



## AFI Comprehensive implementation programme

# International Civil Aviation Organization AFI Comprehensive Implementation Programme (ACIP)

## ICAO Regional Workshop on State Safety Programme (SSP) Implementation

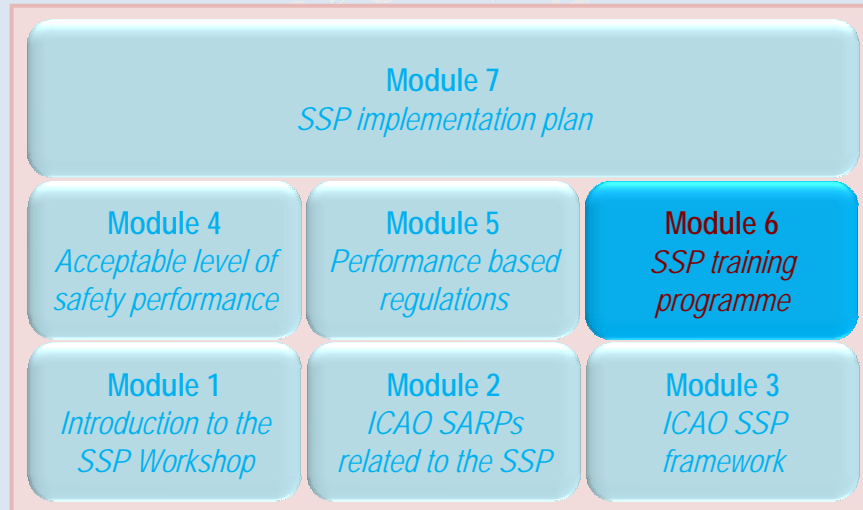
### *Module 6 – SSP training programme*

Original

ICAO State Safety Programme (SSP) Implementation Workshop

01/07/08

## SSP – A structured approach



Module N° 6

ICAO State Safety Programme (SSP) Implementation Workshop

2



## AFI Comprehensive implementation programme

### Objective

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- ❖ Describe the SSP training programme for CAA.
- ❖ Explain the SSP safety promotion component as the means to communicate SSP policies, objectives, processes and procedures, both internally and externally.

### Contents

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- ❖ ICAO SMS framework
- ❖ Objective of the SSP training programme
- ❖ Rationale for the SSP training programme
- ❖ SSP safety promotion
- ❖ One of the eight critical elements
- ❖ SSP training programme
- ❖ Training documentation
- ❖ Safety communication
- ❖ Points to remember



## ICAO SMS framework

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1. **State's safety policy and objectives**
  - 1.1 State safety legislation
  - 1.2 Safety responsibilities and accountabilities
  - 1.3 Accident and incident investigation
  - 1.4 Enforcement policy
2. **State's safety risk management**
  - 2.1 Safety requirements for service providers SMS
  - 2.2 Approval of service providers acceptable levels of safety performance
3. **State's safety assurance**
  - 3.1 Safety oversight
  - 3.2 Safety data collection, analysis and exchange
  - 3.3 Safety data driven targeting of oversight on areas of greater concern or need
4. **State's safety promotion**
  - 4.1 Internal training, communication and dissemination of safety information
  - 4.2 External training, communication and dissemination of safety information

## SSP safety promotion

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### ❖ 4.1 Internal training, communication and dissemination of safety information

- The State provides training and fosters awareness, two-way communication of safety relevant information to support, within organizations in the State's aviation system involved, the development of an organizational culture that fosters the development of an effective and efficient SSP.



## SSP safety promotion

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### ❖ 4.2 External training, communication and dissemination of safety information

- The State provides education and fosters awareness of safety risks and two-way communication of safety relevant information to support among services providers the development of an organizational culture that fosters safe practices, encourages safety communications and actively manages safety.

