

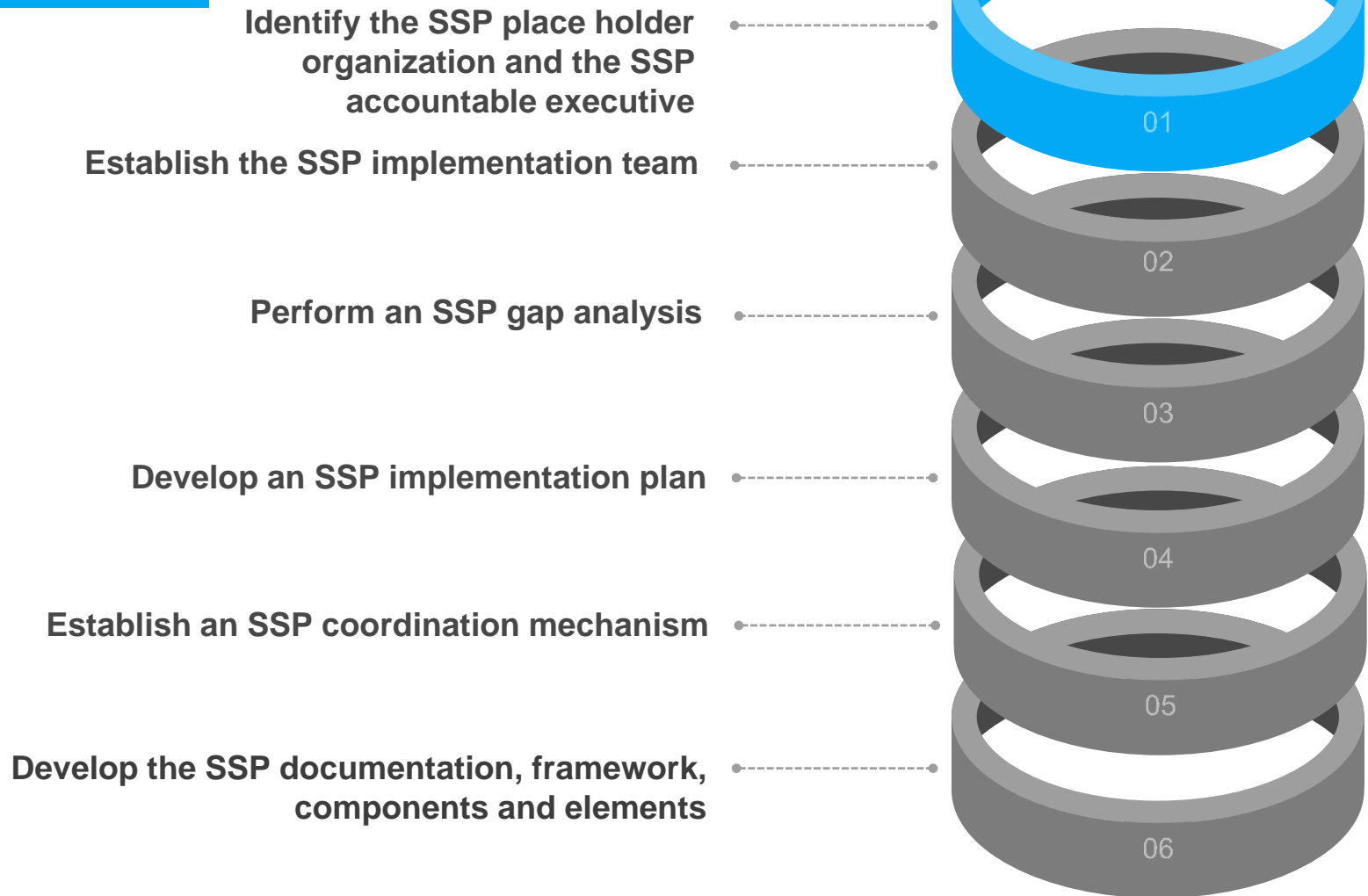
# SSP Implementation

## Phase 1



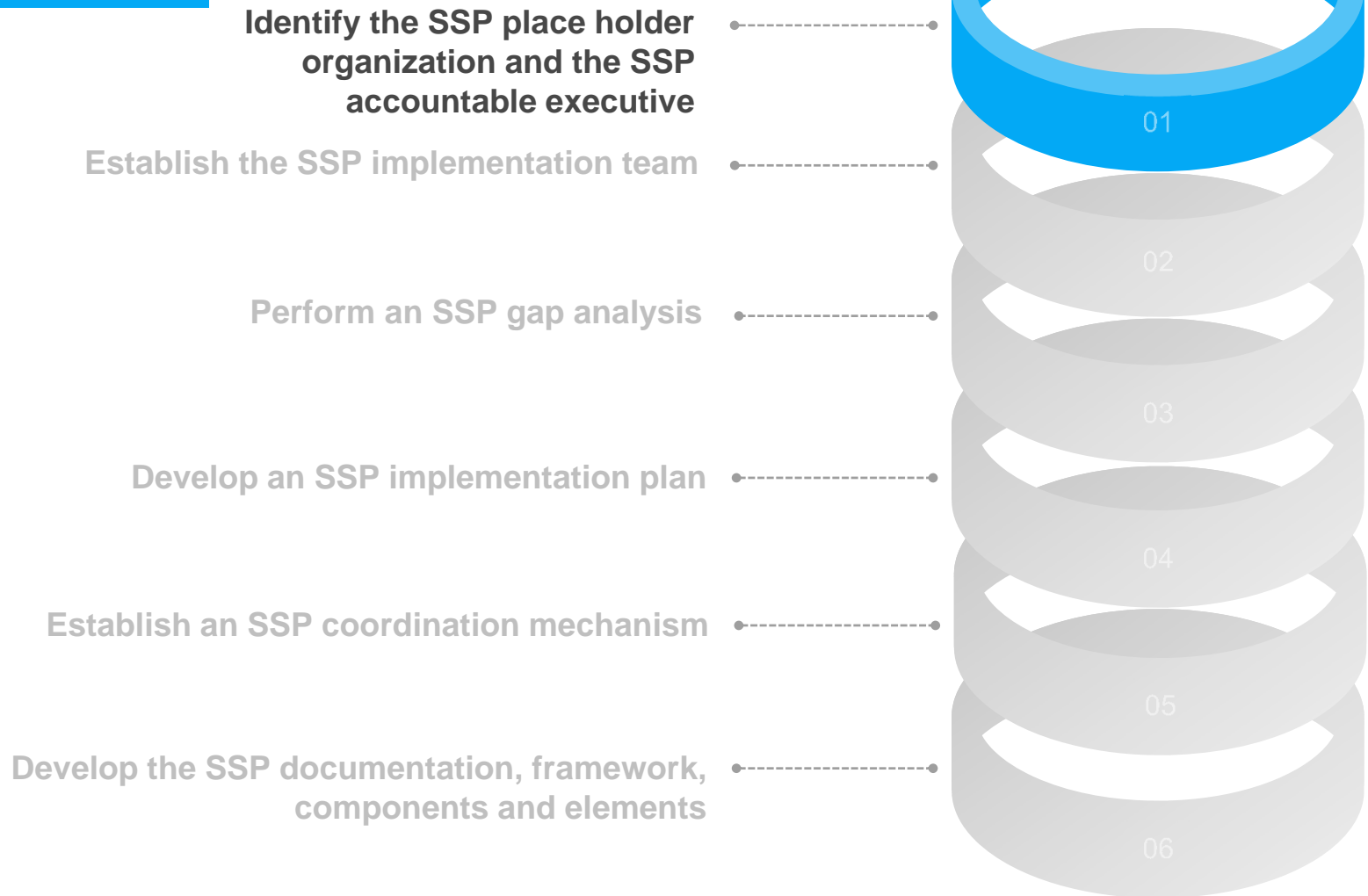
# Phase 1

## Item 1.2 (i)



# Phase 1

## Item 1.2 (i)



**PQ LEG  
1.016**

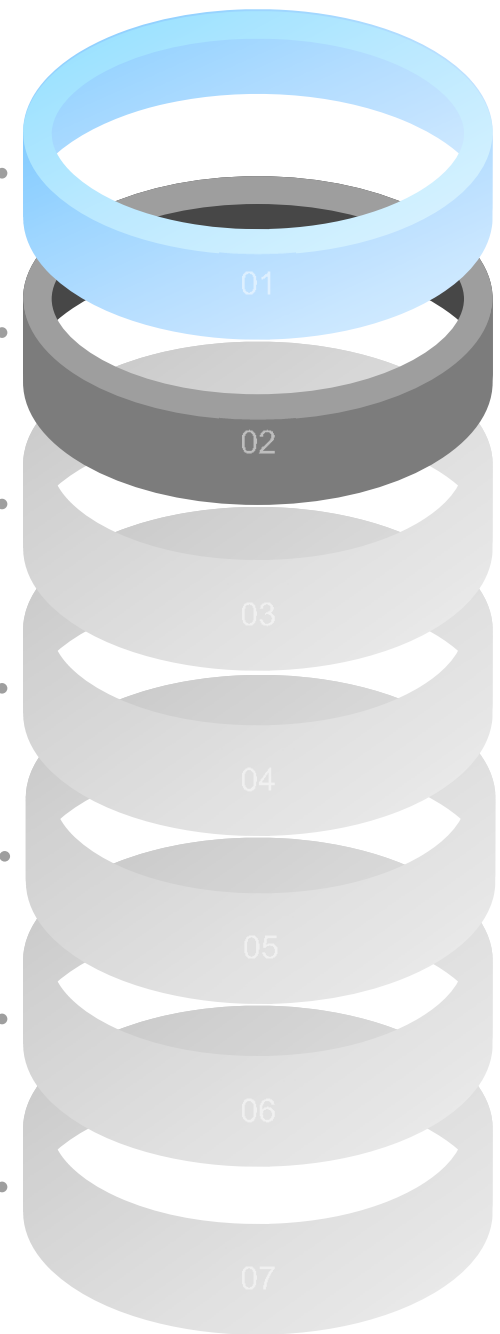
## Accountable executive's authorities and responsibilities

PQ Num.	Protocol question	Guidance for reviewing evidence	ICAO reference	CE
1 .016	Does the State safety programme (SSP) accountable executive have the required authority and accountability/functional responsibilities to manage and coordinate SSP implementation and operation?	<p>Verify that, as a minimum, the accountable executive <b>has been delegated</b>:</p> <ol style="list-style-type: none"> <li>1. authority and accountability, on behalf of the State, for the implementation and maintenance of the SSP across its aviation system, with the exception of the <b>State's accident investigation organization</b>;</li> <li>2. authority on human resources issues related to the SSP place holder organization;</li> <li>3. authority on major financial issues related to the SSP place holder organization;</li> <li>4. authority on service provider certification and safety oversight by the SSP place holder organization; and</li> <li>5. responsibility for the coordination of all SSP-related issues of the State.</li> </ol>	GM A19 Att. A, 1.2 Doc 9859 4.4.3 a)	CE-1

# Phase 1

## Item 1.2 (i)

- Identify the SSP place holder organization and the SSP accountable executive
- Establish the SSP implementation team**
- Perform an SSP gap analysis
- Develop an SSP implementation plan
- Establish an SSP coordination mechanism
- Develop the SSP documentation, framework, components and elements
- Identify the SSP place holder organization and the SSP accountable executive



