



State Safety Programme (SSP) Workshop

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

PHASE 4 – CASE STUDY N° 06

Voluntary/confidential safety reporting system

A. OBJECTIVES:

That each working group develop a voluntary/confidential safety reporting system.

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° 6: DEVELOPMENT OF A VOLUNTARY/CONFIDENTIAL SAFETY REPORTING SYSTEM

Based on the following documents, develop the State voluntary/confidential safety reporting system:

- ✓ Primary aviation legislation or subsidiary legislation or other formal State documents
- ✓ Annex 19
- ✓ Doc 9859, Third edition - SMM, Appendix 2 to Chapter 4
- ✓ Gap analysis
- ✓ 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.

Using the documents mentioned in Section C, develop the State voluntary/confidential safety reporting system.

E. REFERENCE MATERIAL

- ✓ Primary aviation legislation or subsidiary legislation or other formal State documents
- ✓ Annex 19
- ✓ Doc 9859, Third edition - SMM, Appendix 2 to Chapter 4
- ✓ Gap analysis
- ✓ 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.