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المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-N1-8.7.4; NT-NS2-21 — **E.OSG - NACC64195**

16 December 2016

To: States, Territories and International Organizations

Subject: **Invitation to nominate Safety Management Officers to participate in the new ICAO Safety Management Training Programme (SMTP)**
Academia Superior de Ciencias Aeronáuticas (ASCA), Santo Domingo, Dominican Republic, 6 to 10 February 2017

Action

Required: **Register Participants by 1 February 2017**

Sir/Madam,

I make allusion to my letters Ref. NT-N1-8.7.4; NT-NS2-21 — **E.OSG - NACC62455**, dated 29 August 2016, and NT-N1-8.7.4; NT-NS2-21 — **E.OSG - NACC63560**, dated 27 October 2016, both related to the International Civil Aviation Organization's (ICAO) Safety Management Training Programme (SMTP). To this end, kindly note that this training event will be held at the *Academia Superior de Ciencias Aeronáuticas* (ASCA) in Santo Domingo, Dominican Republic from 6 to 10 February 2017.

This blended online and classroom training, delivered in **English**, provides the necessary knowledge and skills to Member States' regulatory personnel and aviation service providers' staff involved in the planning, development, and implementation of a State Safety Programme (SSP) and Safety Management Systems (SMS).

Part 1 of the SMTP, entitled Online Safety Management Course, consists of an E-Learning course of approximately 30 hours, which provides the theoretical principles related to the implementation of ICAO Standards and Recommended Practices (SARPs) and fundamental concepts of SMS and SSP. Upon completion of this training, participants will understand the fundamental concepts and principles of aviation safety management and contribute to the development of SSP/SMS implementation plans, based on the frameworks provided in ICAO safety management SARPs and guidance material. The online course may be taken as stand-alone training or along with Part 2 of the SMTP for those directly involved in the implementation or oversight of an SMS.

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Part 2 of the SMTP, for which successful completion of Part 1 is a pre-requisite, entitled Safety Management for Practitioners, is a five-day classroom course, which provides SMS and SSP staff with a comprehensive review of operational safety management processes. IT tools are used in practical exercises to demonstrate how the efficiency and effectiveness of safety management activities can be enhanced. In order to benefit from this course, operational experience in one of the following service providers is highly recommended: air operators, approved maintenance organizations, aerodrome operators, and air traffic service providers. Upon completion of this course, participants will be able to:

- a) identify hazards following a systematic and consistent approach;
- b) mitigate safety risk following a systematic and consistent approach;
- c) manage change in a safe manner;
- d) assess safety reports through a safety screening and an internal investigation;
- e) prepare a safety audit/survey for assessing performance of the process; and
- f) design a safety performance monitoring scheme.

Part 2 of the SMTP, delivered in a classroom format, will be hosted by ASCA in Santo Domingo, Dominican Republic from 6 to 10 February 2017, and is open to all interested candidates who have successfully completed the online Part 1.

The cost of this training session is US \$ 1700 (which includes fees for the Online and Classroom Course portions). To register for the training session, please fill out the online application at: <https://www4.icao.int/tpems/ParticipantApplication/Index/951> **no later than 1 February 2017**.

Please note that participants are responsible for their own travel arrangements, including hotel reservations, as well as travel and medical insurance. Before leaving their country of origin, all participants must ensure their travel documentation to and from the Dominican Republic is valid. Participants who require an entry visa to Dominican Republic must obtain it from their nearest consulate or embassy prior to departure.

For additional information or clarification, please contact Ms. Nathalie Herasme at NHerasme@asca.edu.do, focal point at ASCA, or Ms. Sara Soliman at ssoliman@icao.int, focal point at the ICAO Global Aviation Training (GAT) Office and copy Mr. Eduardo Chacin, Regional Officer, Flight Safety at nacc-fs@icao.int and Ms. Claudia López, Technical Cooperation Associate at clopez@icao.int.

Accept, Sir/Madam, the assurances of my highest consideration.



for
Melvin Cintron
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office