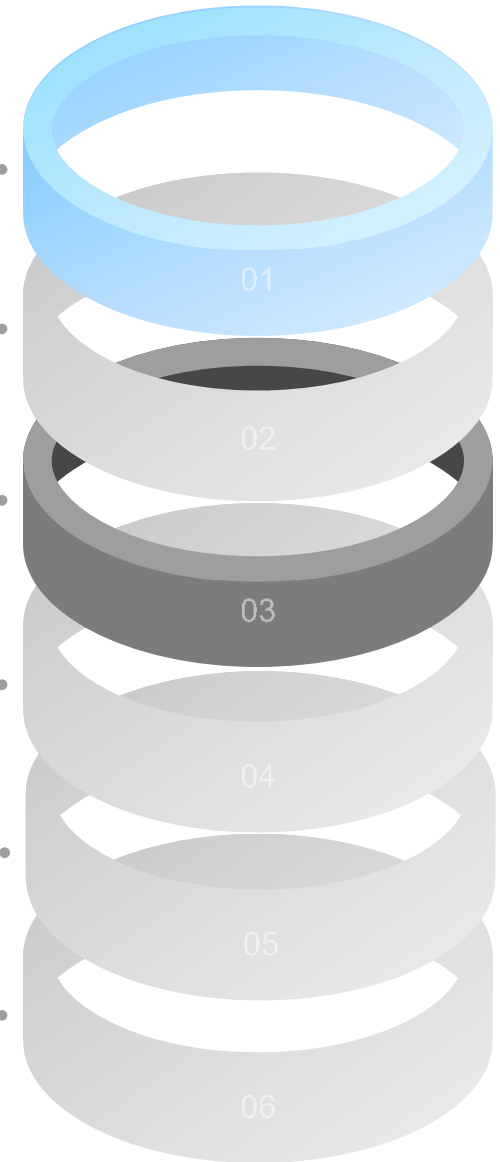


*SSP implementation team*

# Phase 1

## Item 1.2 (i)

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# Gap analysis

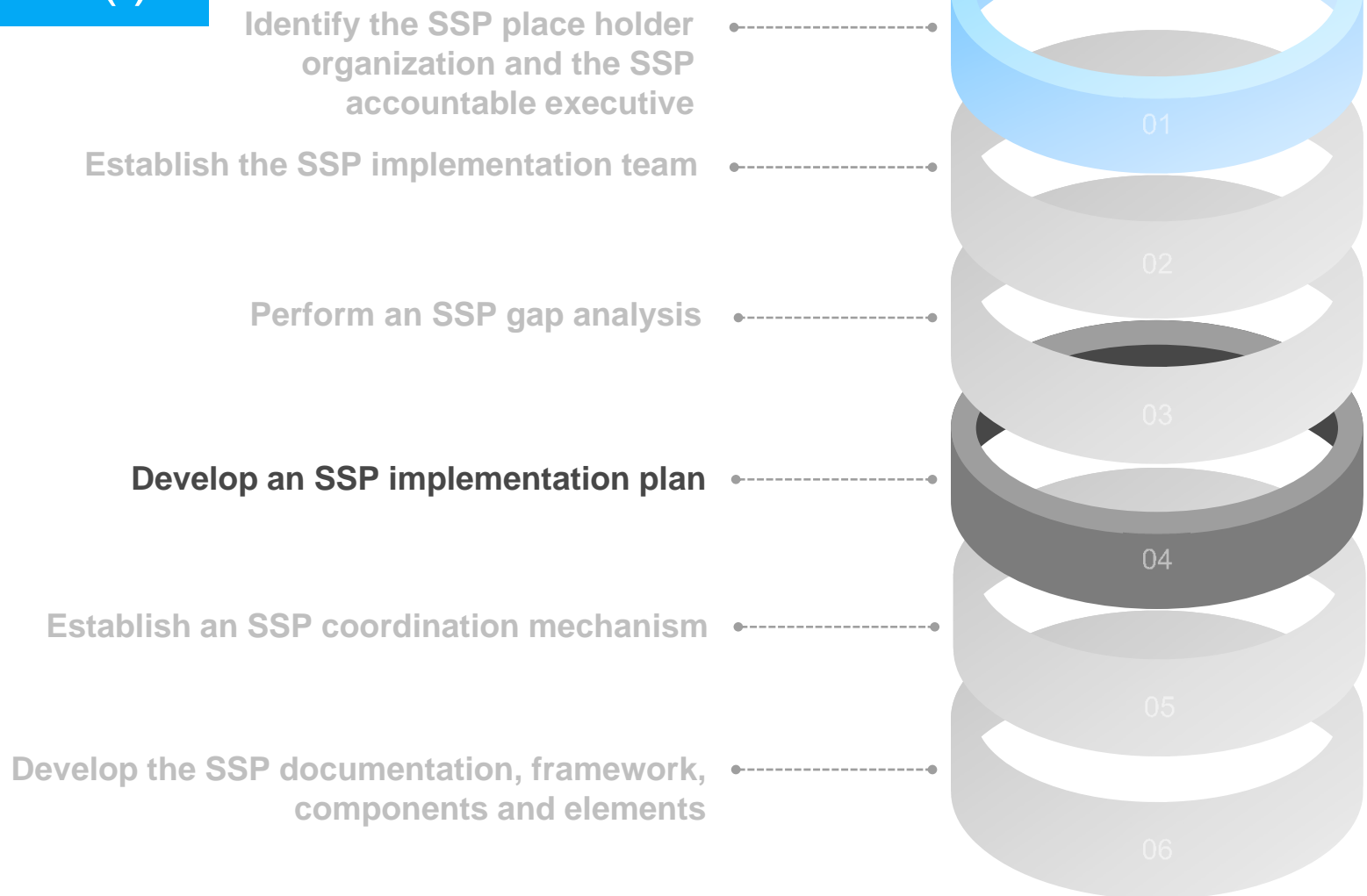
## Doc 9859 – Appendix 7, Chapter 4

Table 4-A7-1. Gap analysis checklist

No.	Aspect to be analysed or question to be answered	Answer	Status of implementation
<b>Component 1 — STATE SAFETY POLICIES AND OBJECTIVES</b>			
<b>Element 1.1 — State safety legislative framework</b>			
1.1-1	Has [State] promulgated a national safety legislative framework and specific regulations that define the management of safety in the State? [4.2.1, Element 1.1; 4.3.2; 4.4.4]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	
1.1-2	Are the legislative framework and specific regulations periodically reviewed to ensure that they remain relevant to the State? [4.2.1, Element 1.1; 4.4.4 b)]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	
<b>Element 1.2 — State safety responsibilities and accountabilities</b>			
1.2-1	Has [State] identified an SSP placeholder organization and an accountable executive for the implementation and coordination of the SSP? [4.2.1, Element 1.2; 4.4.3 a)]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	
1.2-2	Has [State] established an SSP implementation team? [4.2.1, Element 1.2; 4.4.3 b)]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	

