



ICAO USOAP CMA ONLINE FRAMEWORK USER MANUAL

- SAAQ & STATE PROFILE MODULE -



International Civil Aviation Organization

7 September 2012

OVERVIEW

The State Aviation Activity Questionnaire (SAAQ) addresses the evolving needs of the ICAO Universal Safety Oversight Audit Programme with the transition to a continuous monitoring approach. It is to be noted that a similar questionnaire was forwarded to States in 2005 relating to the comprehensive systems approach of the ICAO USOAP. In accordance with the latest Memorandum of Understanding related to the CMA signed by Member States and ICAO, Member States are required to update the SAAQ on a periodic basis. Please be advised the questions in the SAAQ will be updated on a continuous basis, an up-to-date PDF copy of these questions may be obtained from the CMA Library Module on the CMA Online Framework

If unable to complete the forms online, States will be provided with an alternative means that will allow the information to be uploaded into the CMA online system. [This is not available at present, but will be in the future]

The SAAQ Module provides ICAO, National Continuous Monitoring Coordinator (NCMC(s)) and individual users with the functionalities to complete and update the SAAQ information on the CMA online framework (www.icao.int/usoap).

FUNCTIONALITIES OF SAAQ

Individual users and NCMC(s) will be able to:	<ul style="list-style-type: none">• Complete the State Profile Page for SAAQ• Complete and update the Eight (8) parts of the SAAQ information. Each section can be submitted individually without the other sections having been yet completed.
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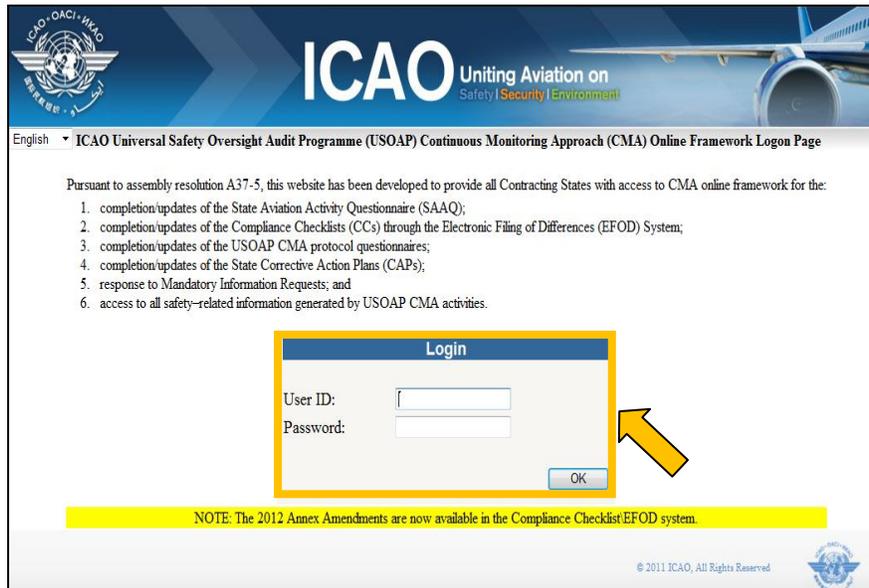
ICAO will grant user account(s) to NCMC(s) who have been officially selected by their State and notified to ICAO's Continuous Monitoring Section. The NCMC(s) will then be able to manage user accounts for their State including the issuing of additional user accounts and deactivating of invalid user accounts.



If you are an NCMC and want to have access to the online framework, please contact ICAO by email to sast@icao.int. If you are not an NCMC and want to have access to the online framework, please contact the official NCMC for your State.

ACCESSING THE MODULE

1. Log on to www.icao.int/usoap using your ID and password, Which will bring you to the next screen



2. Click "Manage SAAQ" icon.



Note : The icon 'Manage State Profile' on the previous State Options page is the exact same State Profile that is found on the list of sections on the SAAQ page as " Part 0 – State Profile", this information may be updated in either Module.

