International Civil Aviation Organization
North American, Central American and Caribbean Office (NACC)
First Eastern Caribbean Civil Aviation Technical Group Meeting (E/CAR/CATG/1)
Martinique, French Antilles, France, 19 to 21 June 2013

Agenda Item 4   **Air Navigation Matters**
               4.2   **Follow-up on the implementation of the NAM/CAR Regional Performance Based Air Navigation Plan (RPBANIP) in Eastern Caribbean**
- Progress reports of the AIM, AGA, ATM, CNS, MET and SAR Committees

NATIONAL QUALITY MANAGEMENT SYSTEM (QMS) IMPLEMENTATION PLANS FOR AIS (AIM)

(Presented by the Secretariat)

SUMMARY
The aim of this paper is to re-iterate the need for the development of national QMS plans for AIS (AIM) and to present the progress made by Trinidad and Tobago review towards the developed and implementation of AIM QMS in the PIARCO Region. Action by the meeting is at paragraph 3.

References:
- AIM QMS Report to Trinidad and Tobago (ICAO-ECCAA-ASSI GAP Analysis –March 2013) - Roadmap for the transition from AIS to AIM

Strategic Objectives	*This working paper is related to Strategic Objectives:* *A. Safety – Enhance global civil aviation safety* *C. Environmental Protection and Sustainable Development of Air Transport*

1.   Introduction

1.1   Further to ICAO NACC Regional Office letter EMX0049 dated 17 January 2013 (see Appendix A), the purpose of the mission was to assist the Trinidad and Tobago Civil Aviation Authority (TTCAA) with the implementation of a Quality Management System (QMS) within its Aeronautical Information Service (AIS), known as PIARCO AIS. For that task it was integrated a team led by ICAO and included support from ASSI and ECCAA who would all contribute to the assessment of the PIARCO AIS QMS and to the follow up activities.

1.2   The participants agreed on the main objectives of this AIM QMS analysis and ICAO presented the methodology by which the activity would be conducted. At the close of each day a summary of activities was provided to TTCAA, and the assessment concluded with a presentation which identified the main issues from the GAP analysis.

2.   Discussion

2.1   The meeting note that the ICAO Roadmap for the transition from AIS to AIM identifies the major milestones towards a uniform global evolution to AIM and indicates specific steps and timelines for implementation. It should support regional and national plans to implement the transition to AIM. The Roadmap should be seen as a structured framework for States to plan and monitor their progress with reference to other States in the same Region and across Regions to complete the transition to AIM:

- Phase 1 — Consolidation (2009)
- Phase 2 — Going digital (2009-2011)
- Phase 3 — Information management (2011-2016)

2.2   Based on the information provided by States to the last QMS survey (2010), the following is to be highlighted:

- the implementation of Phase 1 (consolidation) does not raise specific difficulties; however, some States will not complete the implementation of some steps from phase 1 before end of 2013, especially P-17 - Quality Management System;

2.3   In connection with the above, the meeting may wish to note that:

- the Manual on Quality Management System for Aeronautical Information Services (Doc 9839 Draft –see **Appendix to IP/04**-) will be available after the applicability date of Amendment 37 to Annex 15 at 14 November 2013.

3.   Action by the Meeting

3.1   The Meeting is invited to urge E/CAR States to:

a)   to develop/update National Plans for AIM-QMS, taking into consideration the latest AIM developments, including the outcome of the AN-Conf/12;

b)   to provide feedback to the ICAO NACC Regional Office before 31 July 2013;

c)   explore ways and means to expedite the AIM-QMS in the E/CAR Region; and

d)   urge E/CAR States to support and participate actively in the AIM-QMS implementation in the ECAR Region before December 2013

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Ref.: N1-6, N1-15.8.2 — **EMX0049**   17 January 2013

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Subject: **Assistance to Trinidad and Tobago to Implement an Aeronautical Information
            Management (AIM) Quality Management System (QMS) for PIARCO Aeronautical
            Information Services (AIS) in the Eastern Caribbean States and Territories**

Action
Required: **Review and comment on proposed action plan by 1 February 2013**

Dear Sir:

            Further to my letter EMX1009 dated 13 November 2012, I am pleased to share that no
objections to my suggested action were received, and I therefore propose to proceed as follows.

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As you know, a deficiency exists that AIM QMS has not been fully implemented in PIARCO AIS in compliance with ICAO SARPs, which was identified during the ICAO and UK CAA ASSI on-site evaluations carried-out in October 2011 and is confirmed to still exist by means of recent follow-up. Despite the development of plans and draft documentation that is reported not to have been approved yet for implementation by the Trinidad and Tobago Civil Aviation Authority (TTCAA) and may no longer be entirely current, I propose for your consideration the following action plan to correct the identified deficiency:

1. ICAO undertake a review of the documentation available from ICAO, TTCAA, UK CAA ASSI, IATA, Jeppesen, etc. and interview PIARCO AIS office and prepare a preliminary report on the status of AIM QMS implementation by the TTCAA – February 2013

2. ICAO, UK CAA ASSI and ECCAA conduct a joint 2 – 3 day mission to Trinidad and Tobago to undertake a detailed AIM QMS gap analysis for PIARCO AIS using the "Checklist for the Development of a QMS for AIM" contained in the draft ICAO *Manual on the QMS for AIM* (Doc 9839) – March 2013

3. ICAO prepare a project proposal using the "Template for the Implementation of a QMS for AIM" contained in the draft ICAO Doc 9839 – April 2013

4. TTCAA, UK CAA ASSI and ECCAA review and comment on the project proposal and ICAO revise and finalize – May 2013

5. TTCAA, UK CAA ASSI, ECCAA and ICAO identify responsibilities and potential resources to implement the project proposal – May 2013

6. ICAO propose a technical cooperation project for any parts of the project proposal for which resources are not identified and secured from the stakeholders: TTCAA, UK CAA ASSI, and ECCAA – June 2013

7. TTCAA implement the project proposal with the resources secured and the assistance of ICAO and UK CAA ASSI – June–November 2013

8. Conduct an interim high-level project implementation review meeting during ICAO Assembly – October 2013

9. Directors of Civil Aviation review project implementation/completion during the E/CAR/DCA/25 Meeting – December 2013

I invite your comments on this proposal, which is offered at no cost to your Administration, as well as those from UK CAA ASSI and ECCAA. If I do not receive any objections to my proposed action by 1 February 2013, we will proceed as described.

Best regards,

Loretta Martin
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office