



State Safety Programme (SSP) Workshop

**Georgetown, Guyana
10 to 14 July 2017**

PHASE 1 – CASE STUDY N° 01

Gap analysis

A. OBJECTIVES:

- That the participants become familiar with the development of the SSP gap analysis.
- That working groups complete the gap analysis of State aviation regulatory and administrative organizations, in accordance with **Table 4-A7-1 – Gap analysis checklist** contained in Appendix 7 to Chapter 4 of ICAO Doc 9859 – Safety management manual, Third edition.

B. GENERAL INSTRUCTIONS:

1. Read the instructions provided for the case study and designate a secretary and team leader in each group.
2. Exchange ideas and concepts, and reach consensus on the assigned case based on the information provided.
3. Once the above has been completed, the team leader or a designated participant shall present the results of their work.

C. CASE STUDY N° 1: CONDUCTION OF THE GAP ANALYSIS

Table 4-A7-1 – Gap analysis checklist of Appendix 7 to Chapter 4 of Doc 9859 must be completed, taking into account the following documents and the reality of the State regulatory and administrative organisations:

- Primary aviation legislation
- Annex 13
- Annex 19
- Doc 9859 – SMM, Appendix 7, Chapter 4
- Other documents as may be deemed appropriate.

D. PRACTICAL EXERCISE:

The practical exercise must be completed assuming that the participants are representatives of the State aviation regulatory and administrative organisations (first line personnel, technical coordinators), whose role is to promote SSP implementation from the planning phase to completion. The SSP place holder organisation, together with the department/office responsible for SSP administration (Safety directorate), must take charge of the SSP implementation team following implementation. The functions of the implementation team include to:

- foster SSP implementation from the planning phase to completion;
- coordinate the gap analysis process;
- develop the SSP implementation plan;
- assure SSP training of the implementation team; and
- monitor and report on progress made in SSP implementation

Using **Table 4-A7-1 – Gap analysis checklist** of Appendix 7 to Chapter 4 of Doc 9859, complete the gap analysis checklist for the State regulatory and administrative organisations.

E. REFERENCE MATERIAL

- Primary aviation legislation
- Annex 13

- Annex 19
- Doc 9859 - SMM, Appendix 7, Chapter 4
- Other documents as may be deemed appropriate.

F. ESTIMATED TIME:

It is expected that groups will take 60 minutes to complete the case study and 60 minutes to present their results (10 minutes per group).

G. EXPECTED RESULTS:

The work must be prepared and presented in digital format:

1. In general terms, it is expected that each group will submit in a pen drive or external USB memory a PPT presentation not to exceed 5 slides on the items requested in the exercise, within the time allotted.
2. Following the presentation by the group, the participants of the workshop will have an open discussion to provide feedback.