HOW TO NAVIGATE

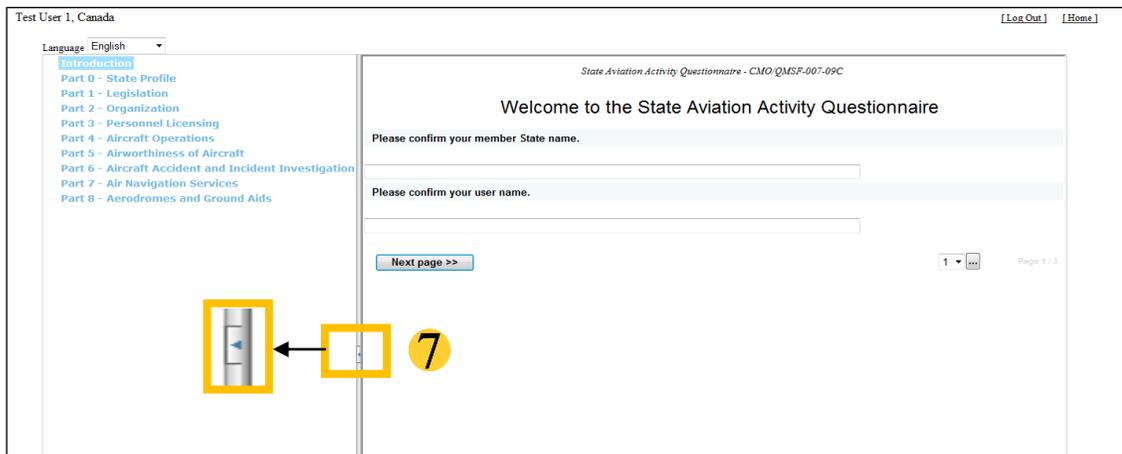
1. First select your **Language** of choice from the Language pull-down menu on the top left-hand side of the screen.
2. Please note the **Log Out** link which will log you completely out of the CMA Online Framework and bring you back to the first USOAP/CMA log in Screen.
3. Selecting the **Home** page link will also log you out of the SAAQ module, but will return you back to the State Options main screen.
4. The blue menu-list found on the left side of the page gives you access to all 8 Parts of the SAAQ. Just click on the Part you wish to access and it will bring you to the first page of that section.



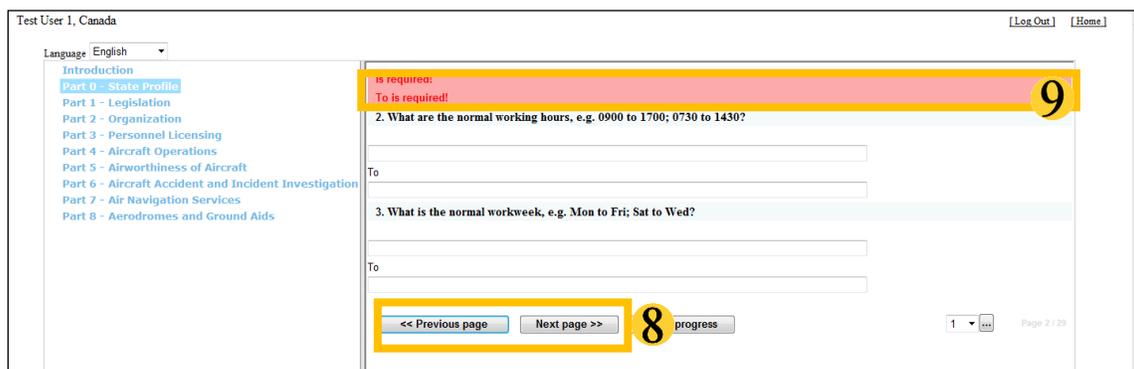
5. Click on the Introduction Part heading on the left side menu-list and this will bring you to the first page of the Introduction section.
6. Please note that each section may have a number of pages which may be navigated by the **pull down list** on the right side.



7. If you look closely at your screen you will see a very small arrow button. This button when clicked will expand the questions screen to take up the whole screen and the blue menu-list will disappear. To make the screen small again and return the blue menu-list to the left hand side, just click on this small arrow button again.



8. You may also go to the next page in a section by clicking the “**Next Page**” button, or go backwards by selecting “**Previous Page**” button, that appears when there is a previous page. Each section may contain multiple pages, so please be sure to complete all pages in a section.
9. In the SAAQ you will find questions which require an answer be provided and will not allow you to advance to the next question until that required question is responded to. A red bar will appear above the question(s) informing the user that the field(s) is required.



