RASG-APAC Monitoring Mechanism User Guide

Issue 1 (January 2017)

RASG-APAC Monitoring Mechanism – User Guide

This document contains guidance for:

- Users to access the information of State/Administration progress on implementation of the RASG-APAC/APRAST endorsed safety tools and compliance to selected ICAO SARPs items listed in the Monitoring Mechanism; and
- 2. State/Administration to submit/update its implementation progress of the RASG-APAC/APRAST endorsed safety tools and compliance to selected ICAO SARPs listed in the Monitoring Mechanism.

Introduction

RASG-APAC has endorsed a number of safety tools developed by APRAST. It is important that RASG-APAC and APRAST have an idea about the effectiveness of these safety tools to prioritize and allocate resources. The proposal for developing a Monitoring Mechanism was adopted at APRAST/5 (Conclusion APRAST 5/7) and approved at RASG-APAC/4 (Decision RASG-APAC 4/23).

Additional items like monitoring of selected ICAO Standard and Recommended Practices were subsequent included.

This monitoring mechanism is developed by ICAO APAC Office with the assistance from Bangladesh.

To Access Information

For most users who are only accessing the State/Administration progress of its implementation status of RASG-APAC endorsed safety tools and compliance on selected ICAO SARPs, you can go to the ICAO APAC website at http://www2010.icao.int/APAC/RASG/Pages/default.aspx .

Alternatively, you can access the monitoring mechanism directly at http://imtsei.org/

The monitoring mechanism is shown in *Figure 1*.

The top row is a listing of the 38 APAC Contracting States and 2 Special Administrative Regions with the safety tools/items to be monitored being described in the left column.

The monitoring mechanism captures 4 phases of the item being monitored. They are: **A** — Under Review; **B** — Implementation status by State/Administration; **C** — Implementation status by Operator and with **D** — checked off when categories A, B and C are completed.

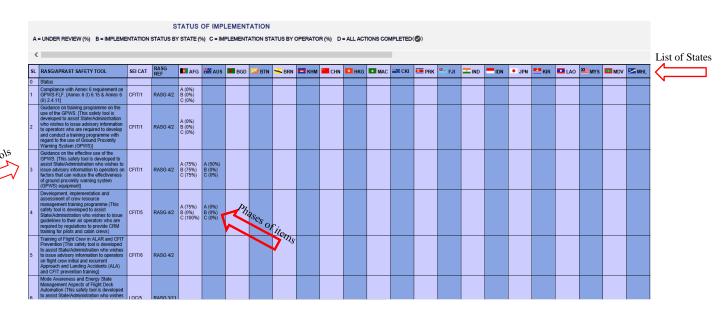


Figure 1

Administration of the Monitoring Mechanism

- 1. ICAO Secretariat will be responsible for updating the list of items in the monitoring mechanism and for issuance of username and password.
- 2. State/Administration's nominated Point-of-Contact for RASG-APAC/APRAST is responsible for the update of implementation progress of the items listed in the monitoring mechanism.

Submitting/Update implementation progress (Refer to Figure 2)

To submit/update the implementation progress, a *username* and *password*, which has been provided to the respective State/Administration nominated point-of-contact (POC) is required.

Please contact the Secretariat at APAC@icao.int if you have not received your username and password.

- 1. For submitting or updating of implementation progress of the monitored items, please login at http://imtsei.org/admin.php with your username and password. Your State/Administration profile will appear as illustrated in *Figure 2* below.
- 2. Go to "Safety Tool Category"; select the item that you wanted to update from the drop-box.
- 3. Proceed to update the implementation status of the item from the drop-box for Category A, B or/and C as applicable. Remarks may be entered for each category.
- 4. Next select the "**Update**" button at the bottom of the page to complete the update/submission.
- 5. Repeat step 1 to 4 for another item on the monitoring mechanism.

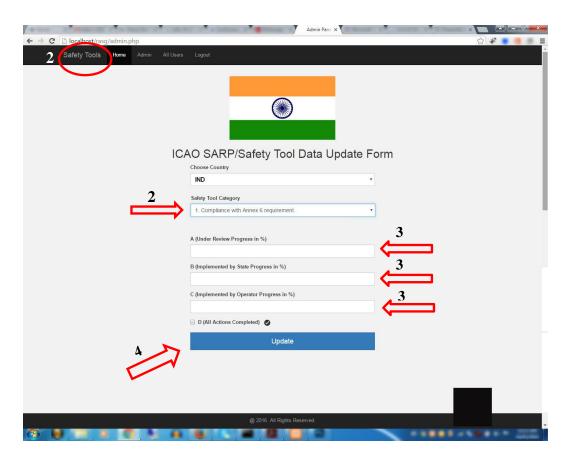


Figure 2
