SSP Gap Analysis

Before developing an SSP (State Safety Programme) implementation plan, a gap analysis of existing State structures and processes against the ICAO SSP framework is needed to assess the existence and maturity of the respective SSP elements. The elements or processes identified as requiring action as a result of the gap analysis will form the basis of the SSP implementation plan.

In this regard, to assist States in conducting an SSP gap analysis, ICAO has developed an online application, which can be found on SPACE/iSTARS 2.0 (see URL and contact details au verso).

## SPACE/iSTARS 2.0 SSP Gap Analysis Application Tool

The initial gap analysis questions checklist (Table 4-A7-1 of Appendix 7 to Chapter 4 of SMM – Safety Management Manual) that follows can be used as a template to conduct the first step of a gap analysis.

The status column indicates whether there is a gap or not in the existing system with respect to the question's expectation. The "Implemented" status indicates that the State meets or exceeds the expectation of the question concerned.

SMM references within [ ] brackets contain guidance materials relevant to the Gap analysis question.

Number	Question	References	Component	Element	Status
1.1-01	Has [State] promulgated a national safety legislative framework and specific regulations that define the management of safety in the State?	[4.2.1, Element 1.1; 4.3.2; 4.4.4]	STATE SAFETY POLICIES AND OBJECTIVES	State safety legislative framework	Action to be defined
1.1-02	Are the legislative framework and specific regulations periodically reviewed to ensure that they remain relevant to the State?	[4.2.1, Element 1.1; 4.4.4 b)]	STATE SAFETY POLICIES AND OBJECTIVES	State safety legislative framework	Action in progress
1.2-01	Has [State] identified a SSP placeholder organization and an Accountable Executive for the implementation, and coordination of the SSP?	[4.2.1, Element 1.2; 4.4.3 a)]	STATE SAFETY POLICIES AND OBJECTIVES	State safety responsibilities and accountabilities	Action in progress
1.2-02	Has the [State] established an SSP implementation team?	[4.2.1, Element 1.2; 4.4.3 b)]	STATE SAFETY POLICIES AND OBJECTIVES	State safety responsibilities and accountabilities	Action to be defined
1.2-03	Has [State] defined the State requirements, responsibilities and accountabilities regarding the establishment and maintenance of the SSP?	[4.2.1, Element 1.2; 4.4.3 a); 4.4.3 b); 4.4.3 c); 4.4.3 d); 4.4.3 e); 4.4.3 f)]	STATE SAFETY POLICIES AND OBJECTIVES	State safety responsibilities and accountabilities	Action defined but not started

This guidance provides, in checklist format, information to assist in the evaluation of the components and elements that comprise the ICAO SSP framework and to identify the components and elements that will need to be developed.

SSP GAP Analysis
OTHER/NONE - SAMPLE GAP ANALYSIS (by Merens Marco)
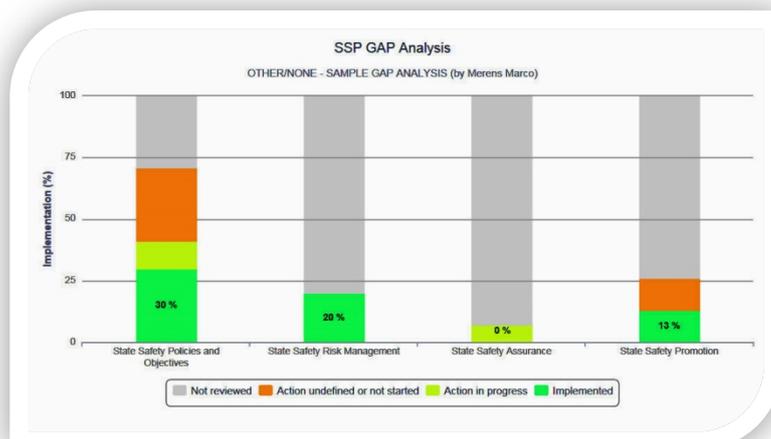
## SSP Implementation - States with an EI below 60 per cent

Once a State is actively making progress to address the prioritized actions in its USOAP CAP (corrective action plan), an SSP gap analysis, using ICAO's SSP gap analysis tool, should be conducted. Once a State achieves a rate of effective implementation of its safety oversight system of 60 per cent, it should then proceed with the steps outlined for States with an EI above 60 per cent.

SSP Implementation - States with an EI above 60 per cent

States having achieved a mature safety oversight system should perform an SSP gap analysis using the tool on SPACE/iSTARS 2.0, if they have not done so already. The results of the SSP gap analysis and PQ self-assessment should then be used to plan the remaining tasks required to implement an SSP.

Statistics

The SSP statistics release high level information about each gap analysis project. SSP implementation progress has been measured for each State using simple milestones as per the entered data. A State having reviewed all GAQs (Gap Analysis Questions) has reached Level 2. A State having reviewed and defined actions for all GAQs has reached Level 3. A State having completed all actions has Level 4.
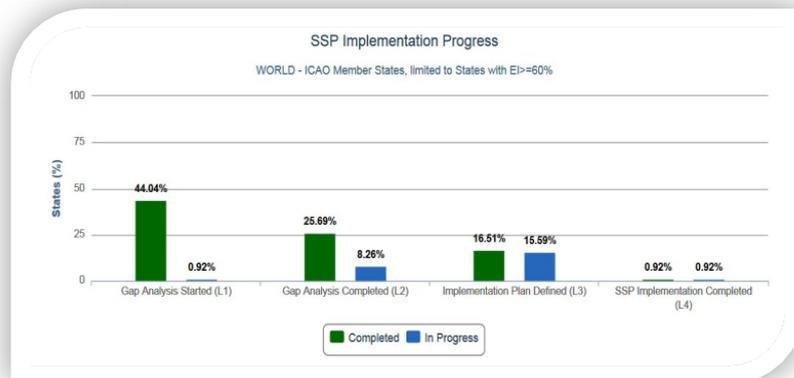
Detailed SSP self-assessment

After performing an SSP gap analysis, States can use the USOAP continuous monitoring approach (CMA) protocol questions (PQs) to conduct a more detailed self-assessment in preparation for an appropriate USOAP CMA activity.

States with an EI (Effective Implementation) of over 60 per cent will have to complete their self-assessments and to submit related evidence through the CMA Online Framework until the end of 2015.

Starting on 1 January 2016, ICAO will determine the status of the new safety management PQs through appropriate USOAP CMA activities.