HOW TO COMPLETE AND SUBMIT ANSWERS

1. First select a Part from the list on the left that you wish to prepare. one section and Complete each question by either typing your answers, choosing one or more selections from the multiple options, or by attaching documents as required.
2. Click “Save Progress” button before moving to the next page.

The screenshot shows a web interface for a 'Test User 1, Canada'. On the left, a navigation menu lists sections from 'Introduction' to 'Part 8 - Aerodromes and Ground Aids'. 'Part 1 - Legislation' is highlighted with a yellow box and a circled '1'. The main content area is titled 'CMA SAAQ Profile Page' and contains question 7: 'Provide the name, title and address of the person(s) designated as the State coordinator(s) with respect to the ICAO Universal Safety Oversight Audit Programme (USOAP) (National Continuous Monitoring Coordinator (NCMC)).' Below the question are input fields for 'Name:', 'Title:', 'Contact Address:', 'Phone:', 'Fax:', and 'Email:'. A yellow box highlights the 'Save progress' button at the bottom, with a circled '2' next to it. Other buttons include 'Next page >>' and 'Log Out | Home'.

Note : The “Save Progress” button is designed to allow users to save their entries temporarily on their individual computer. Therefore, your entries will not be saved in the database nor shown to others who access through a different computer.

3. Move to the last page of the section and Click the “Submit Form”

The screenshot shows the same web interface as the previous one, but now 'Part 2 - Organization' is highlighted in the left menu. The main content area contains question 3: 'Are there some air operators/organizations/other service providers that are functionally, hierarchically or financially linked to the CAA or the Ministry in charge of civil aviation? Select all that apply:'. Below the question is a list of checkboxes for various categories: Aviation training organizations, Air operators, Aircraft maintenance organizations, Design organizations, Production organizations, ATS service providers, AIS service providers, PANS-OPS service providers, MET service providers, SAR service providers, Aerodrome operators, Aeronautical charts, and CNS. A yellow box highlights the 'Submit form' button at the bottom, with a circled '3' next to it. Other buttons include '<< Previous page', 'Save progress', and 'Log Out | Home'.

Note: It is not necessary that all sections be completed all at one time. Users may submit one section and Log back in later and complete other sections

HOW TO VIEW AND UPDATE ANSWERS TO SAAQ

1. Select a Part that you want to view and update the submitted information and note that the page will appear slightly different than before.

The screenshot shows the user interface for the State Aviation Activity Questionnaire (SAAQ). On the left, a navigation menu lists various parts, with 'Part 1 - Legislation' highlighted and a yellow box with a '1' next to it. The main content area displays 'Page 1' of the questionnaire, titled 'PART 1 - LEGISLATION'. The question asks: 'Does the primary aviation legislation and/or regulations establish sanctions and other means of enforcement that serve as a deterrent to a violation of the established regulations?'. The 'Yes' radio button is selected. Below the question, there is a section for selecting applicable legislative/regulatory references, with checkboxes for 'Criminal sanctions' and 'Fines' selected. The 'Update answers' button is visible at the bottom of the page.

2. Click on the answer they wish to modify and type over the previous response.
3. Move to the bottom of the screen and Click the “**Update Answers**”. This will replace your previous response with the updated information.

The screenshot shows the user interface for the SAAQ, specifically 'Page 5'. The navigation menu on the left is visible, with 'Part 1 - Legislation' highlighted. The main content area displays 'Page 5' of the questionnaire. The question asks: 'Has the State concluded bilateral or multilateral agreements for the actual delegation of safety oversight functions and duties other than Article 83 bis of the Chicago Convention?'. The 'No' radio button is selected. Below the question, there is a section for selecting applicable areas affected by such agreements, with checkboxes for 'Airworthiness of aircraft', 'Personnel licensing and training', 'Aircraft operations', 'Air navigation services', 'Aerodromes and ground aids', and 'Aircraft accident and incident investigation'. The 'Update answers' button is highlighted with a yellow box and a '3' next to it.

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