

State Safety Programme JOB Analysis



Function 1.0: IMPLEMENTATION OF THE STATE SAFETY PROGRAMME		
Task/Sub-task Description	Code Number	Level
1.1. Establish the SSP legal and institutional framework		
1.1.1 (1) Revise Aviation Legislation and Specific Operating Regulations to reflect SSP obligations which covering the discretionary of SMS applicability		
K- Demonstrate familiarization with ICAO safety management related provisions	K 1.1.1.1	0
K –Describe the SSP components and their functions	K 1.1.1.2	2
K- Demonstrate familiarization with State legal framework (primary aviation legislation and specific operating regulations)	K 1.1.1.3	0
S -Develop draft regulations or legislation to address the gap	S 1.1.1.1	3
S- Identify ICAO safety management not covered in legal State framework at the current level	S 1.1.1.2	3
S- Identify the current level of implementation of safety management provisions issued by the State	S 1.1.1.3	3
S –Analyse safety management legislations and regulations of other similar States	S 1.1.1.4	4
S - Develop proposal for new legislation and regulations as appropriate	S 1.1.1.5	3
S – Establish legal provisions and procedures for the protection of safety data, safety information and related sources	S 1.1.1.6	4
A – Demonstrate analytical attitude	A 1.1.1.1	2
A – Demonstrate critical attitude	A 1.1.1.2	2
A – Demonstrate open attitude toward changes	A 1.1.1.3	2
1.1.2 (2) Identify the members of the SSP coordination group and the organization responsible for coordinating the SSP (CAAs, AIAs, Military)		
K- Demonstrate familiarization with the State institutional framework	K 1.1.2.1	0
K- Describe the structure of the governance within a State	K 1.1.2.2	1
S – Develop the system description including external and internal interface	S 1.1.2.1	3
S - Identify organizations that have responsibilities related to safety management	S 1.1.2.2	3
S- Select the most appropriate organization to coordinate the SSP	S 1.1.2.3	5
S- Establish the SSP coordination group	S 1.1.2.4	3
S – Determine the obligations, functions and activities of each organization in SSP coordination group	S 1.1.2.5	3
S - Determine the means used for communication inside SSP coordination group	S 1.1.2.6	3



A – Demonstrate analytical attitude	A 1.1.2.1	2
A – Demonstrate commitment to organizational performance	A 1.1.2.2	2
A – Demonstrate open attitude towards changes	A 1.1.2.3	2
A – Be collaborative	A 1.1.2.4	2
1.1.3 (3) Establish a State Safety Policy and Associated Safety Objectives		
K- Demonstrate familiarization with the principles of Safety Management and organizational accountability	K 1.1.3.1	0
K- Describe State's policies and procedures	K 1.1.3.2	2
K - Recognize goals and targets established at global, regional and national levels	K 1.1.3.3	1
K - Recognize the top safety risks in State	K 1.1.3.4	1
S- Determine the State's safety intentions and directions to be included into State safety policy	S 1.1.3.1	3
S- Develop process-oriented and outcome-oriented safety objectives aligned with top safety risks	S 1.1.3.2	3
S – Ensure consensus across SSP coordination group for endorsement of the safety policy including the safety objectives	S 1.1.3.3	4
A – Demonstrate analytical attitude	A 1.1.3.1	2
A – Demonstrate commitment to organizational performance	A 1.1.3.2	2
A – Demonstrate a positive attitude towards benefits of SSP implementation	A 1.1.3.3	2
1.2. Design the SSP taking into account scalability and sustainability		
1.2.1 (4) Develop a system description including the identification of interfaces		
K- Demonstrate familiarization with Safety Management principles as described in SMM	K 1.2.1.1	0
K- Demonstrate familiarization with the SSP structure as stated in ICAO Annex 19	K 1.2.1.2	0
K- Demonstrate familiarization with State civil aviation system including State bodies and industry	K 1.2.1.3	0
K – Define the SSP functions and activities	K 1.2.1.4	1
S - Develop a system description	S 1.2.1.1	3
S - Identify SSP interfaces	S 1.2.1.2	3
A - Be collaborative	A 1.2.1.1	2
A – Demonstrate analytical attitude	A 1.2.1.2	2
A – Demonstrate commitment to organizational performance	A 1.2.1.3	2
A – Demonstrate a positive attitude towards benefits of SSP implementation	A 1.2.1.4	2
1.2.2 (5) Perform a Gap Analysis using iSTARS		