## Objectives of the SSP training programme

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- ❖ A training programme for CAA staff aimed at:
  - providing knowledge of the **State's safety programme (SSP) components, safety management concepts and ICAO SARPs** on safety management in relevant Annexes and related guidance material; and
  - developing knowledge for **the establishment and implementation** of SSP, including knowledge for the acceptance and oversight of the key components of an SMS, in compliance with the national regulations and relevant ICAO SARPs.



## Rationale for the SSP training programme

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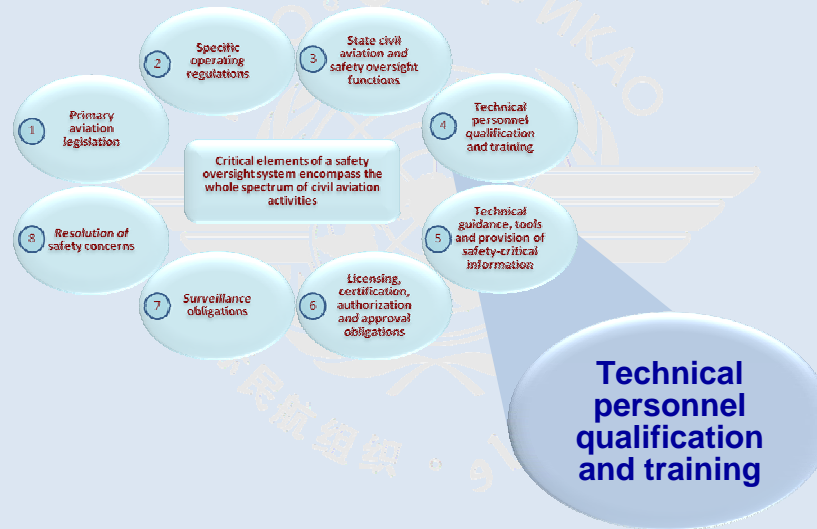
- ❖ A State safety efforts cannot succeed through a mandate or through an exclusive **mechanistic implementation** of State's safety policies.
- ❖ **Safety promotion**, as part of one of the four components of the SSP:
  - **sets the tone** that predisposes both the technical staff's and the CAA's behaviour; and
  - **fills in the blank** spaces in the CAA's policies, procedures, and processes, providing a sense of purpose to safety efforts aimed at implementing the SSP.

## Rationale for the SSP training programme

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- ❖ The provision of **appropriate safety training** to all CAA staff, regardless of their position is one indication of CAA management's commitment to implement an effective SSP.
- ❖ Safety training development should include:
  - A **documented process** to identify training requirements; and
  - A **validation process** capable of measuring the effectiveness of training.

## One of the eight critical elements



## One of the eight critical elements

### ❖ Technical personnel qualifications and training

- The establishment of **minimum knowledge and experience** requirements for the technical personnel performing safety oversight functions and the provision of **appropriate training** to maintain and enhance their competence at the desired level.



## SSP training programme

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- ❖ The State must ensure that **all personnel** are provided with safety information appropriate to their identified needs, commensurate with the extent of their safety functions and responsibilities.
- ❖ The scope of the **safety training shall be appropriate** to each individual's involvement in the SSP.
- ❖ Safety training should be delivered by persons with **appropriate knowledge, skills and experience** in the applicable subject area.

## SSP training programme

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- ❖ CAA **must develop** an SSP training programme around the four components of the SSP for CAA staff and should include the following requirement:
  - Indoctrination/initial safety training
  - On the job (OJT) safety training
  - Recurrent safety training



## SSP training programme

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- ❖ **Indoctrination/initial safety training**
  - New CAA staff, including staff transferring from other government departments, are trained on their safety responsibilities in accordance with the SSP training programme.
- ❖ **On the job (OJT) safety training**
  - Safety training may be in the form of – on the job – training.
- ❖ **Recurrent safety training**
  - At least once a year a one-day refresher safety training should be provided to all appropriate CAA staff.

