



ICAO USOAP
Continuous Monitoring Approach

USOAP Continuous Monitoring Approach (CMA) Workshop

Module 4

How to Conduct PQ Self-Assessment and
Submit/Update Corrective Action Plans (CAPs)

The objective of this module is to explain:

1. How to conduct PQ self-assessment; and
2. How to submit and update CAPs.





1. How to Conduct PQ Self-Assessment.
2. How to Submit CAPs.
3. How to Update CAPs.





How to Conduct PQ Self-Assessment



- **PQ Self-Assessment** essentially means that States **answer the Protocol Questions (PQs)** on the CMA Online Framework (OLF) to assess the state of their civil aviation safety oversight systems.
- **Specifically, they:**
 - ✓ Assess the “Status of Implementation” of each PQ (i.e., **Satisfactory, Not Satisfactory** or **Not Applicable**);
 - ✓ Provide “Remarks” to explain “Status”; and
 - ✓ Attach supporting “Evidence”.





- Through the **“Self-Assessment”** tool on the OLF, States can:
 - ✓ Indicate/update the status of implementation of each PQ;
 - ✓ Submit supporting evidence;
 - ✓ Conduct internal self-audits;
 - ✓ Prepare for ICAO USOAP CMA activities; and
 - ✓ Monitor their own civil aviation safety oversight systems.





- As a priority, States' PQ self-assessment exercise should focus on:
 - ✓ “Not Satisfactory” PQs from previous USOAP activity;
 - ✓ New PQs introduced through PQ amendments (classified as “undetermined PQs”);
 - ✓ Amended PQs which impact implementation status of PQs; and
 - ✓ PQs whose implementation status may have changed due to changes in States' aviation system, regulations and/or procedures.



- ICAO uses the results of a State's completed self-assessment to prepare for CMA activities.
- Through the CMA activities, ICAO reviews and validates a State's self-assessment to determine the latest level of efficient implementation (EI) of State's safety oversight system.
- ICAO will periodically revise the PQs in order to reflect amendments made to the referenced documents.
- It is important for States to always refer to the stated versions of the referenced documents.



How to Conduct PQ Self-Assessment?

- Go to the USOAP CMA Online Framework (OLF) website using the following link: www.icao.int/usoap

- Click the “Self-Assessment” icon.



Conducting PQ Self-Assessment

State Dashboard ▾ Self-Assessment ▾ PQ Findings ▾ Corrective Action Plan (CAP) ▾ Electronic Filing of Differences (EFOD) ▾ User Management ▾ Reports ▾ Feedback ▾

Self-Assessment / Manage State Self-Assessment

Activity
All ▾

ICAO Status of Impl.
All ▾

Self-Assessment Status of Impl.
All ▾

Audit Area
LEG ▾

AA Group Type
All ▾

AA Group
All ▾

Critical Element
All ▾

CE Group
All ▾

SSC
All ▾

Is PPQ
All ▾

Is Draft
All ▾

Reply to PQ
All ▾

Has Attachments
All ▾

Attachments Out Of Date
All ▾

New Prot. Status
All ▾

PQ No.

Clear

Search

Switch to Compliance
Switch to SSP

PQ No.
Question
Show/Hide Extended Columns

1.001 LEG CE-1 S	Has the State promulgated primary aviation legislation to enable it to address its obligations under the Chicago Convention?	English Español Français Русский
1.005 LEG CE-1 S	Does the primary aviation legislation provide for the introduction/adoption and subsequent promulgation of specific operating regulations?	English Español Français Русский
1.007 LEG CE-2 S	Has the State established a rulemaking process to enable the timely development and promulgation of specific operating regulations in compliance with the Annexes?	English Español Français Русский
1.009 LEG CE-2 S	Has the State established a process for amending its specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?	English Español Français Русский
1.011 LEG CE-5 S	Does the State make the primary aviation legislation, specific operating regulations, directives, orders, circulars, publications, etc. readily available to the public?	English Español Français Русский
1.013 LEG CE-1 S	Does the primary aviation legislation provide for the establishment of a civil aviation organization(s) and the appointment of Director General(s) (DGs)/Chief Executive Officer(s) (CEOs)?	English Español Français Русский
1.015 LEG CE-1 S	Does the primary aviation legislation clearly delegate authority to each Director General (DG)/Chief Executive Officer (CEO) who has a safety oversight responsibility?	English Español Français Русский
1.019 LEG CE-1 N	If the State has transferred safety oversight responsibilities to a State/regional or supranational organization, is there an appropriate legal basis for this transfer?	English Español Français Русский

CMA 2020 Protocols as of Year 2020

Activity
CMA Audit ▾

Start Date
08/05/2017

End Date
18/05/2017

Publish Date
19/10/2017

End Date For State Comments

MIR ID No.