# Phase 1

## Item 1.2 (i)



# Implementation plan

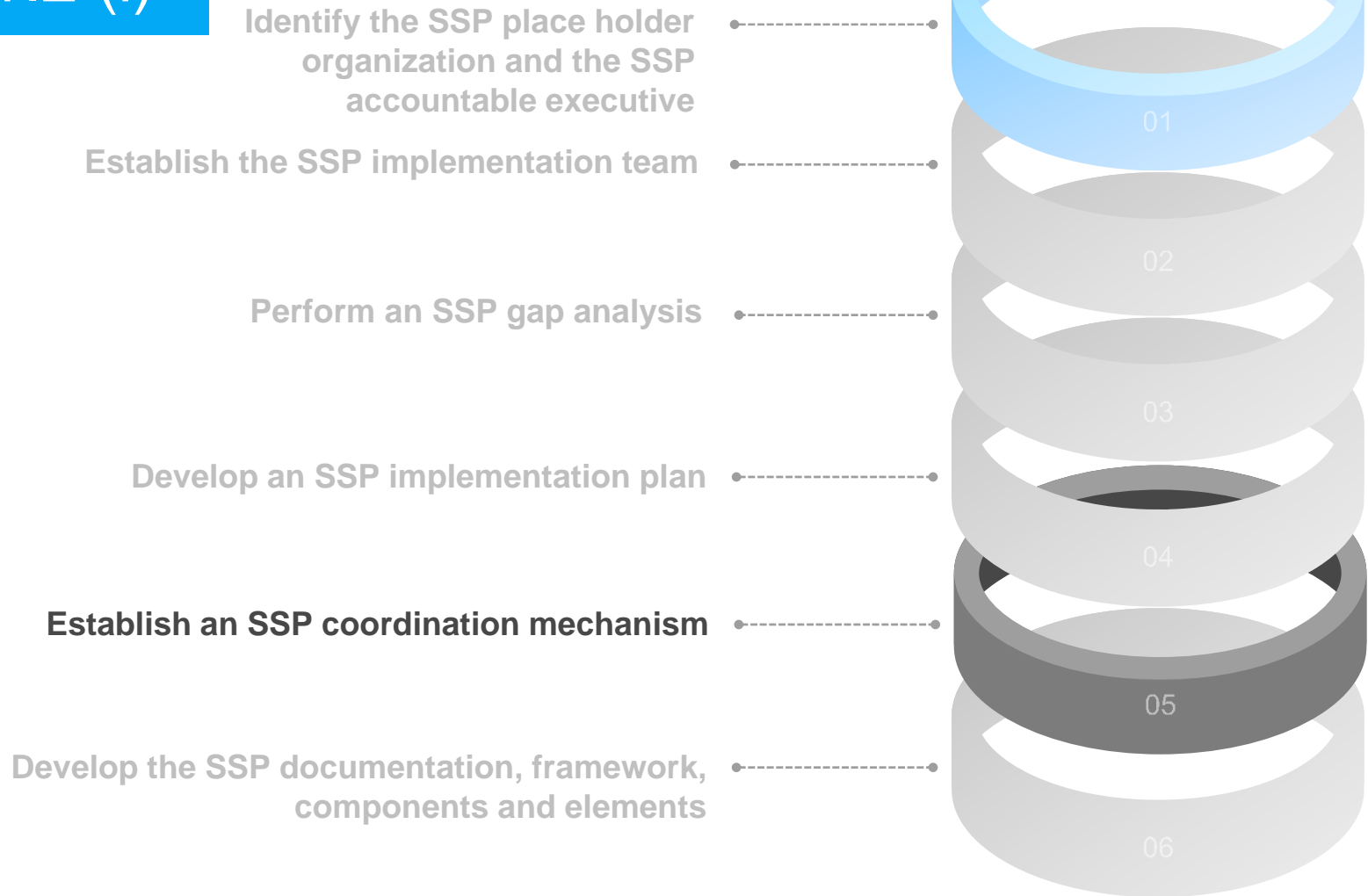
## Doc 9859 – Appendix 7, Chapter 4

**Table 4-A7-2. Example gap analysis and implementation task identification plan**

<i>GAQ reference</i>	<i>Gap analysis question</i>	<i>Answer (Yes/No/Partial)</i>	<i>Description of gap</i>	<i>Action/task required to fill gap</i>	<i>Assigned task group/person</i>	<i>SSP document reference</i>	<i>Action/task status (open/WIP/closed)</i>
1.1-1	Has [State] promulgated a national safety legislative framework and specific regulations that define the management of safety in the State?	Partial	There is no clear definition or assignment of safety management roles within the existing regulatory organizations.	Task #1 — Legal department to review legislative framework	Task Group A	Chapter 2, Section 1	WIP
1.1-2	Are the legislative framework and specific regulations periodically reviewed to ensure that they remain relevant to the State?	Partial	Ad hoc or piecemeal review only. No SOP for periodic review process.	Task #3 — Develop SOP for the periodic review of all operating regulations	Task Group B	Chapter 2, Section 3	Open
etc.							

# Phase 1

## Item 1.2 (i)



**PQ ORG  
2.305**

**SSP coordination mechanism or platform  
(board or committee)**

PQ Num.	Protocol question	Guidance for reviewing evidence	ICAO reference	CE
2 .305	Does the State have a <u>mechanism or platform for coordinating SSP implementation</u> and the continuous monitoring activities that involves the relevant State regulatory and administrative organizations?	1) Verify the involvement of <u>all relevant State regulatory and administrative organizations</u> in the coordination mechanism or platform, such as a board or committee.  1) Verify the involvement of the top management of the various organizations, with the <u>SSP accountable executive as the coordinator.</u>	GM A 19 Att. A, 1.2 Doc 9859 4.4.3 e)	<b>CE-3</b>

