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WORKING PAPER

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Coordinators
(NCMC/5)**

Mexico City, Mexico, 15 – 16 November 2022

Agenda Item 3: General Universal Safety Oversight Audit Programme (USOAP) Updates

**iPACK – PREPARATION FOR THE ICAO UNIVERSAL SAFETY OVERSIGHT AUDIT PROGRAMME (USOAP)
CONTINUOUS MONITORING APPROACH (CMA) ACTIVITIES - BELIZE**

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This working paper presents the detail of the contents of the iPack of the USOAP-CMA addressed to Belize, which was developed in order to help and provide guidelines for States to understand the preparation of the activities for a USOAP audit and especially concerning information provision using the On-Line Framework (OLF) of the safety oversight audit. With it, the technical experts of Belize will benefit by obtaining enough knowledge and preparation, which will enable them to address satisfactorily the audit to be held in 2023.

Action:	Under Section 3.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Strategic Objective 1 – Safety
<i>References:</i>	<ul style="list-style-type: none">• https://www.icao.int/secretariat/TechnicalCooperation/Pages/USOAP-CMA-activities.aspx

1. Introduction

1.1 The USOAP-CMA iPack is a tool that has expanded the knowledge of experts in each one of the fields within the Civil Aviation Authority of Belize, covering subjects such as what is USOAP-CMA audit, the correct manner of replying each one of the Protocol Questions (PQ) of the eight audited areas. This iPack also provides important information for the National Continuous Monitoring Coordinators (NCMCs) who will obtain skills and attitudes allowing to guide the team when addressing the next audit to be held in November 2023.

1.2 The provided information covers important subjects such as understanding when ICAO finds a Significant Safety Concern (SSC) and the role to follow by the State in those situations during the USOAP-CMA audit. The i-pack has guidance material, including the ICAO Annexes, Documents, Circulars, and standardized on-line training based on competencies. The iPack expert assigned to Belize is very knowledgeable on the matter and has resolved the concerns and questions of experts on different

subjects provided to date. According to the iPack programme, the assistance to the experts is provided through fifteen days of direct support to the experts of the State during a three-month period.

2. iPack – Preparation for the ICAO USOAP CMA Activities

2.1 Description

2.1.2 This Implementation Package (iPack) is a self-contained package aimed to assist and guide States in certain aspects of their preparation for USOAP CMA activities, particularly in providing pre-audit information to ICAO using USOAP CMA OLF.

2.1.2 It includes relevant documentation, tools and courses to coach and guide civil aviation experts from States in their preparation for an ICAO USOAP activity. A dedicated subject matter expert (SME) will work remotely with the civil aviation experts, coaching and guiding their implementation efforts to achieve the objectives of this iPack. The level of progress made against each iPack objective depends on the availability of State's resources to perform the work.

2.2 Goal

2.2.1 The goal of this iPack is to assist and guide civil aviation experts from States, including NCMCs, and from recognized international organizations in their preparation for an ICAO USOAP activity, for example USOAP audit or ICAO Coordinated Validation Mission (ICVM).

Bearing in mind that safety oversight is the sole responsibility of each Member State, this iPack has been developed and is delivered only as guidance material to assist States. Therefore, ICAO does not accept any responsibility for user States' compliance with the relevant Standards and Recommended Practices (SARPs), nor for the related results of any ICAO USOAP activity.

2.3 Objectives

2.3.1 After having successfully deployed this iPack, States, and in particular NCMCs, will be better equipped to meet the objectives of this iPack, which are to:

- a) update State safety experts' knowledge of USOAP CMA, auditing techniques and the critical elements of an effective State safety oversight system;
- b) effectively fulfil the State's role and responsibilities in assisting with ICAO USOAP activities;

- c) accurately conduct self-assessment exercises and provide relevant evidence in preparation for an USOAP activity. As applicable, develop and update viable Corrective Action Plans (CAPs) that effectively address audit findings;
- d) make effective use of ICAO safety audit and reporting tools, for example OLF, for submitting the required information, and review, monitor and benchmark safety system performance against that of other Member States; and
- e) recognize and relate essential PQs content in specific audit areas such as Primary aviation legislation (LEG)/Civil Aviation Organization (ORG), Personnel Licensing and Training (PEL), Aircraft Operations (OPS), Airworthiness (AIR), Accident Investigation and Prevention (AIG), Air Navigation Services (ANS) and Aerodromes and Ground Aids (AGA) to the associated ICAO documents and regulations in order to increase the level of Effective Implementation (EI).

2.4 Target Audience

2.4.1 The target audience of this iPack comprises aviation experts from States, including NCMCs, and from recognized international organizations that are involved in ICAO USOAP activities.

2.5 Components

Expertise :

- A dedicated USOAP SME for an expected duration of 15 workdays over a period of three months, providing remote technical assistance to achieve the objectives of the iPack.

Training:

- USOAP CMA Computer-based Training (CBT) - 12 participants for a duration of 40 hours

Tools:

- USOAP CMA OLF
- USOAP CMA Presentation (self-learning)

Documents:

- Guidance materials

3. Suggested Actions

3.1 The Meeting is invited to:

- a) note the information above; and
- b) if possible, implement this kind of tools in the States in order to increase the knowledge of the technical personnel, thus obtaining an increase of safety, and to allow acquiring the competencies to satisfactorily face t a USOAP or ICVM audit, and therefore, the improvement of the EI.