Description
Translate
Source Language English ▾

Civil aviation Act 2009 (Act No13 of 2009) Here and after referred to as Civil Aviation Act;
The Air Services Licensing Act 1990;
The Carriage of Air Act 1946 (Act No 17 of 17 of 1946;
These Acts together comprise the Primary Aviation Legislation.

Progress Documented
Translate
Source Language English ▾

Evidence
Translate
Source Language English ▾

Civil aviation Act 2009 (Act No13 of 2009) Here and after referred to as Civil Aviation Act;
The Air Services Licensing Act 1990;



State Dashboard ▾ Self-Assessment ▾ PQ Findings ▾ Corrective Action Plan (CAP) ▾ Electronic Filing of Differences (EFOD) ▾ User Management ▾ Reports ▾ Feedback ▾

Self-Assessment / Manage State Self-Assessment

Activity: All ▾
Critical Element: All ▾
Has Attachments: All ▾

Select ICAO Status of Implementation

Self-Assessment Status of Impl.: All ▾
SSC: All ▾
New Prot. Status: All ▾

Audit Area: LEG ▾
Is PPQ: All ▾
PQ No.:

AA Group Type: All ▾
Is Draft: All ▾
Clear Search

AA Group: All ▾
Reply to PQ: All ▾

Switch to Compliance Switch to SSP

States preparing for an ICVM should conduct a self-assessment on all “not satisfactory” PQs of selected audit area(s).

Select the option “Not satisfactory” to view the full list of “not satisfactory” PQs in the selected audit area.

PQ No.	Question	Language	Answer
1.001 LEG CE-1 S	Has the State promulgated primary aviation legislation to enable it to address its obligations under the Chicago Convention?	English	
1.005 LEG CE-1 S	Does the primary aviation legislation provide for the introduction/adoption and subsequent promulgation of specific operating regulations?	Español Français Русский	
1.007 LEG CE-2 S	Has the State established a rulemaking process to enable the timely development and promulgation of specific operating regulations in compliance with the Annexes?	English Español Français Русский	
1.009 LEG CE-2 S	Has the State established a process for amending its specific operating regulations or, if not, primary aviation legislation, taking into account among others, ICAO provisions and the Annexes?	English	
1.011 LEG CE-5 S	Does the State make the primary aviation legislation, specific operating regulations, directives, circulars, publications, etc. readily available to the public?	English	
1.013 LEG CE-1 S	Does the primary aviation legislation provide for the establishment of a civil aviation organization(s) and the appointment of Director General(s) (DGs)/Chief Executive Officer(s) (CEOs)?	English Español Français Русский	
1.015 LEG CE-1 S	Does the primary aviation legislation clearly delegate authority to each Director General (DG)/Chief Executive Officer (CEO) who has a safety oversight responsibility?	English Español Français Русский	
1.019 LEG CE-1 N	If the State has transferred safety oversight responsibilities to a State/regional or supranational organization, is there an appropriate legal basis for this transfer?	English Español Français Русский	

CMA 2020 Protocols as of Year 2020

Activity: CMA Audit ▾

08/05/2017 18/05/2017 19/10/2017

Description Translate Source Language English ▾

Civil aviation Act 2009 (Act No13 of 2009) Here and after referred to as Civil Aviation Act;
The Air Services Licensing Act 1990;

Evidence Translate Source Language English ▾

Civil aviation Act 2009 (Act No13 of 2009) Here and after referred to as Civil Aviation Act;
The Air Services Licensing Act 1990;



State Dashboard ▾ Self-Assessment ▾ PQ Findings ▾ Corrective Action Plan (CAP) ▾ Electronic Filing of Differences (EFOD) ▾ User Management ▾ Reports ▾ Feedback ▾