K- Demonstrate familiarization with ICAO SSP Gap analysis tool	K 1.2.2.1	0
S- Analyse reports and documents to incorporate results of analysis into the gap analysis	S 1.2.2.1	4
S- Compare SSP elements with what is currently implemented in the organization	S 1.2.2.2	3
S- Assess State's internal oversight system	S 1.2.2.3	5
A -Demonstrate analytical attitude	A 1.2.3.1	2
A- Demonstrate open attitude towards changes	A 1.2.2.2	2
A- Demonstrate commitment to organizational performance	A 1.2.2.3	2
1.2.3 (6) Define an SSP Implementation Plan		
K- Demonstrate awareness of State institutional structure and its aviation system	K 1.2.3.1	0
K- Describe State's policies and procedures	K 1.2.3.2	2
K- Define planning techniques	K 1.2.3.3	1
S -Determine tasks establishing implementation timelines	S 1.2.3.1	3
S- Identify internal and external stakeholders to be involved in the plan	S 1.2.3.2	3
S- Allocate tasks as appropriate	S 1.2.3.3	4
S - Determine communication plan	S 1.2.3.4	3
S- Identify human and financial resources for the implementation of the plan	S 1.2.3.5	3
S- Obtain buy-in from the SSP coordination group	S 1.2.3.6	3
S - Determine the functions and sub-tasks to implement the SSP	S 1.2.3.7	3
A -Demonstrate analytical attitude	A 1.2.3.1	2
A- Demonstrate open attitude towards changes	A 1.2.3.2	2
A - Demonstrate ability to work in a team	A 1.2.3.3	2
A- Demonstrate commitment to organizational performance	A 1.2.3.4	2
1.2.4 (7) Develop the SSP documentation including manuals and procedures		
K- Demonstrate awareness of civil aviation authorities' general processes and procedures	K 1.2.4.1	0
K - Describe the SSP processes and activities	K 1.2.4.2	2
K - Describe how the processes and procedures are interconnected	K 1.2.4.3	2
S - Develop procedures that all relevant personnel have a common understanding of the SSP documentation	S 1.2.4.1	4
S - Ensure that the SSP documentation complements the existing process within the State	S 1.2.4.2	4
S - Ensure that the SSP documentation reflects the current implementation of the SSP	S 1.2.4.3	4
S - Expedite the SSP documentation to best serve the environment	S 1.2.4.4	4



A -Demonstrate analytical attitude	A 1.2.4.1	2
A- Demonstrate open attitude towards changes	A 1.2.4.2	2
A- Demonstrate commitment to organizational performance	A 1.2.4.3	2
1.2.5 (8) Develop a National Aviation Safety Plan		
K- Demonstrate familiarization with ICAO ´s Global Aviation Safety Plan and related regional planning activities	K 1.2.5.1	0
K- Demonstrate familiarization with safety risk assessment processes	K 1.2.5.2	0
K- Define planning techniques	K 1.2.5.3	1
S- Analyse State safety risks and their tolerability	S 1.2.5.1	4
S- Identify main safety risks at State level	S 1.2.5.2	3
S- Identify safety actions to mitigate risks in accordance with tolerability criteria	S 1.2.5.3	3
S- Identify actions to be classified into aviation domains	S 1.2.5.4	3
S- Identify SPIs to monitor the effectiveness of the safety actions	S 1.2.5.5	3
A -Demonstrate analytical attitude	A 1.2.5.1	2
A- Demonstrate open attitude towards changes	A 1.2.5.2	2
A- Demonstrate commitment to organizational performance	A 1.2.5.3	2
1.3. Build safety management capacity		
1.3.1 (9) Assess existing organizational structure and existing resources		
K- Demonstrate familiarization with State organizational structure	K 1.3.1.1	0
K- Demonstrate familiarization with resources allocation procedures to ensure the sustainable development	K 1.3.1.2	0
K- Define SSP involved organizations ´ structures	K 1.3.1.3	1
S- Estimate the work required to implement and maintain the SSP based on the SSP implementation Plan	S 1.3.1.1	3
S- Assess organizational structure	S 1.3.1.2	3
S - Identify the additional resources required	S 1.3.1.3	3
S- Ensure that the roles and responsibilities throughout the organization are clear	S 1.3.1.4	4
S- Manage conflicts	S 1.3.1.5	4
A -Demonstrate analytical attitude	A 1.3.1.1	2
A- Demonstrate open attitude towards changes	A 1.3.1.2	2
A- Be collaborative	A 1.3.1.3	2
1.3.2 (10) Update organizational job profiles to support the SSP implementation		



