ICAO USOAP CMA ONLINE FRAMEWORK

USER MANUAL

- SAAQ & STATE PROFILE MODULE -

International Civil Aviation Organization

7 September 2012

OVERVIEW

The State Aviation Activity Questionnaire (SAAQ) addresses the evolving needs of the ICAO Universal Safety Oversight Audit Programme with the transition to a continuous monitoring approach. It is to be noted that a similar questionnaire was forwarded to States in 2005 relating to the comprehensive systems approach of the ICAO USOAP. In accordance with the latest Memorandum of Understanding related to the CMA signed by Member States and ICAO, Member States are required to update the SAAQ on a periodic basis. Please be advised the questions in the SAAQ will be updated on a continuous basis, an up-to-date PDF copy of these questions may be obtained from the CMA Library Module on the CMA Online Framework

If unable to complete the forms online, States will be provided with an alternative means that will allow the information to be uploaded into the CMA online system. [This is not available at present, but will be in the future]

The SAAQ Module provides ICAO, National Continuous Monitoring Coordinator (NCMC(s)) and individual users with the functionalities to complete and update the SAAQ information on the CMA online framework (www.icao.int/usoap).

FUNCTIONALITIES OF SAAQ

| Individual users and NCMC(s) will be able to:	• Complete the State Profile Page for SAAQ • Complete and update the Eight (8) parts of the SAAQ information. Each section can be submitted individually without the other sections having been yet completed.

ICAO will grant user account(s) to NCMC(s) who have been officially selected by their State and notified to ICAO's Continuous Monitoring Section. The NCMC(s) will then be able to manage user accounts for their State including the issuing of additional user accounts and deactivating of invalid user accounts.

ICAO Issues accounts to NCMC(s)	→	**NCMCs** Manages user access for his/her State	→	**Users** Manage their own user profile information

If you are an NCMC and want to have access to the online framework, please contact ICAO by email to sast@icao.int. If you are not an NCMC and want to have access to the online framework, please contact the official NCMC for your State.

ACCESSING THE MODULE

1. Log on to www.icao.int/usoap using your ID and password, Which will bring you to the next screen
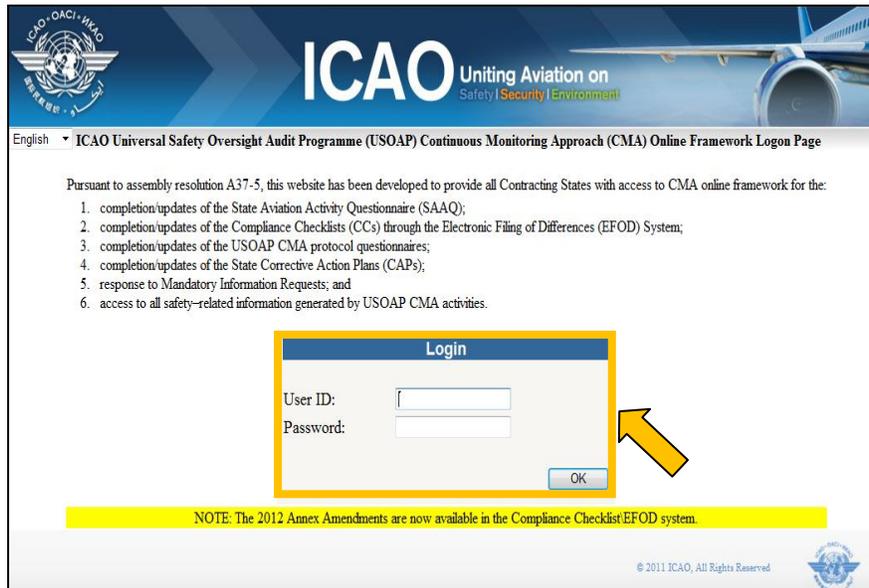
2. Click "Manage SAAQ" icon.

Note : The icon 'Manage State Profile' on the previous State Options page is the exact same State Profile that is found on the list of sections on the SAAQ page as " Part 0 – State Profile", this information may be updated in either Module.

HOW TO NAVIGATE

1. First select your *Language* of choice from the Language pull-down menu on the top left-hand side of the screen.

2. Please note the *Log Out* link which will log you completely out of the CMA Online Framework and bring you back to the first USOAP/CMA log in Screen.

3. Selecting the *Home* page link will also log you out of the SAAQ module, but will return you back to the State Options main screen.

4. The blue menu-list found on the left side of the page gives you access to all 8 Parts of the SAAQ. Just click on the Part you wish to access and it will bring you to the first page of that section.

5. Click on the Introduction Part heading on the left side menu-list and this will bring you to the first page of the Introduction section.

6. Please note that each section may have a number of pages which may be navigated by the **pull down list** on the right side.