Self-Assessment / Manage State Self-Assessment

Activity: All ▾
Critical Element: All ▾
Has Attachments: All ▾

Select ICAO Status of Implementation

ICAO Status of Implementation: All ▾
All
Undetermined
Satisfactory
Not satisfactory
Not applicable

Self-Assessment Status of Impl.: All ▾
Audit Area: LEG ▾
AA Group Type: All ▾
AA Group: All ▾
SSC: All ▾
Is PPQ: All ▾
Is Draft: All ▾
Reply to PQ: All ▾
New Prot. Status: All ▾
PQ No.:
Clear Search

Switch to Compliance Switch to SSP

PQ No.	Question	Start Date	End Date	Publish Date	End Date For State Comments	MIR ID No.
1.001 LEG CE-1 S	Has the State promulgated primary aviation legislation to enable it to address its obligation under the Chicago Convention?	08/05/2017	18/05/2017	19/10/2017		
1.005 LEG CE-1 S	Does the primary aviation legislation provide for the introduction/adoption and subsequent promulgation of specific operating regulations?					
1.007 LEG CE-2 S	Has the State established a rulemaking process to enable the timely development and promulgation of specific operating regulations in conformity with the Chicago Convention Annexes?					
1.009 LEG CE-2 S	Has the State established a process for the timely development and promulgation of specific operating regulations or, if necessary, primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?					
1.011 LEG CE-5 S	Does the State make the primary aviation legislation, specific operating regulations, directives, orders, circulars, publications, etc. readily available to the public?					
1.013 LEG CE-1 S	Does the primary aviation legislation provide for the establishment of a civil aviation organization(s) and the appointment of Director General(s) (DGs)/Chief Executive Officer(s) (CEOs)?					
1.015 LEG CE-1 S	Does the primary aviation legislation clearly delegate authority to each Director General (DG)/Chief Executive Officer (CEO) who has a safety oversight responsibility?					
1.019 LEG CE-1 N	If the State has transferred safety oversight responsibilities to a State/regional or supranational organization, is there an appropriate legal basis for this transfer?					

The Carriage of Air Act 1946 (Act No 17 of 17 of 1946; These Acts together comprise the Primary Aviation Legislation.

Progress Documented Translate Source Language English ▾

Evidence Translate Source Language English ▾

Civil aviation Act 2009 (Act No13 of 2009) Here and after referred to as Civil Aviation Act; The Air Services Licensing Act 1990;

CMA 2020 Protocols as of Year 2020

Activity: CMA Audit ▾

States preparing for an audit should conduct a self-assessment on all PQs.

Select the option "All" to view all PQs.



State Dashboard ▾ Self-Assessment ▾ PQ Findings ▾ Corrective Action Plan (CAP) ▾ Electronic Filing of Differences (EFOD) ▾ User Management ▾ Reports ▾ Feedback ▾

Self-Assessment / Manage State Self-Assessment

Activity: All ▾ ICAO Status of Impl.: All ▾ Self-Assessment Status of Impl.: All ▾ Audit Area: LEG ▾ AA Group Type: All ▾ AA Group: All ▾

Critical Element: All ▾ CE Group: All ▾ SSC: All ▾ Is PPQ: All ▾ Is Draft: All ▾ Reply to PQ: All ▾

Has Attachments: All ▾ Attachments Out Of Date: All ▾ New Prot. Status: All ▾ PQ No.: All ▾

Clear Search

Switch to Compliance Switch to SSP

PQ No.	Question	Language
1.001 LEG CE-1 S	Has the State promulgated primary aviation legislation to enable it to address its obligations as a signatory to the Chicago Convention?	English Español Français Русский
1.005 LEG CE-1 S	Does the primary aviation legislation provide for the introduction/adoption and subsequent promulgation of specific operating regulations?	English Español Français Русский
1.007 LEG CE-2 F	Has the State established a rulemaking process to enable the timely development and promulgation of specific operating regulations in compliance with the Annexes?	English Español Français Русский
1.009 LEG CE-2 U	Has the State established a process for amending its specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?	English Español Français Русский
1.011 LEG CE-5 S	Does the State make the primary aviation legislation, specific operating regulations, directives, orders, circulars, publications, etc. readily available to the public?	English Español Français Русский
1.013 LEG CE-1 S	Does the primary aviation legislation provide for the establishment of a civil aviation organization(s) and the appointment of Director General(s) (DGs)/Chief Executive Officer(s) (CEOs)?	English Español Français Русский
1.015 LEG CE-1 S	Does the primary aviation legislation clearly delegate authority to each Director General (DG)/Chief Executive Officer (CEO) who has a safety oversight responsibility?	English Español Français Русский
1.019 LEG CE-1 N	If the State has transferred safety oversight responsibilities to a State/regional or supranational organization, is there an appropriate legal basis for this transfer?	English Español Français Русский
1.023	Does the primary aviation legislation provide for the	English

