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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: AN 19/34 - 24/80

9 August 2024

Subject: Short-term Secondment of Experts to the USOAP CMA

Action required: Nomination of qualified candidates as USOAP CMA auditors.

Sir/Madam,

1. I wish to refer to Assembly Resolution A40-13, clauses 3 and 11, and invite your Administration to nominate qualified experts to support the conduct of the selected Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP CMA) activities.
2. The USOAP CMA relies on the regular conduct of activities to reflect current information on the efforts of States to develop and manage their safety oversight, accident and incident investigation, and safety management responsibilities. The demand of these activities exceeds the capacity of International Civil Aviation Organization (ICAO) staff. States are therefore encouraged to nominate subject matter experts (SMEs) as potential auditors¹ with specific combinations of area of expertise and language, as outlined in Attachment A hereto. The criteria that potential auditors must meet for each USOAP technical audit area are outlined in Attachments B to H. States are strongly encouraged to nominate female experts to support ICAO's Assembly commitment to enhance gender equality and the advancement of women in aviation. Information addressing the USOAP CMA training process is available online at www.icao.int/usoapcma-cbt.
3. ICAO agrees to waive the corresponding training fees for State-nominated experts, provided that they meet the minimum criteria to be considered potential auditors and that their specific combination of expertise and language are required to complement the USOAP CMA roster of qualified auditors. ICAO encourages State experts who are not nominated as auditors to support USOAP activities and enrol in the USOAP online training to enhance their knowledge and the State's in-house expertise on the USOAP CMA methodologies. Additional information is available at www.icao.int/training/Pages/USOAP-CBT.aspx.
4. By nominating experts as potential USOAP auditors, States agree to release those experts for the conduct of at least two USOAP CMA activities per year, including on-site, off-site, virtual, or hybrid

¹ **Auditor.** A qualified USOAP CMA expert from ICAO, a State or a recognized organization who has successfully completed all relevant ICAO training, final evaluation and on-the-job training (OJT) to conduct USOAP CMA activities, such as audit or validation in their relevant audit area(s). Auditors may receive additional training, including evaluations and OJTs, to assess safety management Protocol Questions (PQs).

audits, validations, or assessments, as required. States are responsible for covering all costs relating to salary and benefits of their experts for the duration of the USOAP CMA activity. ICAO, in turn, is responsible for covering costs associated with participation in the activity.

5. Accept, Sir/Madam, the assurances of my highest consideration.

Juan Carlos Salazar
Secretary General

Enclosures:

- A — Area and/or Language requirements for the USOAP CMA roster of auditors
- B — Required qualifications and experience in PEL
- C — Required qualifications and experience in OPS
- D — Required qualifications and experience in AIR
- E — Required qualifications and experience in Design Certification and Production
- F — Required qualifications and experience in AIG
- G — Required qualifications and experience in ANS
- H — Required qualifications and experience in AGA

**AREA AND /OR LANGUAGE REQUIREMENTS FOR
THE USOAP CMA ROSTER OF AUDITORS**

Auditors by area and language, in order of greatest need, are:

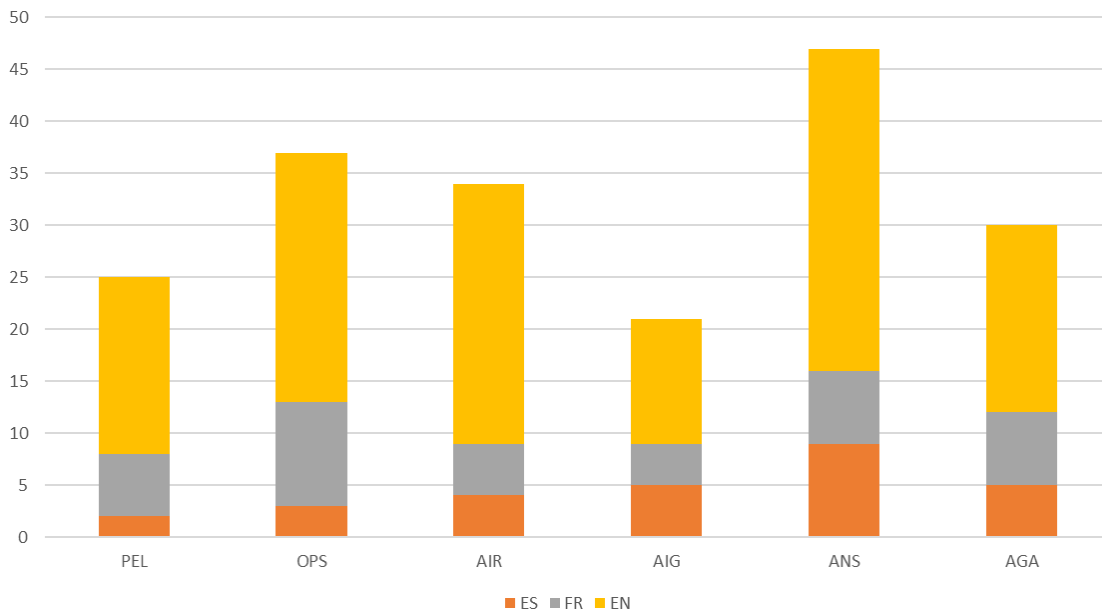
1. English-, French- and Spanish-speaking auditors in personnel licensing and training (PEL), aircraft operations (OPS), and aircraft accident and incident investigation (AIG).
2. French-speaking auditors in airworthiness (AIR), in both continuing airworthiness and design certification and production, as well as in air navigation services (ANS).
3. Spanish-speaking auditors in AIR and aerodromes and ground aids (AGA).
4. English speaking auditors in AGA.

Note 1.— ICAO prioritizes the review and training process of nominees according to the needs of planned and forecasted USOAP CMA activities.

Note 2.— The graphs below provide a summary of active USOAP CMA auditors by technical audit area and language as of 31 May 2024.

Note 3.— As of 31 May 2024, the total number of auditors in the USOAP CMA roster is 113. The same auditor is counted on applicable areas and language in Figure 1.

Figure 1. Active USOAP auditors by technical audit area and language



**REQUIRED QUALIFICATIONS AND EXPERIENCE FOR AUDITORS
SPECIALIZING IN PERSONNEL LICENSING AND TRAINING (PEL)**

- a) Hold or have held an air transport pilot licence (ATPL) or commercial pilot licence (CPL) with commercial flight experience; or a university degree in engineering or an aviation-related area; or air traffic controller licence with approach and area ratings; or aircraft maintenance engineer licence with aircraft type ratings; or a flight operations officer/flight dispatcher licence with type ratings.
- b) Minimum of five years' experience as a personnel licensing inspector/auditor in a civil aviation authority (CAA) or regional safety oversight organization (RSOO), with delegated inspector/auditor functions.
- c) Completion of a personnel licensing and training auditor/inspector training programme.
- d) In-depth knowledge of personnel licensing processes.
- e) In-depth knowledge of ICAO Annex 1 — *Personnel Licensing*, Annex 19 — *Safety Management*, and related procedures and guidance material.
- f) Working knowledge and experience related to civil aviation codes and regulations, including familiarity with at least one internationally recognized regulatory system, such as that developed by the European Union Aviation Safety Agency (EASA) or the United States Federal Aviation Administration (FAA).
- g) Knowledge of the functions and activities of ICAO.
- h) Full professional proficiency in English, French and/or Spanish, both spoken and written. Professional working proficiency in English, both spoken and written, is also required for French- and/or Spanish-proficient nominees.
- i) Ability to use Microsoft Office (Word, Outlook, Excel and PowerPoint) software.
- j) Possess initiative, tact, judgement, thoroughness, and the ability to maintain harmonious working relationships in a multicultural environment, including appreciation of, and sensitivity to, cultural differences.

Note.— Auditors aiming to assess safety management protocol questions (PQs) require a minimum of five years' experience within a CAA or RSOO in the establishment and/or maintenance of a State safety programme (SSP), including but not limited to the acceptance and surveillance of safety management systems (SMS) of an approved training organization, and/or safety performance monitoring and measurement, including in the development and monitoring of State safety performance indicators.

