Safety Oversight Audit Section

Regional Seminar on the Preparation, Conduct and Reporting of an ICAO Safety Oversight Audit

Beijing, China, 12 to 15 December 2006

Completing the Audit Tools – Online Application

Module 7
Module objective

At the end of this module, the participants will be familiar with the features and capabilities of the secure online application developed by SOA for the completion of the audit tools and the dissemination of safety oversight audit reports to States.
Outline

- Module objective
- The requirements
- Website capabilities
- Website advantages
- Completing the State Aviation Activity Questionnaire
- Completing the Compliance Checklists
- Consulting safety oversight audit reports and related analyses
- Accessing the website
- Demonstration
The requirements – A35-6

Provide a means for States to complete and/or update the State Aviation Activity Questionnaire (SAAQ) and Compliance Checklists (CCs)

Make the Final Safety Oversight Audit Reports available to States

Provide access to relevant information from the AFDD
The solution

To meet these requirements, the Safety Oversight Audit Section developed a secure website available to Contracting States and the ICAO Secretariat
Website capabilities

- Complete/update the State Aviation Activity Questionnaire (SAAQ) online
- Complete/update the Compliance Checklists (CCs) online
- Generate State reports
- Consult Safety Oversight Audit Reports and related analyses
Website advantages

- Facilitates the submission of audit documentation to ICAO
- Quicker, more efficient way to communicate with ICAO
- Contracting States can enter information on a real-time basis (24/7)
- Promotes transparency and the sharing of safety-related information
Pursuant to Assembly Resolution A35-5, this website has been developed to provide all Contracting States the ability to access safety critical information collected from Contracting States that completed the State Aviation Activity Questionnaire (SAAQ) and compliance checklists in preparation for the USCAAP audit and from the safety oversight audits performed to date. This secure site contains final safety oversight audit reports including the audit findings, recommendations, State’s action plan and comments, as well as the comments of the Safety Oversight Audit Section on a State’s action plan in addition all relevant information derived from the Audit Findings and Differences Database (AFDD).
SELECT THE APPLICATION YOU WANT TO WORK WITH
STATE AVIATION ACTIVITY QUESTIONNAIRE
<table>
<thead>
<tr>
<th>Reference</th>
<th>Questions</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1.1</td>
<td><strong>PART 1. - GENERAL ADMINISTRATIVE INFORMATION</strong>&lt;br&gt;Provide the name, position and address of the person designated as the State coordinator with respect to the ICAO Universal Safety Oversight Audit Programme (USOAP).&lt;br&gt;Specify:&lt;br&gt;Name:&lt;br&gt;Position:&lt;br&gt;Contact address:&lt;br&gt;Tel:&lt;br&gt;Fax:&lt;br&gt;E-mail:</td>
<td>Ing. Jesús Moreno Bautista&lt;br&gt;Director General Adjunto de Seguridad Aérea&lt;br&gt;Calle Providencia No. 807, 4º Piso, Colonia del Valle, Delegación Benito Juárez, C.P. 03100 México D.F.&lt;br&gt;Tel (55) 56-82-94-00&lt;br&gt;Fax (55) 55-23-47-51&lt;br&gt;<a href="mailto:jmoreno@seg.gob.mx">jmoreno@seg.gob.mx</a></td>
</tr>
<tr>
<td>GEN 1.2</td>
<td><strong>What is the normal workweek, e.g. Mon to Fri; Sat to Wed?</strong></td>
<td>De Lunes a Viernes</td>
</tr>
<tr>
<td>GEN 1.3</td>
<td><strong>What are the normal working hours, e.g. 0900 to 1700; 0730 to 1430?</strong></td>
<td>De 09:00 a 21:00 hrs.</td>
</tr>
<tr>
<td>GEN 1.4</td>
<td><strong>What statutory holidays should be considered as not suitable for planning an audit?</strong>&lt;br&gt;01-Enero (Año Nuevo)&lt;br&gt;05 Febrero (Aniv. Constitución)&lt;br&gt;21 Marzo (Natalicio Juárez)&lt;br&gt;13 y 14 Abril (Semana Santa)&lt;br&gt;01 Mayo (Día del Trabajo)&lt;br&gt;05 Mayo (Batalla de Puebla)&lt;br&gt;16 Septiembre (Aniv. Independencia)&lt;br&gt;01 y 02 Noviembre (Difuntos)&lt;br&gt;20 Noviembre (Aniv. Revolución)&lt;br&gt;25 Diciembre (Navidad)</td>
<td>16 Diciembre - 02 Enero&lt;br&gt;Identificación oficial con foto, para expedición de gafetes</td>
</tr>
<tr>
<td>GEN 1.5</td>
<td><strong>Is there an annual vacation period when many of the essential staff may not be available and, therefore, that should be avoided when scheduling the audit?</strong></td>
<td></td>
</tr>
<tr>
<td>GEN 1.6</td>
<td><strong>What documentation will be required from and made available to</strong></td>
<td></td>
</tr>
</tbody>
</table>
SELECT THE APPLICATION YOU WANT TO WORK WITH
COMPLIANCE CHECKLISTS
SELECT THE ANNEX RELATED TO THE COMPLIANCE CHECKLIST YOU WANT TO WORK WITH
SELECT THE APPLICATION YOU WANT TO WORK WITH
SAFETY OVERSIGHT AUDIT RESULTS
ICAO Universal Safety Oversight Audit Programme