Switch to Compliance Switch to SSP

Status of Implementation by ICAO

Status of Implementation by ICAO

PQ No.: 1.009 Reply to PQ: Yes ▾ ICAO Status of Impl.: Not satisfactory ▾ CSA Finding: LEG2 SSC: ☐ Activity: CMA Audit ▾

Start Date: 08/05/2017 End Date: 18/05/2017 Publish Date: 19/10/2017 End Date For State Comments: MIR ID No.:

Description: Translate Source Language: English ▾

The State has established a process for amending its specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?

a) The State has established a process for amending its specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?

b) some existing differences have not yet been identified and notified to ICAO; and

c) not all significant differences have been published in the Aeronautical Information Publication (AIP) of Futureland.

Progress Documented: Translate Source Language: English ▾

Evidence: Translate Source Language: English ▾



Conducting PQ Self-Assessment

PQ No.	Question	Language
1.001 LEG CE-1 S	Has the State promulgated primary aviation legislation to enable it to address its obligations as a signatory to the Chicago Convention?	English Español Français Русский
1.005 LEG CE-1 S	Does the primary aviation legislation provide for the introduction/adoption and subsequent amendment of specific operating regulations?	English Español
1.007 LEG CE-2 S	Has the State established a rule-making process to enable the timely development and amendment of specific operating regulations in the Annexes?	English Español
1.009 LEG CE-2 U	Has the State established a process to ensure that specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?	Español Français Русский
1.011 LEG CE-5 S	Does the State make the primary aviation legislation, specific operating regulations, directives, orders, circulars, publications, etc. readily available to the public?	English Español Français Русский
1.013 LEG CE-1 S	Does the primary aviation legislation provide for the establishment of a civil aviation organization(s) and the appointment of Director General(s) (DGs)/Chief Executive Officer(s) (CEOs)?	English Español Français Русский
1.015 LEG CE-1 S	Does the primary aviation legislation clearly delegate authority to each Director General (DG)/Chief Executive Officer (CEO) who has a safety oversight responsibility?	English Español Français Русский
1.019 LEG CE-1 N	If the State has transferred safety oversight responsibilities to a State/regional or supranational organization, is there an appropriate legal basis for this transfer?	English Español Français Русский
1.023 LEG CE-1 S	Does the primary aviation legislation provide for the issuance of additional binding instruments, such as orders and directives, in support of safety oversight activities?	English Español Français Русский
1.025 LEG CE-2 S	Has the State established procedures for identifying and notifying to ICAO differences between ICAO SARPs and its legislation and practices, if any?	English Español Français Русский

Progress Documented [Translate](#) Source Language English ▼

States conduct their Self-Assessment in the area named
“Result of State Self-Assessment-Read/Write”.

Results of State Self-Assessment--“Read/Write” Draft Copy

Reply to PQ: Yes ▼ Self-Assessment Status of Impl.: Satisfactory ▼ Last Modified: 05/10/2023 [Click To View CAP](#)

Remarks: [Translate](#) Source Language English ▼

Subpart 3 of Part 11 of the Civil Aviation Regulations provides for the procedure for the amendment of Civil Aviation Regulations. Furthermore, the ICAO Issues and State Letter Management, read with the Regulation Development Procedure deal with the process for the speedy amendment of Civil Aviation Regulations following an amendment of ICAO Annex.

