Second Meeting of APIRG Infrastructure and Information Management Sub Group (IIM/SG/2)
(Dakar, Senegal, 09-11 July 2018)

Agenda Item 4: Status of implementation of the AFI IIM regional projects adopted by APIRG

AIM PROJECT.1: *Assessment and development of QMS applied to AIM in AFI States*

(Presented by Secretariat in coordination with AIM Project Coordinator)

SUMMARY
This paper provides updates on the progress made in the IIMSG **AIM PROJECT.1** and indicate the challenges encountered by recommendations.
Action by the meeting is at paragraph 3:

REFERENCE(S):
- ICAO Letter reference ES AN 13 / 0-584 dated 14 August 2017
- IIM/SG/1 First Meeting Report, Decision 1/03
- APIRG/21 Report, Decision 21/11

Related ICAO Strategic Objective(s): A – *Safety,* **B** – *Air Navigation Capacity and Efficiency,*
D – *Economic Development of Air Transport, and* **E** – *Environmental Protection.*
Related ASBU KPIs & B0 Modules: B0 DATM and CCO

1. INTRODUCTION

1.1   During the APIRG Sub-Group on Infrastructure and Information Management (IIM / SG / 1) held in Nairobi, Kenya from 27 to 30 June 2017, ~~the IIMSG Communication Project 3~~ the **AIM PROJECT.1** was recommended as AIM project to assist with the **Assessment and development of QMS applied to AIM in AFI States which will consist of the following :**

   a. A3 Day Seminar for Assessment and development of QMS applied to AIM in AFI States (Nairobi, Kenya, 13-15 August 2018) back to back with a

   b. 2 Day Workshop to Support Go-Team Activities of Assessment and development of QMS applied to AIM (Nairobi, Kenya 16-17 August 2018) for the benefit of States in the AFI Region.

   c. A main Focus to assist States in the implementation process of implementing an <u>effective QMS Process that leads to certification </u> and taking note that "Effective in September 2018", ISO 2008 certificates are no longer valid and emphases will be based on Migration from QMS supported by ISO 9001:2008 to Newly set ISO Standards of QMS supported by ISO 9001:2015

1.2   All tasks are carried out by AIM experts with expertise in QMS Implementation nominated by AFI States participating in the project, i.e. ==Angola, Senegal, Gambia, Nigeria, Tanzania, Mozambique, Angola, Ghana, Uganda== **and ASECNA** led by the Project-Team Coordinator (Kenya) and under the supervision of the Project Facilitators (RO/AIM, Dakar) through the IIM SG working methodology.

1.3 The IIMSG **AIM PROJECT.1** was initiated in 2015 via e-mail and the team has managed to finalize the Survey Template for African States QMS Implementation (see APPENDIX –B to this Working Paper)

2. DISCUSSION

2.1   The IIM Sub Group project teams were allocated tasks and expected to deliver as indicated in Appendix –A to this WP.

2.2   The project teams are the foundation on the implementation of the APIRG plans and ensuring that Africa is not left behind. Its success is largely dependent on the project team member's active participation, commitment and experts in the work of the project team.

2.3   There was a lack of IIMSG **AIM PROJECT.1** team participation in the beginning of the project due to delay in finalizing project team appointments by ICAO however there's been notable project team active participation at the in 2015.

2.4   Coordination and communication is key in project management to meet the project deliverables, set the goals, be realistic on time and adjust where needed.

- The team experienced technical network connectivity challenges (via Teleconference, GoToMeeting, and Skype
- To improve on Communication and Coordination, a meeting program was developed as indicated in the attached Project Organization document.

2.5   The project dependencies are listed below with comments:

➢ There is the requirement for the participation of the Go-Teams Activities of Assessment and development of QMS applied to AIM in AFI States from **16 to 17 August** 2018, which involves a Technical visit to KCAA and to follow development of the Project Deliverables as listed and the QMS documents that need to be prepared as listed under FINAL REMARKS by using the sample documents of KCAA.

Table: Project task deliverables and required documents need to be prepared by AFI States as per KCAA Samples

Development of the Project Deliverables as listed and the QMS documents that need to be prepared	For QMS the following documents need to be prepared by the State (*This is already done by Kenya CAA but needs only revisions*)

		This explains the basic needs by using Kenya's SAMPLE for the documented the certification process and requirements
1	Prepare surveys to establish the levels of compliance and implementation of AIM-QMS based on ICAO guides (URGENT)	1. a) Quality Manual
2	Circulate surveys to the States	1.b) Quality Policy
3	Collect and tabulate the information of the States	1.c) Control of documents
4	Description of steps for QMS implementation. (urgent)	1.d) Control of records
5	QMS self-assessment questionnaire (URGENT)	1.e) Control of non performing products/services
6	Template with QMS assessment results	1.f) Continual improvement
7	QMS implementation plan (urgent)	1.g) Management review and internal audit
8	QMS procedures and preventive actions.	1.h) A management representative must be appointed to drive the process
9	QMS internal audit procedure	2 Training should be done to both staff and management
10	Procedure for controlling AIS service management system records	3 train internal auf An internal auditors
11	Procedure for drafting QMS documents.	4 Carry out an internal audit
12	Service control procedure – QMS non-conforming products.	5 Carry out corrective action on any findings
13	Procedures for controlling the documents of the AIS service management system.	6 Invite an external auditor for certification (This one has its own process)

14	SLA with service providers to ensure the quality of the information and the AIM data exchange	7 There is no item on ISO maintenance
15	Collect certifications and produce report on the status of ISO 9001:2008 certifications in the AFI Region	
16	Documented the certification process and requirements	

Note :1

Please kindly note that the above will definitely be manifested by the Go Team Concept for a selected team of experts to help Kenya *(A Model to be followed by all AFI States)* to improve their implementation of QMS provis providing tailored advice and recommendations on how enhancing national planning, regulatory and oversight ac processes and procedures for the delivery of quality assured information to the users.

Note : 2

The results/Recommendations will be adopted for use by all AFI States and to maintain the Go Team Concept Guidelines suggested to us for continuity in other APIRG Projects involving.
1.   AIXM Database driven e AIP Productions
2.   e- TOD implementation in Area 2 Terminal Airspace

3.

ACTION BY THE MEETING

3.1 The meeting is invited to:

a) Take note of the information provided;

b) Review the above information and provide comments on the project task deliverables (Appendix A) to this   document; and the Survey Template for African States QMS Implementation in (Appendix –B)

c) Encourage the Secretariat to send the Questionnaire to the AFI States and AFI States to respond to the questionnaire that will assist with the implementation of QMS within AFI region.

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