional terrorist attack, power failure (National Grid), strikes or other national crises (fuel protests, bird flu etc.).

5.1.2 Risk List No.

- 5.1.2.1 This number will be assigned by the EHS Team

5.1.3 Impact

- 5.1.3.1 This is the range of impacts you should be planning against. Whilst the list of incidents (causes) that could potentially threaten the business continuity is endless. The planning effort should concentrate on how to deal with different

levels of impact, particularly the worst case – if robust plans are in place for the worst case, the business should be able to handle the rest.

5.1.4 Recovery Actions Checklist

- 5.1.4.1 This should be a list of significant milestones that must be attained. Some examples are included in the template and these can be amended or deleted as necessary.

5.1.5 Resource Checklist

- 5.1.5.1 This should be a list of the essential resources (key personnel, equipment, IT, manuals, accommodation, etc.) required to assist in the overall recovery operation (resources for critical activities are listed separately in the Business Impact Analysis).

5.1.6 Customer Supplier Agreements (CSAs)

- 5.1.6.1 This should be a list of the CSAs required to assist in the overall recovery operation (CSAs for critical activities are listed separately in the Business Impact Analysis).

5.1.7 Other Information

- 5.1.7.1 Include any other information that is considered relevant e.g. key customers.

6.0 Business Impact Analysis Guide

6.1 Critical Activity

- 6.1.1 1. Critical operational and/or business support, service or product related activity (provided internally or externally), including its dependencies and single points of failure, which enables Fleetlands to achieve its business objectives.

Note: Single Point of Failure is a sole source of a service, activity or process, to which there is no alternative, the failure of which would lead to the total failure of a critical activity.

6.2 Impact Code

- 6.2.1 Enter one or more of the impact codes (listed at the bottom of the page) that would result if the activity were not available.

6.3 Recovery Time

- 6.3.1 Enter critical, high, medium or low depending on the time scale in which the critical activity must be recovered. Definitions for critical, high, medium and low are listed at the bottom of page 1.

6.4 Essential Staff Requirements

- 6.4.1 Enter the names of those individuals needed to achieve the minimum, acceptable level of service within the stated criticality period (Note 3).

6.5 Essential IT & Other Equipment

- 6.5.1 Enter any essential IT or other equipment that is required in order to carry out the critical activity. If there is no requirement, please state to that effect.

6.6 Customer Supplier Agreement

- 6.6.1 Enter details of any Customer Supplier Agreements or Service Level Agreements that have been put in place to ensure the continued supply of equipment or services needed to carry out the critical activity. If there is no requirement, please state to that effect.

6.7 Alternative Means of Recording Data

- 6.7.1 If IT systems were unavailable, what alternative means exist for recoding vital data e.g. hand written data entry on hard copy forms? Are adequate stocks held?

6.8 Alternative Accommodation

- 6.8.1 Enter details of any alternative accommodation arrangements (e.g. working from another office, working from home, working from another Vector site).

6.9 Other Information

- 6.9.1 Include any other information that is considered relevant e.g. key customers, stakeholders etc.

6.10 Insurance Claim

- 6.10.1 All Insurance policies contain a condition dealing with the notification of claims, some setting very short time limits. The objective is to handle each incident as efficiently and effectively as possible with the resulting claim being handled promptly and correctly.
- 6.10.2 Notification of major incidents must be telephoned or forwarded by email to the Finance Director.
- 6.10.3 The Finance Director will coordinate the claims handling process and forward all papers to our Insurance for processing.