Evidence: [Translate](#) Source Language English ▼

Part 11 Subpart 3 of the Civil Aviation Regulations
LE002 CARCom Procedure
LE004 Regulation Development Procedure
GO007 ICAO issues and State letter management Procedure

Page size: 10 ▼ Displaying page 1 of 3, Items 1 to 10 of 23
Page: 1 of 3



Conducting PQ Self-Assessment

Switch to Compliance Switch to SSP

PQ No.	Question	Language
1.001 LEG CE-1 S	Has the State promulgated primary aviation legislation to enable it to address its obligations as a signatory to the Chicago Convention?	English Español Français Русский
1.005 LEG CE-1 S	Does the primary aviation legislation provide for the introduction/adoption and subsequent promulgation of specific operating regulations?	English Español Français Русский
1.007 LEG CE-2 S	Has the State established a rulemaking process to enable the timely development and promulgation of specific operating regulations in compliance with the Annexes?	English Español Français Русский
1.009 LEG CE-2 U	Has the State established a process for amending its specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?	English Español Français Русский
1.011 LEG CE-5 S	Does the State make the primary aviation legislation, specific operating regulations, directives, orders, circulars, publications, etc. readily available to the public?	English Español Français Русский
1.013 LEG CE-1 S	Does the primary aviation legislation provide for the establishment of a civil aviation organization(s) and the appointment of Director General(s) (DGs)/Chief Executive Officer(s) (CEOs)?	English Español Français Русский
1.015 LEG CE-1 S	Does the primary aviation legislation clearly delegate authority to each Director General (DG)/Chief Executive Officer (CEO) who has a safety oversight responsibility?	English Español Français Русский
1.019 LEG CE-1 N	If the State has transferred safety oversight responsibilities to a State/regional or supranational organization, is there an appropriate legal basis for this transfer?	English Español Français Русский
1.023 LEG CE-1 S	Does the primary aviation legislation provide for the issuance of additional binding instruments, such as orders and directives, in support of safety oversight activities?	English Español Français Русский
1.025 LEG CE-2 S	Has the State established procedures for identifying and notifying to ICAO differences between ICAO SARPs and its legislation and practices, if any?	English Español Français Русский

Page size: 10 of 30
Page: 1 of 30
Displaying page 1 of 3, items 1 to 10 of 23

Status of Implementation by ICAO

CMA 2020 Protocols as of Year 2020

Status of Implementation by ICAO

PQ No. 1.009 Reply to PQ Yes ICAO Status of Impl. Not satisfactory CSA Finding LEG2 SSC ☐ Activity CMA Audit

Start Date 08/05/2017 End Date 18/05/2017 Publish Date 19/10/2017 End Date For State Comments MIR ID No.

Description Translate Source Language English

The Ministry for Transport of Futureland recently established a general procedure for reviewing ICAO State letters, amending its regulations as needed, and notifying ICAO of differences with the ICAO SARPs. However:

Progress Document Translate Source Language English

Evidence Translate Source Language English

Subpart 3 of Part II of the CARs;
LE 004 Regulation Development Procedure;
LE 002 CARCOM Procedures;

First refer to ICAO's comments from previous activity in the Description field.

Click "Translate" button to obtain a Google translation of text into desired ICAO language.



Viewing Guidance and References

Self-Assessment / Manage State Self-Assessment

Activity: All ICAO Status of Impl.: All Self-Assessment Status of Impl.: All Audit Area: LEG AA Group Type: All AA Group: All

Critical Element: CE Group: SSC Is PPQ: All Is Draft: All Reply to PQ: All

Of Date: New Prot. Status: PQ No. Clear Search

Review Evidence & Reference

Review Evidence:

- 1) Review the established process for evaluating amendments to all Annexes and for determining the need to amend specific operating regulations or, if necessary, the primary aviation legislation.
- 2) Verify that the process includes all applicable steps and timelines, including the necessary coordination between the relevant technical and legal experts when necessary.

Note to the auditor:
Implementation of this PQ will be verified in all audit areas.

Reference:
CC
Art 37

To view guidance and references of a selected PQ, double-click the PQ number (first column on left) and “Review Evidence & References” window will appear.