FINAL REPORT
ON THE SAFETY OVERSIGHT AUDIT
OF THE
CIVIL AVIATION SYSTEM
OF
CANADA
STATE

CONSULT AUDIT REPORTS IN THEIR ENTIRETY
IMPLEMENTATION OF THE CRITICAL ELEMENTS
RESULTS ON THE LEVEL OF COMPLIANCE BY ANNEX
## Status of Compliance – Safety Related Annexes

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully Implemented</td>
<td>4,862</td>
<td>49.62%</td>
</tr>
<tr>
<td>More Exacting or Exceeds</td>
<td>139</td>
<td>1.42%</td>
</tr>
<tr>
<td>Different in Character or Other Means of</td>
<td>963</td>
<td>9.85%</td>
</tr>
<tr>
<td>Compliance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less Protective or Partially</td>
<td>357</td>
<td>3.65%</td>
</tr>
<tr>
<td>Implemented or Not Implemented</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Applicable</td>
<td>2,290</td>
<td>23.39%</td>
</tr>
<tr>
<td>Not Complete</td>
<td>1,180</td>
<td>12.07%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

The chart above illustrates the distribution of compliance status for safety related annexes, with the majority being fully implemented (49.62%), followed by not applicable (23.39%) and less protective or partially implemented or not implemented (3.65%).
SELECT "MANAGE USER OPTIONS" TO CHANGE YOUR PASSWORD
Change Your Password

New Password: [password input field]
Confirm New Password: [password input field]

[OK] [Cancel]
Accessing the website

www.icao.int/soa
+ username and password

- User names and passwords have been provided to all DGCAs and National Safety Oversight Coordinators.

- Internal dissemination of the username and password is left at the discretion of the State.

- The username and password provides States with the ability to complete/update the audit tools online and generate reports.

- States may request additional usernames and passwords through their NSOC, with “write” or “read-only” rights.
In case of trouble:

Thailand Report is now available in the "Safety Oversight Audit Results" below.

Manage State Aviation Activity Questionnaire

Manage Compliance Checklist

Manage User Options

Safety Oversight Audit Results

ICAO Administration

Access the online help documentation:
ICAO SOA Secure Website
http://www.icao.int/soa

ICAQ Universal Safety Oversight Audit Programme

Pursuant to Assembly Resolution A34-5, this website has been developed to provide all Contracting States the ability to access safety critical information collected from Contracting States that completed the State Aviation Activity Oversight Committee (SOAC) and compliance checklists in preparation for the ICAO audit and from the safety oversight audits performed to date. This secure site contains all safety oversight audit reports including the audit findings, recommendations, State’s action plan and comments, as well as the comments of the Safety Oversight Audit Sections on a State’s action plan as addition all relevant information derived from the Audit Findings and Differentials Database (AFID).

1

User ID:
Password:
Login
Review

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Safety Oversight Audit Section

Thank you!