7. If you look closely at your screen you will see a very small arrow button. This button when clicked will expand the questions screen to take up the whole screen and the blue menu-list will disappear. To make the screen small again and return the blue menu-list to the left hand side, just click on this small arrow button again.
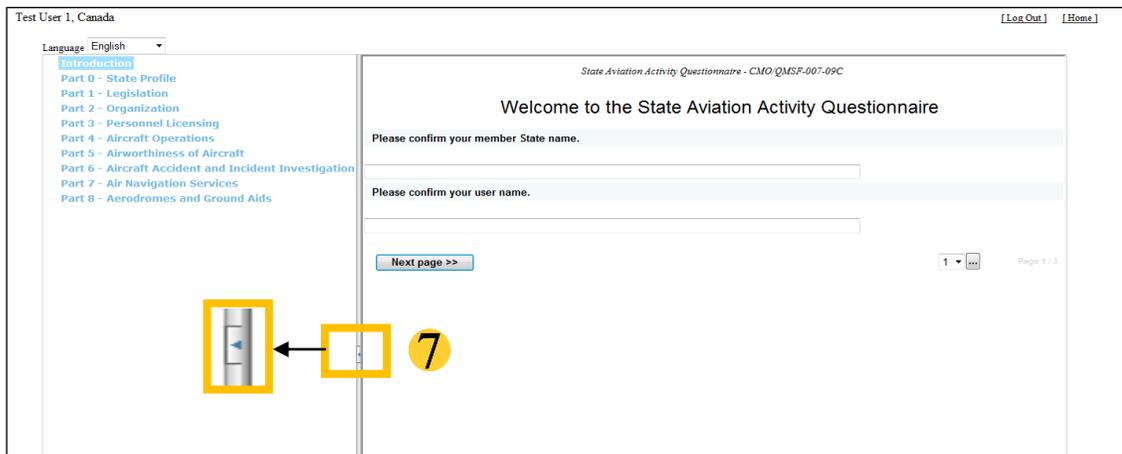
8. You may also go to the next page in a section by clicking the "**Next Page**" button, or go backwards by selecting "**Previous Page**" button, that appears when there is a previous page. Each section may contain multiple pages, so please be sure to complete all pages in a section.

9. In the SAAQ you will find questions which require and answer be provided and will not allow you to advance to the next question until that required question is responded to. A red bar will appear above the question(s) informing the user that the field(s) is required.
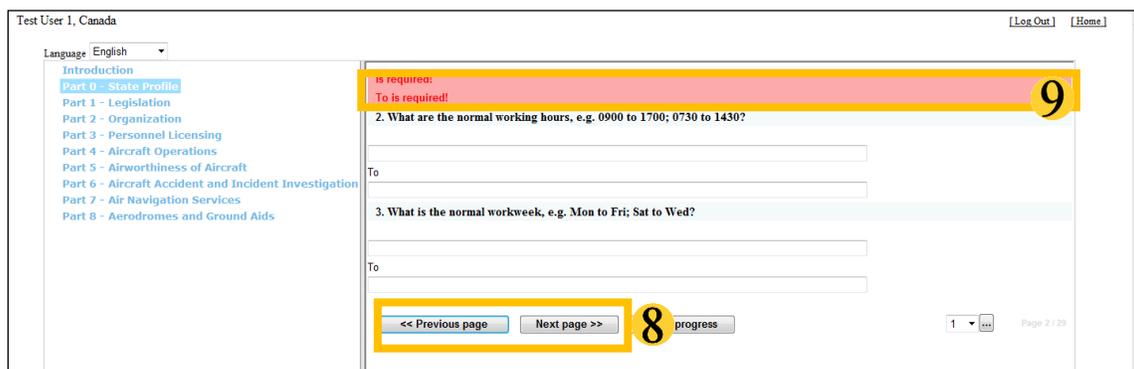
HOW TO COMPLETE AND SUBMIT ANSWERS

1. First select a Part from the list on the left that you wish to prepare. one section and Complete each question by either typing your answers, choosing one or more selections from the multiple options, or by attaching documents as required.

2. Click "Save Progress" button before moving to the next page.

Note : The "Save Progress" button is designed to allow users to save their entries temporarily on their individual computer. Therefore, your entries will not be saved in the database nor shown to others who access through a different computer.

3. Move to the last page of the section and Click the "Submit Form"

Note: It is not necessary that all sections be completed all at one time. Users may submit one section and Log back in later and complete other sections

HOW TO VIEW AND UPDATE ANSWERS TO SAAQ

1. Select a Part that you want to view and update the submitted information and note that the page will appear slightly different than before.

2. Click on the answer they wish to modify and type over the previous response.

3. Move to the bottom of the screen and Click the "**Update Answers**". This will replace your previous response with the updated information.

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