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**Agenda Item 2: SAT SOG ToRs implementation**

**d) Deliverable guidelines for a SAT Safety Report**

**Proposal for deliverable guidelines for a SAT Annual Safety Report**

(Prepared by SAT SOG)

<p style="text-align: center;"><b>SUMMARY</b></p> <p>This paper presents the importance of establishing deliverable guidelines for an SAT Annual Safety Report.</p>
<p style="text-align: center;"><b>REFERENCES</b></p> <ul style="list-style-type: none"><li>• SAT-24 meeting</li><li>• ACM 2 meeting</li><li>• ACM-s meeting</li></ul>



**1. Background**

1.1 Safety in aviation is of utmost importance and the SAT region must ensure that it aligns with the Global Aviation Safety Plan (GASP) goals. A comprehensive safety policy must be developed and maintained to achieve it, along with appropriate safety monitoring methods and analysis.

1.2 This paper presents the importance of establishing an annual safety report for the SAT Region following the SAT Safety Policy, safety monitoring methods, and analysis to recommend improvements to SAT's processes.

1.3 Concerning ensuring the availability and correct categorization of reported occurrences, the SAT-SOG will collect data and process Safety Key Performance Indicators (KPIs) for trend monitoring. When appropriate, propose KPIs revision for approval by the SAT-SG.

1.4 The provision of statistical data and monitoring advice related to the safety assessment of occurrences, the SAT SOG will:

- a) Share data on safety-related occurrences in the SAT Region, such as Area Safety Reports (ASRs), Unit Control Reports (UCRs), or incident reports as appropriate, as well as the associated analysis report with SAT Air Navigation Service Providers (ANSPs), States, and Airspace Users for lessons learned and promotion of mitigations; and notify SAT-SG of all the missing safety-related occurrence reports observed by the RMAs and mitigation action proposals.

- b) Develop and submit to the approval of the SAT-SG the SAT Annual Safety Report in which the safety performance for the SAT Region, the safety priorities and targets consistent with the Global Aviation Safety Plan, and the SAT Safety Policy is consolidated.

## **2. Analysis**

2.1 The SAT SOG groups, jointly with the RMAs, will aim to align with the following established principles:

- a) Safety Policy;
- b) Safety Management System (SMS);
- c) Safety Performance Monitoring;
- d) Safety Reporting and Analysis; and
- e) Safety Report Culture.

2.2 Based on insights from the NAT SPG report and actions outlined in the SAT SOG Terms of Reference (ToR), we believe the following items should be included in the development of the SAT group's annual safety report:

- a) **Report Objectives:** The report should highlight the key safety issues found in the SAT region, including high-risk areas and relevant incidents. It should also provide information on addressing these issues and reducing safety risks.
- b) **Report Structure:** The report should follow a clear and concise structure, including an introduction, executive summary, risk analysis (such as the identification of hazards, assessment of risks, and prioritization of risk mitigation measures), safety incidents, actions to address safety issues, and conclusion.
- c) **Metrics and Indicators:** The report should include relevant metrics and indicators to measure safety performance in the SAT region. It may include data such as the number of safety incidents, frequency of risk assessments, and effectiveness of risk mitigation measures.
- d) **Safety Performance Goals and Targets:** Setting measurable targets and goals can help ensure progress towards improving safety in the region.
- e) **Recommendations:** The report should include recommendations for improving safety in the SAT region based on risk analyses and information provided in the report. These recommendations should be specific and actionable, with defined timelines for implementation.
- f) **Review and Follow-up:** The report should be reviewed and updated annually based on the latest information. It should also include a follow-up plan to monitor the implementation of recommendations and evaluate the effectiveness of implemented risk mitigation measures.

2.3 These guidelines can help establish an effective annual safety report for the SAT group, focusing on identifying and mitigating regional safety risks.

2.4 Establishing a comprehensive safety report and policy is crucial for ensuring the safety of airspace users in the SAT region. By conducting a feasibility study and establishing deliverable guidelines for the annual safety report, SAT can ensure that safety is a top priority and that the necessary steps are taken to identify and mitigate safety risks in the region.

2.5 That being said, creating an Ad-Hoc group to conduct a feasibility study is necessary to determine which KPIs and deliverable guidelines would be viable for the SAT group. The study must provide information on how the SAT-SOG will conduct the data collection, process safety KPIs and how the SAT Annual Safety Report will be shared with relevant regional stakeholders.

2.6 To conduct this study SAT SOG proposes the creation of an Ad-Hoc with subject matters from the RMAS, NAT SOG, NAT CMA and aviation industry groups and associations such as IATA. The group will determine how the study will be carried out and what criteria will be used to determine which KPIs are viable for the SAT group.

2.7 It is vital to remember that safety in the aviation sector is a collaborative effort between various stakeholders, such as ANSPs, states, and airspace users. Therefore, involving these stakeholders in developing and working together to implement the plan successfully may be helpful.

### **3. Action by the meeting**

3.1 The meeting is invited to:

- a) take into account the information presented in this paper;
- b) approve the feasibility study to establish deliverable guidelines and KPIs for the SAT's Annual Safety Report;
- c) approve the creation of Ad-Hoc and designate subject matters to integrate it; and
- d) provide direction as deemed necessary.