K- Demonstrate familiarization with SSP personnel 's required competency	K 1.3.2.1	0
K- Recognize the competencies required to each category of personnel to manage SSP efficiently	K 1.3.2.2	1
K - Recognize the existing safety management competency framework	K 1.3.2.3	1
S - Coordinate with the HR to identify or develop a safety management competency framework and perform training needs	S 1.3.2.1	4
S – Conduct capacity analysis for the SSP implementation	S 1.3.2.2	3
S – Ensure shift to the performance-based mentality among the staff involved in SSP	S 1.3.2.3	4
A -Demonstrate analytical attitude	A 1.3.2.1	2
A- Demonstrate open attitude towards changes	A 1.3.2.2	2
A- Demonstrate commitment to organizational performance	A 1.3.2.2	2
1.3.3 (11) Develop SSP Training Plan		
K- Demonstrate familiarization with Competence Based Training	K 1.3.3.1	0
K- Demonstrate familiarization with SSP personnel 's competency requirements	K 1.3.3.2	0
K- Take account of categories of SSP staff with the associated training needs	K 1.3.3.3	2
S- Identify training to be provided to staff in accordance with their level of involvement in the SSP	S 1.3.3.1	3
S - Identify the sources of training to address the needs	S 1.3.3.2	3
S - Prioritize the training to be provided to the staff	S 1.3.3.3	4
S- Identify human and financial resources for the implementation of the plan	S 1.3.3.4	3
S – Coordinate with the human resources to ensure development, approval and execution of the SSP Training Plan	S 1.3.3.5	4
A -Demonstrate analytical attitude	A 1.3.3.1	2
A- Demonstrate open attitude towards changes	A 1.3.3.2	2
A- Demonstrate commitment to organizational performance	A 1.3.3.3	2
1.4. Analyse safety data		
1.4.1 (12) Assess the State's current safety data collection		
K - Demonstrate familiarization with the use of common data base tools	K 1.4.1.1	0
K – Recognize existing safety data base and software tools within a State that may be used for safety data analysis	K 1.4.1.2	1
S - Assess the existing data bases including taxonomy being used	S 1.4.1.1	5
S - Identify existing data bases	S 1.4.1.2	3
A -Demonstrate analytical attitude	A 1.4.1.1	2
1.4.2. (13) Build an SDCPS to enable safety data analysis		



K- Explain the objectives of safety data collection	K 1.4.2.1	2
K - Demonstrate familiarization with the use of common data base tools	K 1.4.2.2	0
K - Recognize the existing sources of safety data	K 1.4.2.3	1
K – Recognize the link between the data to be collected and the State safety objectives and SPI	K 1.4.2.4	1
K - Demonstrate familiarization with guidance material in Safety Management Manual	K 1.4.2.5	0
S - Identify the inputs, outputs of the each system in the SDCPS	S 1.4.2.1	3
S - Establish the functions of each system within an SDCPS	S 1.4.2.2	3
S - Identify potential data sources and owners of data	S 1.4.2.3	3
S – Connect the different systems together as needed to integrate the data	S 1.4.2.4	3
S – Identify/develop appropriate analysis software	S 1.4.2.5	3
A- Demonstrate analytical attitude	A 1.4.2.1	2
1.4.3 (14) Ensure protection of safety data		
K- Demonstrate familiarization with ICAO provisions related to protections of safety data	K 1.4.3.1	0
K- Demonstrate familiarization with State legislation for the protection of safety data , safety information and related sources	K 1.4.3.2	0
S – Designate the custodian of safety data and safety information for each SDCPS	S 1.4.3.1	4
S – Ensure safety data and safety information is used only for maintaining and improving safety	S 1.4.3.2	4
S - Ensure procedures are in place to address the protections in accordance with legislation	S 1.4.3.3	4
S - Determine the competent authority for the administration of the balancing test	S 1.4.3.4	3
A -Demonstrate analytical attitude	A 1.4.3.1	2
1.4.4 (15) Develop safety analysis capabilities		
K - Demonstrate familiarization with aviation data driven decision-making process	K 1.4.4.1	0
K – Take account of a variety of statistical approaches	K 1.4.4.2	2
K – Differentiate the best visualization tool among a variety of visualization tools	K 1.4.4.3	2
K- Differentiate between safety information and safety data according to ICAO provision documents	K 1.4.4.4	2
S – Establish safety presentation capabilities for interpretation by decision makers	S 1.4.4.1	4
S- Perform analysis using a variety of statistical approaches	S 1.4.4.2	3
S – Present analysis results using a variety of visualization tools	S 1.4.4.3	3
S - Develop mechanisms for safety information sharing and exchange	S 1.4.4.4	4



