



International Civil Aviation Organization

Third Meeting of the Asia Pacific Regional Aviation Safety Team (APRAST/3)
(Bangkok, Thailand, 7 – 10 May 2013)

Agenda Item 3: Review of RASG APAC/2 Decisions and the work of APRAST and its subsidiary bodies

COMPLETED SEI TEMPLATE

Presented by Co-Chair (States)

SUMMARY

This working paper proposes a template to present completed Safety Enhancement Initiative (SEI) outputs by the APRAST in a standardized manner.

1. INTRODUCTION

1.1 This paper proposes a template to present completed SEIs by the APRAST in a standardised manner.

2. DISCUSSION

2.1 APRAST recognizes the need to have a standardized manner to submit its completed SEI outputs to RASG-APAC. This template was thus developed and it is to be used as a cover page for SEI outputs when they are presented to RASG-APAC.

2.2 Generally, SEI outputs refers to SEI deliverables such as model regulations, advisory circulars, safety bulletins/handbooks, training material and/or standard operating procedures. Depending on the Detailed Implementation Plan (DIP) of the SEI, each SEI may have one or more SEI outputs to be produced concurrently or in phases. This template may be used for the entire SEI output or sub-outputs, as appropriate.

3. ACTION BY THE MEETING

3.1 The meeting is invited to review and accept the proposed template for presenting completed SEIs outputs.

Guidelines on the use of this Template

<Explanatory Notes – Please remove this page when using the template>

1. This purpose of this template is to have a standardized manner to present completed SEI outputs by the APRAST. It is to be used as a cover page for SEI outputs, for example, when they are presented to RASG.
2. Generally, SEI outputs refers to SEI deliverables such as model regulations, advisory circulars, safety bulletins/handbooks, training material and/or standard operating procedures. Depending on the Detailed Implementation Plan (DIP) of the SEI, each SEI may have one or more SEI outputs to be produced concurrently or in phases. This template may be used for the entire SEI output or sub-outputs, as appropriate.

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International Civil Aviation Organization (ICAO)

Regional Aviation Safety Group (Asia & Pacific Regions)

Asia Pacific Regional Aviation Safety Team

Title of Document

developed by

*[Name of sub-group and/or Champion and/or
Facilitator(s)]*

Executive Summary

*[Max 2 paragraphs to highlight the problem(s) and explain how the proposed
measures/products seek to address the problem(s).]*

Version [No] dated dd mm yyyy

Preamble

Background on Regional Aviation Safety Group – Asia & Pacific (RASG – APAC)

The Regional Aviation Safety Group Asia-Pacific (RASG-APAC) was established in 2011 by the Council of ICAO. The RASG-APAC is tasked with improving aviation safety in the Asia & Pacific regions by developing and implementing a work programme, in line with the ICAO Global Aviation Safety Plan, aimed at identifying and implementing safety initiatives to address known safety hazards and deficiencies in the region.

The Asia Pacific Regional Aviation Safety Team (APRAST), a sub-group of the RASG-APAC, assists the RASG-APAC in its work by recommending safety interventions which will reduce aviation safety risks.

The full commitment and active participation of APAC States/Administrations and the industry partners is fundamental to the success of the RASG-APAC in reducing aviation safety risks and accident rates in the Asia and Pacific regions.

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Feedback/Enquiries

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[and/or]

RASG/APRAST Secretariat
ICAO Asia and Pacific Office
[E-mail address, Contact Number]

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[Title of Document]

<max 2 pages>

Introduction

[To highlight purpose of this report.]

Background of Safety Enhancement Initiative (SEI)

[To describe the problem(s) and how the SEI intend to address the problem(s).]

Applicability to States / Industry

[To identify industry sector(s), e.g. airlines, and/or aviation professionals, e.g. air traffic controllers, that could benefit from the measures/products of the SEI]

SEI Contents / Phases

[To highlight in clear phases the key SEI measures and milestones, including desired outcome(s) as well as the parties responsible for implementation of the required action(s).

Where applicable, to highlight recommended implementation roadmap for RASG/APRAST members, to achieve full implementation of the SEI.]

Action/Comments by RASG

[e.g. This measure/document was approved by the RASG on dd mm yyyy.]