**REQUIRED QUALIFICATIONS AND EXPERIENCE FOR AUDITORS
SPECIALIZING IN AIRCRAFT OPERATIONS (OPS)**

- a) Holder of an air transport pilot licence (ATPL) with commercial flight experience, or a university degree in engineering or an aviation-related area.
- b) Minimum of five years' experience as an aircraft operations inspector/auditor in a civil aviation authority (CAA) or regional safety oversight organization (RSOO), with delegated inspector/auditor functions.
- c) Completion of an aircraft operations inspector/auditor training programme.
- d) In-depth knowledge of the process for the issuance of air operator certificates (AOCs) and operations specifications (OPSPECs), and for granting authorizations for the safe transport of dangerous goods by air.
- e) In-depth knowledge of ICAO Annex 2 — *Rules of the Air*, Annex 6 — *Operation of Aircraft* (Parts I, II and III), Annex 18 — *The Safe Transport of Dangerous Goods by Air*, Annex 19 — *Safety Management*, and related procedures and guidance material.
- f) Working knowledge and experience related to civil aviation codes and regulations, including familiarity with at least one internationally recognized regulatory system, such as that developed by the United States Federal Aviation Administration (FAA) or the European Union Aviation Safety Agency (EASA).
- g) Knowledge of the functions and activities of ICAO.
- h) Full professional proficiency in English, French and/or Spanish, both spoken and written. Professional working proficiency in English, both spoken and written, is also required for French- and/or Spanish-proficient nominees.
- i) Ability to use Microsoft Office (Word, Outlook, Excel, and PowerPoint) software.
- j) Possess initiative, tact, judgement, thoroughness, and the ability to maintain harmonious working relationships in a multicultural environment, including appreciation of, and sensitivity to, cultural differences.

Note.— Auditors aiming to assess safety management protocol questions (PQs) require a minimum of five years' experience within a CAA or RSOO in the establishment and/or maintenance of a State safety programme (SSP), including but not limited to the acceptance and surveillance of safety management systems (SMS) of aircraft operators, and/or safety performance monitoring and measurement, including in the development and monitoring of State safety performance indicators.

**REQUIRED QUALIFICATIONS AND EXPERIENCE FOR AUDITORS
SPECIALIZING IN CONTINUING AIRWORTHINESS (AIR-Inspection)**

- a) Holder of an aviation maintenance licence or a university degree in engineering or an aviation-related area, with experience working with an airline or approved maintenance organization.
- b) Minimum of five years' experience as an airworthiness inspector in a civil aviation authority (CAA) or regional safety oversight organization (RSOO), with delegated inspector/auditor functions.
- c) Completion of an airworthiness inspector/auditor training programme.
- d) In-depth knowledge of the airworthiness aspects for the issuance of air operator certificates (AOCs) and operational approvals such as minimum equipment lists (MELs), configuration deviation list (CDL), extended diversion time operation (EDTO), category (CAT) II/III, reduced vertical separation minima (RVSM), maintenance control manual (MCM) and aircraft maintenance programmes.
- e) In-depth knowledge of the process for the approval of maintenance organizations, including review of the maintenance organization's procedures manual and training programmes.
- f) In-depth knowledge of the airworthiness elements associated with ICAO Annex 1 — *Personnel Licensing*, Annex 6 — *Operation of Aircraft* (Parts I, II and III), Annex 7 — *Aircraft Nationality and Registration Marks*, Annex 8 — *Airworthiness of Aircraft*, Annex 16 — *Environmental Protection*, Annex 19 — *Safety Management*, and related procedures and guidance material.
- g) Working knowledge and experience related to civil aviation codes and regulations, including familiarity with at least one internationally recognized regulatory system, such as that developed by the United States Federal Aviation Administration (FAA) or the European Union Aviation Safety Agency (EASA).
- h) Knowledge of the functions and activities of ICAO.
- i) Full professional proficiency in English, French and/or Spanish, both spoken and written. Professional working proficiency in English, both spoken and written, is also required for French- and/or Spanish-proficient nominees.
- j) Ability to use Microsoft Office (Word, Outlook, Excel and PowerPoint) software.
- k) Possess initiative, tact, judgement, thoroughness, and the ability to maintain harmonious working relationships in a multicultural environment, including appreciation of, and sensitivity to, cultural differences.