PQ No.	Description	Source Language
1.009	Has the State established a process for amending its specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?	English Español Français Русский
1.011	Does the State make the primary aviation legislation, specific operating regulations, directives, orders, circulars, publications, etc. readily available to the public?	English Español Français Русский
1.013	Does the primary aviation legislation provide for the establishment of a civil aviation organization(s) and the appointment of Director General(s) (DGs)/Chief Executive Officer(s) (CEOs)?	English Español Français Русский
1.015	Does the primary aviation legislation clearly delegate authority to each Director General (DG)/Chief Executive Officer (CEO) who has a safety oversight responsibility?	English Español Français Русский
1.019	If the State has transferred safety oversight responsibilities to a State/regional or supranational organization, is there an appropriate legal basis for this	English Español Français

The Ministry for Transport of Futureland recently established a general procedure for reviewing ICAO State letters, amending its regulations as needed, and notifying ICAO of differences with the ICAO SARPs. However:

Progress Documented

Evidence

Subpart 3 of Part II of the CARs;
LE 004 Regulation Development Procedure;
LE 002 CARCOM Procedure;



PQ No.	Question
4.223 OPS CE-6	Does the aircraft operations organization ensure that the air operator develops an ACAS training programme on ACAS-equipped aircraft for its pilots?

- Review Evidence:

1. Verify implementation of operations inspectors' procedures as part of the certification process.
2. Sample air operator's training manuals.
3. Sample ACAS training programme and records to confirm implementation.

- Reference

STD: A6, Part I App. 2, 2.1.31 A6, Part III Sec 3, C3, Att. A
GM: Doc 8168, Vol I

Review Evidence & Reference

Review Evidence:

1) Verify implementation of operations inspectors' procedures as part of the certification process. 2) Sample air operator's training manuals. 3) Sample ACAS training programme and records to confirm implementation.

Reference:

STD A6 Part I App. 2, 2.1.31 GM Doc 8168 Vol I A6 Part III Sec. 3 C3 Att. A



To view CAP of related PQ, click “Click To View CAP” link on the right. OR

PQ No.	Question	Language
3.001 PEL CE-2 S	Has the State promulgated specific operating regulations to transpose the provisions of Annex 17?	English Español Français Русский
3.003 PEL CE-2 S	In addition to the promulgated regulations, has the Licensing Authority issued orders, directives and/or instructions in support of its personnel licensing activities?	English Español Français Русский
3.004 PEL CE-2	Does the State ensure the timely transposition of provisions of Annex 1 into its legal framework?	English Español Français Русский
3.005 PEL CE-2 S	Has the State implemented procedures for amending its specific PEL regulations, taking into consideration ICAO provisions and their amendments?	English Español Français Русский
3.007 PEL CE-2 S	Has the State implemented procedures for identifying and notifying differences if any, to ICAO?	English Español Français Русский

Evidence [Translate](#) Source Language English

Executive aviation infrastructure;
Personnel Licensing Org Chart;
SLA between PEL and ATC.

Results of State Self-Assessment-“Read/Write” Draft Copy

Reply to PQ Yes Self-Assessment Status of Impl. Satisfactory Last Modified 05/10/2023 [Click To View CAP](#)

Remarks: [Translate](#) Source Language English

A structure has been approved. PEL includes Examinations, Training (Part 141), Licensing and Testing Standards

Scroll to bottom of page to view CAP inside “Corrective Action Plan” box.

CE-3 U	for personnel licensing?	Français Русский
3.103 PEL CE-3 S	Are the functions and responsibilities of the personnel licensing office clearly defined?	English Español Français Русский
3.105 PEL CE-3 U	Have job descriptions been established for technical personnel and key management personnel of the personnel licensing office?	English Español Français Русский
3.109 PEL CE-3 U	Does the personnel licensing office have sufficient human resources to carry out its functions and mandate?	English Español Français Русский

New Attachment details
Select the file you want to upload and use the 'Upload Files' button to upload the selected file:

[Select](#)

[Upload Files](#)

[Remove Attachments](#)

[Save as Draft](#) [Submit to ICAO](#)

Corrective Action Plan



For “Not Satisfactory” PQs, review the “Description” and “Progress Documented” under the “Status of Implementation by ICAO” toolbar.

