

Narandrin Nagiah

From: KSIA Communications <KSIA.Communications@airports.co.za>
Sent: Wednesday, 22 January 2025 01:28 pm
Subject: Notice: Safety Files - New Mailbox

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Dear Colleague

As part of our efforts to enhance efficiency and streamline communication, we have introduced a shared mailbox dedicated to managing safety files and project-related correspondence.

Please note the following:

All safety files must be submitted to the new mailbox: ***KSIA.SafetyFiles@airports.co.za***. All communication related to projects, including updates, inquiries, and documentation, must also be directed to this address.

This centralized approach ensures:

- Comprehensive tracking of safety documentation.
- Improved communication efficiency across project teams.
- Enhanced coordination and accountability for all stakeholders.

Guidelines for Using the Shared Mailbox:

- **Subject Line:** Clearly state the project name and purpose of the email (e.g., "Project X – Safety File Submission" or "Project Y – Status Update").
- **Attachments:** Ensure that all required documents are complete and properly labelled before submission.
- **Timely Communication:** Use this mailbox for all ongoing and future projects to ensure consistent record-keeping and effective response times.

Thank you for your cooperation and commitment to maintaining high standards of safety and project management at our port.

For more information or further clarity, please contact, Phumla Zungu on phumla.zungu@airports.co.za or on 06 427 2152.

Issued by Corporate Services Division on behalf of OHS

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