Note.— Auditors aiming to assess safety management protocol questions (PQs) require a minimum of five years' experience within a CAA or RSOO in the establishment and/or maintenance of a State safety programme (SSP), including but not limited to the acceptance and surveillance of safety management systems (SMS) of approved maintenance organizations, and/or safety performance monitoring and measurement, including in the development and monitoring of State safety performance indicators.

**REQUIRED QUALIFICATIONS AND EXPERIENCE FOR AUDITORS
SPECIALIZING IN DESIGN CERTIFICATION AND PRODUCTION (AIR-Engineering)**

- a) In the area of design certification: a university degree in engineering with experience working with an approved design organization performing design or certification activities of aeronautical products.
- b) In the area of manufacturing and production: hold an aviation maintenance licence or a university degree in an aviation-related area with experience working with a production organization.
- c) Minimum of five years' experience in a civil aviation authority (CAA) or regional safety oversight organization (RSOO) as an engineer performing design or certification approvals of aeronautical products, or as a manufacturing inspector.
- d) In the area of design certification: in-depth knowledge of aeronautical products type certification activities, including the approval of design organizations.
- e) In the area of production: in-depth knowledge of the process for the approval of production and manufacturing organizations.
- f) In-depth knowledge of the airworthiness requirements associated with ICAO Annex 8 — *Airworthiness of Aircraft*, Annex 16 — *Environmental Protection*, Annex 19 — *Safety Management*, and related procedures and guidance material.
- g) Working knowledge and experience related to civil aviation codes and regulations, including familiarity with at least one internationally recognized regulatory system, such as that developed by the United States Federal Aviation Administration (FAA) or the European Union Aviation Safety Agency (EASA).
- h) Knowledge of the functions and activities of ICAO.
- i) Full professional proficiency in English, French and/or Spanish, both spoken and written. Professional working proficiency in English, both spoken and written, is also required for French- and/or Spanish-proficient nominees.
- j) Ability to use Microsoft Office (Word, Outlook, Excel and PowerPoint) software.
- k) Possess initiative, tact, judgement, thoroughness, and the ability to maintain harmonious working relationships in a multicultural environment, including appreciation of, and sensitivity to, cultural differences.

Note.— Auditors aiming to assess safety management protocol questions (PQs) require a minimum of five years' experience within a CAA or RSOO in the establishment and/or maintenance of a State safety programme (SSP), including but not limited to the acceptance and surveillance of safety management systems (SMS) of organizations responsible for the type design and/or manufacture of aircraft, engines or propellers, and/or safety performance monitoring and measurement, including in the development and monitoring of State safety performance indicators.

**REQUIRED QUALIFICATIONS AND EXPERIENCE FOR AUDITORS
SPECIALIZING IN AIRCRAFT ACCIDENT AND INCIDENT INVESTIGATION (AIG)**

- a) Minimum of five years' experience working full-time as an aircraft accident investigator, preferably in an independent aircraft accident investigation authority.
- b) Experience in aircraft accident and incident database management (ECCAIRS or ECCAIRS-compatible).
- c) Completion of an accident investigator training programme.
- d) In-depth knowledge of ICAO Annex 13 — *Aircraft Accident and Incident Investigation*, Annex 19 — *Safety Management*, and related guidance material.
- e) Working knowledge and experience related to civil aviation codes or operations, as well as regulations.
- f) Knowledge of the functions and activities of ICAO.
- g) Full professional proficiency in English, French and/or Spanish, both spoken and written. Professional working proficiency in English, both spoken and written, is also required for French- and/or Spanish-proficient nominees.
- h) Ability to use Microsoft Office (Word, Outlook, Excel and PowerPoint) software.
- i) Possess initiative, tact, judgement, thoroughness, and the ability to maintain harmonious working relationships in a multicultural environment, including appreciation of, and sensitivity to, cultural differences.

Note.— Auditors aiming to assess safety management protocol questions (PQs) require a minimum of five years' experience in the establishment and/or maintenance of a State safety programme (SSP), including but not limited to incorporating safety management aspects in investigations.