Switch to Compliance

Switch to SSP

PQ No.	Question	Language
Show/Hide Extended Columns		
1.001 LEG CE-1 S	Has the State promulgated primary aviation legislation to enable it to address its obligations as a signatory to the Chicago Convention?	English Español Français Русский
1.005 LEG CE-1 S	Does the primary aviation legislation provide for the introduction/adoption and subsequent promulgation of specific operating regulations?	English Español Français Русский
1.007 LEG CE-2 S	Has the State established a rulemaking process to enable the timely development and promulgation of specific operating regulations in compliance with the Annexes?	English Español Français Русский
1.009 LEG CE-2 U	Has the State established a process for amending its specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?	English Español Français Русский
1.011 LEG CE-5 S	Does the State make the primary aviation legislation, specific operating regulations, directives, orders, circulars, publications, etc. readily available to the public?	English Español Français Русский
1.013 LEG CE-1 S	Does the primary aviation legislation provide for the establishment of a civil aviation organization(s) and the appointment of Director General(s) (DGs)/Chief Executive Officer(s) (CEOs)?	English Español Français Русский
1.015 LEG CE-1 S	Does the primary aviation legislation clearly delegate authority to each Director General (DG)/Chief Executive Officer (CEO) who has a safety oversight responsibility?	English Español Français Русский
1.019 LEG	If the State has transferred safety oversight responsibilities to a State/regional or	English Español

Status of Implementation by ICAO

CMA 2020 Protocols as of Year 2020

Status of Implementation by ICAO

PQ No.

1.009

Reply to PQ

Yes

ICAO Status of Impl.

Not satisfact

CSA Finding

LEG2

SSC

Activity

CMA Audit

Start Date

08/05/20

End Date

18/05/20

Publish Date

19/10/20

End Date For State Comments

MIR ID No.

Description

Translate

Source Language

English

The Ministry for Transport of Futureland recently established a general procedure for reviewing ICAO State letters, amending its regulations as needed, and notifying ICAO of differences with the ICAO SARPs. However:

Progress Documented

Translate

Source Language

English

Evidence

Translate

Source Language

English

Subpart 3 of Part II of the CARs;
LE 004 Regulation Development Procedure;
LE 002 CARCOM Procedure;



PQ No.	Question	Language	Results of State Self-Assessment--"Read/Write"		Draft Copy <input type="checkbox"/>
	Show/Hide Extended Columns		Reply to PQ	Self-Assessment Status of Impl.	
1.001 LEG CE-1 S	Has the State promulgated primary aviation legislation to enable it to address its obligations as a signatory to the Chicago Convention?	English Español Français Русский	Yes	Satisfactory	Modified: 1/2023 Click To View CAP
<p>Select "Yes" or "No" to "Reply to Protocol Question" based on whether or not the State has responded to the relevant PQ.</p>					
<p>Indicate the State's status of implementation for the said PQ.</p>					
<ul style="list-style-type: none"> "Satisfactory" means that the State has complied with all the guidance requirements of the PQ. "Not satisfactory" applies when State has not fully complied with any of the guidance requirements of the PQ. "Not applicable" means that the PQ does not apply in the State (e.g. PQ related to ROs and the State does not have any). 					
1.023 LEG CE-1 S	Does the primary aviation legislation provide for the issuance of additional binding instruments, such as orders and directives, in	English Español Français	Upload New Attachments		



Providing Remarks...

Use the guidance in the “Review Evidence & References” box to prepare and compose “Remarks” to explain “Status of Implementation”.

In the “Remarks” box, provide one sentence to describe progress of implementation for each guidance element outlined in “Review Evidence & References”.

1.011 LEG CE-5 S	Does the State make the primary aviation legislation, specific operating regulations, directives, orders, circulars, publications, etc. readily available to the public?	English Español Français Русский	Yes	Satisfactory	19/10/2023	Click to View CAP
1.013 LEG CE-1 S	Does the primary aviation legislation provide for the establishment of a civil aviation organization(s) and the appointment of Director General(s) (DGs)/Chief Executive Officer(s) (CEOs)?	English Español Français Русский	<div> <div>Remarks:</div> <div>Translate</div> <div>Source Language: English</div> </div> <ol style="list-style-type: none"> CAA-AC-OPS050 Contents of an Operations Manual Section 9.3.2(f), describes requirements for air operators to establish an ACAS programme. Inspector guidance is detailed in Operation inspector Manual, chapter 4, section 2 The Air Operator Certification Manual Chapter 10, and checklist in Appendix 1, detail the certification process 			
1.015 LEG CE-1 S	Does the primary aviation legislation clearly delegate authority to each Director General (DG)/Chief Executive Officer (CEO) who has a safety oversight responsibility?	English Español Français Русский	<div> <div>Evidence:</div> <div>Translate</div> <div>Source Language: English</div> </div> <ol style="list-style-type: none"> CAA-AC-OPS050 Contents of an Operations Manual Section 9.3.2(f) includes the CAA requirements. Operation inspector manual, chapter 4, section 2 The Air Operator Certification Manual Chapter 10, and checklist in Appendix 1 			
1.019 LEG CE-1 N	If the State has transferred safety oversight responsibilities to a State/regional or supranational organization, is there an appropriate legal basis for this transfer?	English Español Français Русский				
1.023 LEG CE-1 S	Does the primary aviation legislation provide for the issuance of additional binding instruments, such as orders and directives, in support of safety oversight activities?	English Español Français Русский				