S – Promote data-decision driven making process	S 1.4.4.5	3
A -Demonstrate analytical attitude	A 1.4.4.1	2
A- Demonstrate commitment to organizational performance	A 1.4.4.2	2
1.5. Manage safety risks at State level		
1.5.1 (16) Assess the service provider SMS for initial acceptance		
K- Demonstrate familiarization with ICAO SMS framework and local regulatory requirements	K 1.5.1.1	0
K- Demonstrate familiarization with SPIs and SPTs at State level	K 1.5.1.2	0
K –Demonstrate familiarization with processes for the issuance of certificates, licenses, approvals and authorizations	K 1.5.1.3	0
K – Characterize management system	K 1.5.1.4	2
S - Assess the service providers SMS documentation, activities and processes to determine their effectiveness	S 1.5.1.1	5
S – Identify appropriate SPIs and SPTs for service providers including links to State level SPIs and SPTs	S 1.5.1.2	3
S - Determine how to incorporate SMS obligations as part of existing licensing, certification, authorization and approval	S 1.5.1.3	3
S – Determine how to address multiple service providers with one SMS	S 1.5.1.4	3
S – Determine how to address service providers with integrated management system	S 1.5.1.5	3
S- Organize activities to provide guidance to the service providers	S 1.5.1.6	4
A -Demonstrate analytical attitude	A 1.5.1.1	2
A- Be collaborative	A 1.5.1.2	2
1.5.2. (17) Introduce safety risk management concepts, processes, tools		
K- Describe safety risk management processes	K 1.5.2.1	2
K ^x – Describe various tools for safety risk assessment	K 1.5.2.2	2
K – List examples of various of types of hazard registers	K 1.5.2.3	1
K- Demonstrate familiarization with the concept of hazard	K 1.5.1.4	0
K - Demonstrate familiarization with hazard classification using taxonomies	K 1.5.2.5	0
K- Demonstrate familiarization with the concept of risk tolerability	K 1.5.2.6	0
S - Analyse hazards from the collected data	S 1.5.2.1	4
S – Use the appropriate tool for safety risk assessment	S 1.5.2.2	3
S - Develop strategies for prioritizing safety risks	S 1.5.2.3	4
S- Design risk mitigation strategies	S 1.5.2.4	4

¹ K^x - Very important knowledge



S - Determine residual risk	S 1.5.2.5	3
S- Establish agreement of State level for tolerable level of risk and decision-making authority	S 1.5.2.6	4
S - Document safety risk management activities (database, set of files)	S 1.5.2.7	3
A -Demonstrate analytical attitude	A 1.5.1.1	2
A- Be collaborative	A 1.5.1.2	2
1.5.3 (18) Integrate safety risk management with existing processes in State to support decision-making		
K- Describe factors for prioritizing safety risk	K 1.5.3.1	2
K – Describe integrated risk management	K 1.5.3.2	2
S - Develop strategies for prioritizing safety risks	S 1.5.3.1	4
S - Conduct cost benefit analysis	S 1.5.3.2	3
S- Establish agreement at State level for tolerable level of safety risk and decision-making authority	S 1.5.3.3	4
S- Identify entities involved in mitigating the safety risk	S 1.5.2.4	3
S - Develop a coordinated safety risk mitigation strategy with entities involved	S 1.5.3.5	4
S- Monitor effectiveness of safety risk controls	S 1.5.3.6	3
A -Demonstrate analytical attitude	A 1.5.2.1	2
A - Be collaborative	A 1.5.2.2	2
1.6. Manage State safety performance		
1.6.1 (19) Monitor service provider compliance and SMS maturity on ongoing basis		
K- Demonstrate familiarization with safety surveillance processes implemented by the State	K 1.6.1.1	0
K- Demonstrate familiarization with safety risk profiles models for service providers	K 1.6.1.2	0
K- Demonstrate familiarization with safety audit processes	K 1.6.1.4	0
K - Recognize factors that impact the level of risk for service provider	K 1.6.1.5	0
S- Develop safety risk profiles of service providers	S 1.6.1.1	4
S- Develop safety risk profiles for aviation sectors	S 1.6.1.2	4
S- Prioritize safety surveillance activities	S 1.6.1.3	5
S – Evaluate SMS maturity level of service providers	S 1.6.1.4	5
S – Ensure identified actions are completed within established timeframes	S 1.6.1.5	4