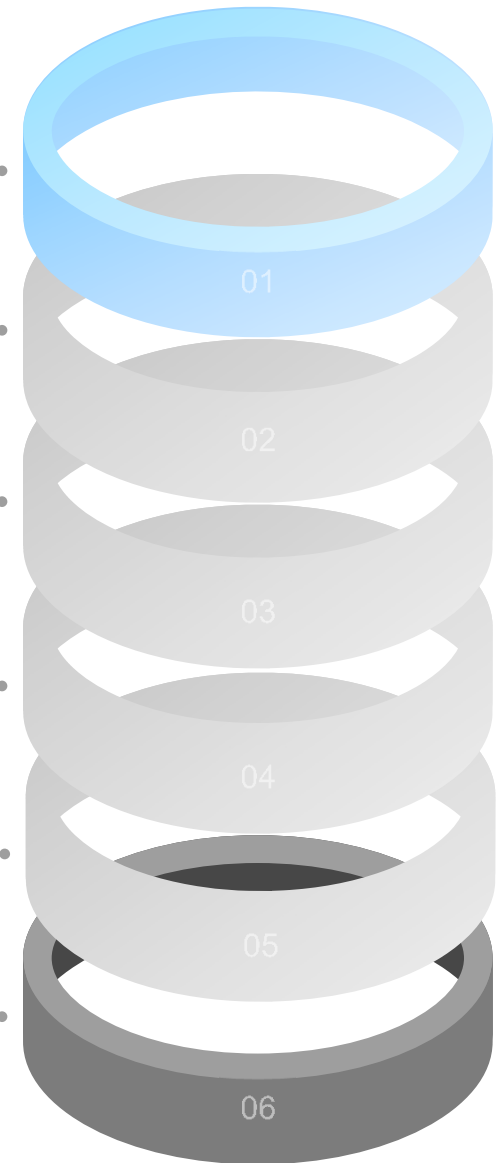


*SSP coordination committee*

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**PQ LEG  
1.020**

**State SSP Document**

PQ Num.	Protocol question	Guidance for reviewing evidence	ICAO reference	CE
1 .020	Has the SSP accountable executive completed and approved the <u>State SSP document</u> describing the SSP framework components and elements?	Verify that the <u>SSP document</u> : 1) describes the SSP framework components and elements; 2) has been completed; and 3) has been approved by the SSP accountable executive.	GM A19 Att. A, 1.2 Doc 9859 4.4.3 f), App. 8 to Ch 4	CE-1

**PQ LEG  
1.022**

**SSP Document**

PQ Num.	Protocol question	Guidance for reviewing evidence	ICAO reference	CE
1 .022	Has the <b>SSP document</b> been communicated or made accessible to all stakeholders?	Verify if the <b><u>SSP document</u></b> is available to all stakeholders.	GM A19 Att. A, 1.2 Doc 9859 4.4.3 f)	<b>CE-2</b>

**PQ ORG**  
**2.307**

**SSP documentation system (library, cabinet, folder)**

PQ Num.	Protocol question	Guidance for reviewing evidence	ICAO reference	CE
2.307	Has the State established an <u>SSP documentation system</u> that includes a <u>high-level SSP document</u> that defines and describes the SSP, together with other SSP records, forms and SOPs related to SSP implementation and operation?	<ol style="list-style-type: none"> <li>1) Review the <b>SSP document</b>.</li> <li>2) Review the <b>SSP documentation system</b>.</li> <li>3) Verify that the documentation system ensures the maintenance of records and the appropriate storage, archiving, protection and retrieval of all documents relating to SSP activities.</li> </ol>	GM A19 Att. A, 1.2 Doc 9859 4.2.10; and 4.4.3 f)	<b>CE-5</b>

A high-angle photograph of a business meeting. Five people are gathered around a table, looking at documents and talking. The image is overlaid with a semi-transparent blue filter. The text "Phase 1" is centered in white. 

# Phase 1





**Thank you**

for your time and attention