## SSP training programme

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- ❖ When developing the SSP training programme, CAA should take into account the different levels of knowledge and awareness required for the functions and responsibilities of the different staff positions within the CAA.
- ❖ The progressive levels of SSP training are:
  1. **Generic safety training**
  2. **Initial job-specific safety training**
  3. **Advanced safety training**
  4. **High level safety briefing**





## 1. SSP generic safety training

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- ❖ **Recipients:** All CAA staff
- ❖ **Training objective:**
  - SSP generic safety training should address CAA's safety policies, objectives and SSP fundamentals, and an overview of safety responsibilities, including safety procedures and hazards reporting.
- ❖ **Training programme contents:**
  - Hazards, consequences and risks.
  - Safety risk management process, including roles and responsibilities.
  - Safety reporting.
  - Service providers' safety reporting system(s).

## 2. SSP initial job-specific safety training

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- ❖ **Recipients:** CAA technical staff
- ❖ **Training objective:**
  - SSP initial job-specific safety training should address safety concepts, hazard identification and risk management relevant to their respective roles, functions and responsibilities.
- ❖ **Training programme contents:**
  - In addition to 1) SSP generic safety training contents:
    - Hazard identification and risk management processes
    - Safety data collection and analysis.
- ❖ **Promotion or internal movements** within the CAA may require additional safety training.

### 3. SSP advanced safety training

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- ❖ **Recipients:** CAA's middle and senior managers
- ❖ **Training objective:**
  - SSP advanced safety training should address safety responsibilities, including compliance with national and organizational safety requirements, allocation of resources, and effective inter-departmental safety communication and active promotion of the SSP.
- ❖ **Training programme contents:**
  - In addition to 1) SSP generic safety training and 2) SSP initial job-specific training contents:
    - Safety roles and responsibilities.
    - Safety assurance and safety promotion.
    - Establishment of acceptable level(s) of safety performance (ALSP).

### 4. SSP High level safety briefing

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- ❖ **Recipients:** CAA's Accountable Executive
- ❖ **Training objective:**
  - High level safety briefing should provide a special safety briefing on the SSP components and elements.
- ❖ **Training programme contents:**
  - Organization of the SSP.
  - SSP roles and safety responsibilities.
  - Safety policy and objectives.
  - Safety risk management.
  - Safety assurance.
  - Safety promotion.
- ❖ This training session should be reasonably brief (*it should not exceed one-half day*), and it is intended to provide the CAA's Accountable Executive with a general awareness of the SSP.



## Training documentation

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- ❖ Training requirements and activities for each level within the CAA **should be documented**.
- ❖ A **training file** should be developed for each staff, including management staff, to assist in identifying and tracking staff safety training requirements and verifying compliance.
- ❖ SSP training programmes should be **adapted to fit the needs and complexity** of the CAA organization.

## Safety communication

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- ❖ The **CAA should communicate** SSP policies, objectives, processes and procedures to all staff within the CAA, and the SSP should be visible in all aspects of the CAA's activities.
- ❖ Safety communication aims to:
  - Ensure that all staff are fully aware of the SSP;
  - Convey safety critical information;
  - Explain why particular actions are taken;
  - Explain why safety procedures are introduced or changed; and
  - Convey "nice-to-know" information.



## Conclusion

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- ❖ With the implementation of the SSP, the role of the CAA regarding the establishment of State's legislation and operating regulations, or the requirement for CAA staff to possess high levels of knowledge and skills remains unchanged.
- ❖ However, it definitely requires additional skills in areas such as hazard identification, risk management, system evaluation, and management system assessment, as well as in the many new technologies essential for the aviation industry to achieve its production objectives.

## Conclusion

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- ❖ This makes it **(incumbent)** on the CAA to provide for these competencies through recruitment, training and human resource management.
- ❖ Service providers' SMS cannot only perform either in a regulatory vacuum, or in an exclusively compliance-oriented environment.
- ❖ The SSP training programme is therefore a fundamental enabler for the implementation of effective SMS by service providers.



## **AFI Comprehensive implementation programme**

### **Points to remember**

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- ❖ *Rationale for the SSP training programme*
- ❖ *SSP safety promotion*
- ❖ *SSP training programme*
- ❖ *Safety communication*

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