



Agenda Item 3: Database and a common repository

Benchmarking proposal on the fast-track procedure for safety occurrences

(Prepared by SAT SOG)

SUMMARY

This working paper presents a proposal to create an Ad Hoc group to gather the requirements for the fast-track procedure for safety occurrences.

REFERENCES

- NAT SPG/47 SOG
- NAT SPG Handbook

1. Background

1.1 An assessment of the legislation of the NAT Group and the Panning and Implementation Regional Groups (PIRGs) of the SAT Region was conducted after analysing the SAT Group Terms of Reference.

1.2 During this assessment, we noticed that NAT applies a fast-track methodology to advance safety occurrences between formal meetings: a decision-making procedure that does not require a meeting of all participants.

1.3 This methodology's application to SAT SOG is of great value. Given that the Region has 3 RMAs from 2 different PIRGs, we might expect some challenges. As a result of these particularities, it would be helpful to analyse the fast-track methodology and determine its requirements, needs and risks to assess the feasibility of applying this procedure in the SAT SOG Region.

1.4 The first step in this process would be to gather the requirements to determine the procedure's scope. The Guide to the Project Management Body of Knowledge (PMBOK® Guide) proposes techniques such as interviews, questionnaires and surveys, observations, document analysis, prototyping and benchmarking. Among those listed, the last one – benchmarking – was considered by SAT SOG as the most suitable technique for gathering the requirements of the fast-track procedure.

2. Analysis

2.1 To be effectively achieved, the benchmarking technique must be structured in stages, demanding constant control from planning to implementation.

2.2 During the benchmarking phases, the premises will be identified, and the objective and purpose of the benchmark will be established to define its limits and the object of analysis for the technique's execution.

2.3 It will also be necessary to determine the type of benchmarking, the person responsible for its execution, and how the collection and organisation of data will be carried out to conduct the data analysis before defining the performance objectives.

2.4 The activities listed will allow SAT SOG to prepare requirements gathering to develop a feasibility study on applying the fast-track procedure for safety occurrences to be submitted to SAT-SOG for analysis.

2.5 Given the similarity of the groups' activities and the need for harmonisation between the Regions, SAT SOG proposed a benchmark against the NAT group conducted by an Ad Hoc working group formed by representatives from each RMA in the SAT Region, NAT Group, and a member of SAT SOG.

3. **Action by the meeting**

3.1 The meeting is invited to:

- a) consider the information presented;
- b) approve the creation of the Ad Hoc group; and
- c) provide direction as deemed necessary.

END