AFI Plan Project

AIM Results-Based Implementation Support (RBIS) for the AFI Region

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Virtual workshop on the validation of QMS documents

20-21 March 2023

List of QMS documents for validation

Note 1: The workshop will review the documents listed in the following table.

Descriptions of the table columns are as follows:

(1) Code of the document,

(2) Title of the document,

(3) Type of material: SARP transposition, Manual, Procedure, Specification, Process, Presentation, Service Level Agreement (SLA)

(4) Description of the material

(5) Presenter of English version

(6) Presenter of French version

	LIST OF DOCUMENTS					
	AIM RBIS *Assistance documents for the implementation of QMS*				Presented by	
N°	Code (1)	Title (2)	Type (3)	Description (4)	English (5)	French (6)
1	*AFI_AIM_RBIS_QMS_RF01_TMP*	*AFI AIM RBIS QMS Regulatory Framework template*	Regulatory Framework	This document transposes the SARPs (Annex 15 and ICAO Doc 10066) related to QMS.		
2	*AFI_AIM_RBIS_QMS_GM01_TMP*	*AFI AIM RBIS QMS implementation and monitoring guidelines*	Guidance Material	This material gives guidance as to how the QMS for AIS will be implemented and how monitoring will be carried out.		
3	*AFI_AIM_RBIS_QMS_CL01_TMP*	*AFI AIM RBIS QMS monitoring checklist*	Checklist	This document will provide the list of items required to enable the monitoring of implanted QMS.		
4	*AFI_AIM_RBIS_QMS_ITN1_TMP*	*AFI AIM RBIS QMS Identification of Training Needs for Inspectors*	Training Guidance Material	This document seeks to provide the details necessary to provide adequate training to equip inspectors to have oversight of the implementation of the QMS.		
5	*AFI_AIM_RBIS_QMS_PL01_TMP*	*AFI AIM RBIS QMS Policy Statement template*	Policy	A brief statement having an organisation's mission, vision and strategic direction. It provides a framework for quality objectives and includes a commitment to meet applicable requirements (ISO 9001, customer, statutory, or regulatory) as well as to continually improve.		
6	*AFI_AIM_RBIS_QMS_MAN_TMP*	*AFI AIM RBIS QMS Manual template*	Manual	This Manual describes the AIS quality management system integrating the PDCA cycle of ISO 9001/2015 and the requirements of ANNEX 15 as well as ICAO Doc 8126.		
7	*AFI_AIM_RBIS_QMS_CP01_TMP*	*AFI AIM RBIS QMS Catalogue of AIM Procedures*	Catalogue	A catalogue of the various procedures applicable to AIM within the framework of the QMS.		

N°	Code (1)	Title (2)	Type (3)	Description (4)	English (5)	French (6)
				*Note: Items 18 – 35 will all be put together into **AFI AIM RBIS QMS Catalogue of AIM Procedures.***		
8	*AFI_AIM_RBIS_QMS _500_PR01_TMP*	*AFI AIM RBIS QMS Procedure to Define Leadership and Commitment template*	Procedure	This procedure is to describe how to establish and maintain the leadership, responsibilities and authority necessary to ensure top management of the organisation is committed to supporting the requirements of the Quality Management System (QMS).		
9	*AFI_AIM_RBIS_QMS _400_PR01_TMP*	*AFI AIM RBIS QMS Procedure to Define Organisational Context and QMS Processes*	Procedure	This procedure is to ensure that the context of the organisation and the needs and expectations of interested parties are identified and understood across the organisation. It also includes the processes needed and their interactions.		
10	*AFI_AIM_RBIS_QMS _600_PR01_TMP*	*AFI AIM RBIS QMS Procedure for Planning of the Quality Management System template*	Procedure	This procedure details the processes used by the organisation in identifying and addressing needs and expectations of interested parties as well as external and internal issues that can affect the ability of the organisation to achieve the intended results of its Quality Management System (QMS).		
11	*AFI_AIM_RBIS_QMS _850_PR01_TMP*	*AFI AIM RBIS QMS Procedure For Control Of Production Of Aeronautical Data, Aeronautical Information And Service Provision template*	Procedure	This procedure is to describe the system that provides controlled conditions under which the organisation's AIS aeronautical data and aeronautical information processes are performed, and system for identification and traceability of AIS products and services.		
12	*AFI_AIM_RBIS_QMS _910_PR01_TMP*	*AFI AIM RBIS QMS Procedure for QMS Monitoring, Measurement, Analysis and Evaluation template*	Procedure	This procedure establishes the process for monitoring, measuring, analysing and evaluating the Quality Management System (QMS) of the organisation's AIS to drive continual improvement. It also defines the methods for obtaining,		

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N°	**Code (1)**	**Title (2)**	**Type (3)**	**Description (4)**	**English (5)**	**French (6)**
				monitoring and reviewing next intended user's perception regarding the organisation's AIS products and services.		
13	*AFI_AIM_RBIS_QMS _102_PR01_TMP*	*AFI AIM RBIS QMS Procedure for Nonconformity, Complaint Management, Corrective Action, and Error Analysis template*	Procedure	This procedure gives a description of the process for dealing with deviations from internal and external requirements of the organisation through the correction and corrective action process to drive continual improvement.		
14	*AFI_AIM_RBIS_QMS _930_PR01_TMP*	*AFI AIM RBIS QMS Procedure for Management Review template*	Procedure	This procedure is to ensure that Top Management systematically reviews the QMS and its performance in accordance with the established procedures to ensure its adequacy, suitability, and effectiveness. It is also to review existing strengths and opportunities for improvement, identify new ones and make recommendations for continual improvement.		
15	*AFI_AIM_RBIS_QMS _SLA_TMP*	*AFI AIM RBIS QMS Service Level Agreement template*	SLA	It is a contractual clause that defines the precise objectives and the level of service that a customer is entitled to expect from the signatory service provider.		
16	*AFI_AIM_RBIS_QMS _FR01_TMP*	*AFI AIM RBIS QMS error tracking form template*	Form	This a form that collects information on errors, their cause and actions taken for continuous improvement.		
17	*AFI_AIM_RBIS_QMS _621_RG01_TMP*	*AFI AIM RBIS QMS Objectives, Targets and Programmes*	Register	This register captures the objectives, targets and programmes of the various processes that fall under the scope of the QMS.		