S - Initiate enforcement procedures if required	S 1.6.1.6	3
S- Determine if adjustments or actions are needed to support continuous safety improvement	S 1.6.1.5	3
A - Demonstrate analytical attitude	A 1.6.1.1	2
A – Demonstrate a positive attitude towards benefits of SSP implementation	A 1.6.1.2	2
A - Be collaborative	A 1.6.1.3	2
1.6.2. (20) Monitor service provider safety performance		
K- Demonstrate familiarization with Safety Performance Indicators (SPIs) and Safety Performance Targets (SPTs)	K 1.6.2.1	0
S- Review safety performance indicators (SPIs) (with emphasis on leading indicators) and safety performance targets	S 1.6.2.1	5
S - Identify critical safety issues within aviation sectors	S 1.6.2.2	3
S -Review service provider processes for responding when safety performance targets are not met	S 1.6.2.3	5
S – Review use of safety triggers for managing service provider safety performance	S 1.6.2.4	5
A - Demonstrate analytical attitude	A 1.6.2.1	2
A - Demonstrate a positive attitude towards benefits of SSP implementation	A 1.6.2.2	2
1.6.3 (21) Develop a State Safety performance management process		
K- Demonstrate familiarization with Safety Assurance processes	K 1.6.3.1	0
K- Describe the Safety Performance Indicators and Safety Performance Targets	K 1.6.3.2	0
S – Analyse and interpret statistics	S 1.6.3.1	4
S – Establish a mechanism for monitoring State safety performance	S 1.6.3.2	4
S- Initiate appropriate actions if safety performance targets are not achieved	S 1.6.3.3	3
S - Establish the ALOSP to be Achieved	S 1.6.3.4	4
S- Determine SPIs (with emphasis on leading indicators) and SPTs to measure progress towards achieving the State Safety Objectives	S 1.6.3.5	3
S- Identify existing or required data sources to support measurement of SPIs	S 1.6.3.6	3
A -Demonstrate analytical attitude	A 1.6.3.1	2
A – Demonstrate objectivity in interpreting of data	A 1.6.3.2	2
A- Demonstrate commitment to organizational performance	A 1.6.3.3	2
1.6.4 (22) Manage change at State level		
K- Demonstrate familiarization with change management theories, methods and processes	K 1.6.4.1	0