**REQUIRED QUALIFICATIONS AND EXPERIENCE FOR AUDITORS
SPECIALIZING IN AIR NAVIGATION SERVICES (ANS)**

- a) Hold or have held an air traffic controller certificate or licence and a minimum of five years' active controller experience in an aerodrome and either the terminal or en-route specialties.
- b) Minimum of five years' experience as an ANS inspector in a civil aviation authority (CAA) or regional safety oversight organization (RSOO), with delegated inspector/auditor functions.
- c) Completion of an air navigation services inspector/auditor training programme.
- d) In-depth knowledge of ICAO Annex 2 — *Rules of the Air*, Annex 11 — *Air Traffic Services*, Annex 19 — *Safety Management* and Doc 4444 — *Air Traffic Management*; familiarity with ICAO Annex 3 — *Meteorological Service for International Air Navigation*, Annex 4 — *Aeronautical Charts*, Annex 5 — *Units of Measurement to be Used in Air and Ground Operations*, Annex 10 — *Aeronautical Telecommunications*, Annex 12 — *Search and Rescue*, and Annex 15 — *Aeronautical Information Services*.
- e) Working knowledge and experience related to civil aviation codes and regulations.
- f) Knowledge of the functions and activities of ICAO.
- g) Full professional proficiency in English, French and/or Spanish, both spoken and written. Professional working proficiency in English, both spoken and written, is also required for French- and/or Spanish-proficient nominees.
- h) Ability to use Microsoft Office (Word, Outlook, Excel and PowerPoint) software.
- i) Possess initiative, tact, judgement, thoroughness, and the ability to maintain harmonious working relationships in a multicultural environment, including appreciation of, and sensitivity to, cultural differences.

Note.— Auditors aiming to assess safety management protocol questions (PQs) require a minimum of five years' experience within a CAA or RSOO in the establishment and/or maintenance of a State safety programme (SSP), including but not limited to the acceptance and surveillance of safety management systems (SMS) of air traffic service providers and/or in safety performance monitoring and measurement, including in the development and monitoring of State safety performance indicators.

**REQUIRED QUALIFICATIONS AND EXPERIENCE FOR AUDITORS
SPECIALIZING IN AERODROMES AND GROUND AIDS (AGA)**

- a) A university degree in civil, electrical or other engineering discipline related to aerodromes or a university degree in an aviation-related area, with five years' experience working with an aerodrome operator.
- b) Minimum of five years' experience as an aerodrome inspector/auditor in a civil aviation authority (CAA) or regional safety oversight organization (RSOO), with delegated inspector/auditor functions.
- c) Completion of an aerodrome inspector/auditor training programme.
- d) Experience in certification duties, conduct of safety oversight audits or aerodrome inspections covering core sub-areas such as aerodrome physical characteristics, electrical systems, visual aids, wildlife management and emergency planning.
- e) In-depth knowledge of ICAO Annex 14 — *Aerodromes*, ICAO Doc 9981 — *Procedures for Air Navigation Services – Aerodromes*, Annex 19 — *Safety Management*, and related guidance material.
- f) Working knowledge and experience related to civil aviation codes and regulations, including familiarity with at least one internationally recognized regulatory system, such as that developed by the United States Federal Aviation Administration (FAA) or the European Union Aviation Safety Agency (EASA).
- g) Knowledge of the functions and activities of ICAO.
- h) Full professional proficiency in English, French and/or Spanish, both spoken and written. Professional working proficiency in English, both spoken and written, is also required for French- and/or Spanish-proficient nominees.
- i) Ability to use Microsoft Office (Word, Outlook, Excel and PowerPoint) software.
- j) Possess initiative, tact, judgement, thoroughness, and the ability to maintain harmonious working relationships in a multicultural environment, including appreciation of, and sensitivity to, cultural differences.

Note.— Auditors aiming to assess safety management protocol questions (PQs) require a minimum of five years' experience within a CAA or RSOO in the establishment and/or maintenance of a State safety programme (SSP), including but not limited to the acceptance and surveillance of safety management systems (SMS) of certified aerodrome operators and/or in safety performance monitoring and measurement, including in the development and monitoring of State safety performance indicators.