K – Demonstrate familiarization with safety and /or quality management principles	K 1.6.4.2	0
K- Demonstrate familiarization with the Safety Risk Management processes	K 1.6.4.3	0
K- Demonstrate familiarization with the Project Management	K 1.6.4.4	0
K- Demonstrate familiarization with Global Air Navigation Plan (GANP)	K 1.6.4.5	0
K- Demonstrate familiarization with Global Aviation Safety Plan (GASP)	K 1.6.4.6	0
S- Determine the scope of changes and interfaces at State level	S 1.6.4.1	3
S –Confirm that changes are aligned with relevant plans at the national, regional, global levels	S 1.6.4.2	3
S- Identify potential hazards and associated consequences	S 1.6.4.3	3
S- Conduct safety risk assessment associated to changes with impact at State level	S 1.6.3.4	3
S – Develop risk management strategy	S.1.6.3.5	4
S - Obtain agreement on level of tolerable risk	S 1.6.4.6	4
S – Develop Plan to achieve the change	S 1.6.4.7	5
S – Implement Plan to achieve the change	S 1.6.4.8	4
S -Develop means to verify the impact of the change	S 1.6.4.9	4
A -Demonstrate analytical attitude	A 1.6.4.1	2
A - Be collaborative	A 1.6.4.2	2
A - Demonstrate commitment to organizational performance	A 1.6.4.3	2
A – Demonstrate positive attitude to problem-solving	A 1.6.4.4	2
1.6.5 (23) Assess the maturity of the SSP		
K- Demonstrate familiarization with the SSP processes and procedures in ICAO provisions	K 1.6.5.1	0
K – Demonstrate familiarization with the existing SSP assessment tools available on SMI web site	K 1.6.5.2	0
K –Demonstrate familiarization with the SSP regulatory framework within the State	K 1.6.5.3	0
K –Demonstrate familiarization with the continuous improvement techniques	K 1.6.5.4	0
S – Develop/adapt tool reflecting the ICAO SARPs and Guidance materials to assess the SSP maturity	S 1.6.5.1	4
S – Assess the presence and suitability of the SSP in accordance of Annex 19 SARPs	S 1.6.5.2	5
S- Determine if the SSP is operating as designed and documented	S 1.6.5.3	3
S – Assess the effectiveness of the SSP processes and activities and in meeting identified safety objectives	S 1.6.5.4	5
S – Analyse the outcome of SSP assessment and determine actions to improve maturity and promote continuous improvement	S 1.6.5.5	4
S – Determine how often to repeat the assessment to support the continuous improvement	S 1.6.5.6	3
A -Demonstrate analytical attitude	A 1.6.5.1	2



A- Be collaborative	A 1.6.5.2	2
A- Demonstrate commitment to organizational performance	A 1.6.5.3	2
1.7. Promote safety at State Level		
1.7.1 (24) Communicate and disseminate safety information internally		
K – Define communication and dissemination process	K 1.7.1.1	1
K- Demonstrate familiarization with safety information that State should address in the internal communication and dissemination	K 1.7.1.2	0
K- Demonstrate familiarization with communication means	K 1.7.1.3	0
S - Identify the roles of the SSP entities for the State safety promotion	S 1.7.1.1	3
S - Determine the resources required to promote safety	S 1.7.1.2	3
S - Establish formal communication channels between the members of the SSP coordination group	S 1.7.1.3	3
S- Establish mechanism to provide relevant safety information within each SSP entity	S 1.7.1.4	3
S - Establish campaigns to address safety concerns or hazards	S 1.7.1.5	3
A- Demonstrate commitment to improving performance organizational culture	A 1.7.1.1	2
1.7.2. (25) Communicate and disseminate safety information externally		
K – Define communication and dissemination process with external entities	K 1.7.2.1	1
K- Demonstrate familiarization with safety information that State should address in the external communication and dissemination	K 1.7.2.2	0
K- Demonstrate familiarization with communication means	K 1.7.2.3	0
S – Establish communication platform to facilitate SMS implementation and improve system wide understanding the SMS benefits	S 1.7.2.1	3
S – Outline Communication Plan to identify what safety information will be shared with the aviation community, the public, and the media	S 1.7.2.2	3
S - Determine the resources required to promote safety	S 1.7.2.3	3
A – Demonstrate a positive attitude towards benefits of SSP implementation	A 1.7.2.2	2



1.7.3. (26) Promote positive safety culture		
K – Describe features of safety culture	K 1.7.3.1	2
K – Define safety culture enablers and disablers	K 1.7.3.2	2
K – Explain the importance of influence of safety culture on the reporting system	K 1.7.3.3	2
K - Differentiate between national, organizational and professional cultures	K 1.7.3.4	2
K – Demonstrate familiarization with the importance of the human factor in aviation system	K 1.7.3.5	0
S – Develop\adapt tool to assess safety culture of the State entities involved in the SSP	S 1.7.3.1	4
S – Develop\adapt tool to assess safety culture of service providers	S 1.7.3.2	4
S - Assess safety culture throughout the organizations on a periodic basis	S 1.7.3.3	5
S - Develop strategies of developing safety culture at State and service provider levels	S 1.7.3.4	4
A – Demonstrate a positive attitude towards benefits of SSP implementation	A 1.7.3.1	2