Page size: 10 Displaying page 1 of 3, items 1 to 10 of 24
 Page: 1 of 3



Points to keep in mind when providing “Remarks”:

- The State should provide “Remarks” to explain the reason for the “Status of Implementation” (Satisfactory/Not satisfactory/Not applicable) of the pertinent PQ.
- The “Remarks” should respond, point-by-point and in a single sentence, to each of the corresponding guidance elements found in “Review Evidence & References”.
- If supporting evidence is attached, the State should provide detailed references, such as chapter, page, paragraph, etc.



Providing Evidence...

If necessary, provide/attach evidence to support corresponding “Remarks” and guidance elements.

1.007	LEG	CE-2	S	operating regulations?	English Español Français Русский	Subpart 3 of Part II of the CARs; LE 004 Regulation Development Procedure; LE-002 CARCOM Procedure;
1.009	LEG	CE-2	U	Has the State established a process for amending its specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?	English Español Français Русский	Results of State Self-Assessment--“Read/Write” Draft Copy
1.011	LEG	CE-1	S	Does the State make the primary aviation	English	Reply to PQ: Yes Self-Assessment Status of Impl. Satisfactory Last Modified: 19/10/2023 Click To View CAP

Include document name and specific reference(s).
 For large documents, include detailed references to chapters, sections, pages, etc.

1.019	LEG	CE-1	N	If the State has transferred safety oversight responsibilities to a State/regional or supranational organization, is there an appropriate legal basis for this transfer?	English Español Français Русский	3. The Air Operator Certification Manual Chapter 10, and checklist in Appendix 1, detail the certification process
1.023	LEG	CE-1	S	Does the primary aviation legislation provide for the issuance of additional binding instruments, such as orders and directives, in support of safety oversight activities?	English Español Français Русский	Evidence: Translate Source Language: English 1. CAA-AC-OPS050 Contents of an Operations Manual Section 9.3.2(f) includes the CAA requirements. 2. Operation inspector manual, chapter 4, section 2 3. The Air Operator Certification Manual Chapter 10, and checklist in Appendix 1

Page size: 10

Displaying page 1 of 3, items 1 to 10 of 24
 Page: 1 of 3



Completing PQ Self-Assessment

Evidence: **Translate** Source Language **English** ▾

1. CAA-AC-OPS050 Contents of an Operations Manual Section 9.3.2(f) includes the CAA requirements.
2. Operation inspector manual, chapter 4, section 2
3. The Air Operator Certification Manual Chapter 10, and checklist in Appendix 1

Attach Evidence

Existing Attachments
The attachment you want to use already exists, no need to re-upload the attachment, just simply use the 'Attachments Manager' feature below to attach an already existing file. This avoids the need to re-upload the file.

[Attachments Manager](#)

Upload New Attachments
The attachment you want to upload does not exist in the system, so you need to upload the file. The file should be in PDF, XPS, PPTX and DOCX format. The file size should be less than 10 MB. Do not upload zero file size files.

Step 1. Use the 'Select' button to open the file selection window.

Step 2. Use the 'Upload Files' button to upload the file.

Step 3. Save your work using the 'Save as Draft' button.

Step 4. (Optional) You can use the 'Submit to ICAO' button to submit the evidence.

New Attachment details
Select the file you want to upload.

[Select](#)

[Upload Files](#)

[Refresh File Attachments](#)

[Save as Draft](#) [Submit to ICAO](#)

Copies of references to be attached for each item of evidence.

Click **"Attachments Manager"** to attach an already existing file.

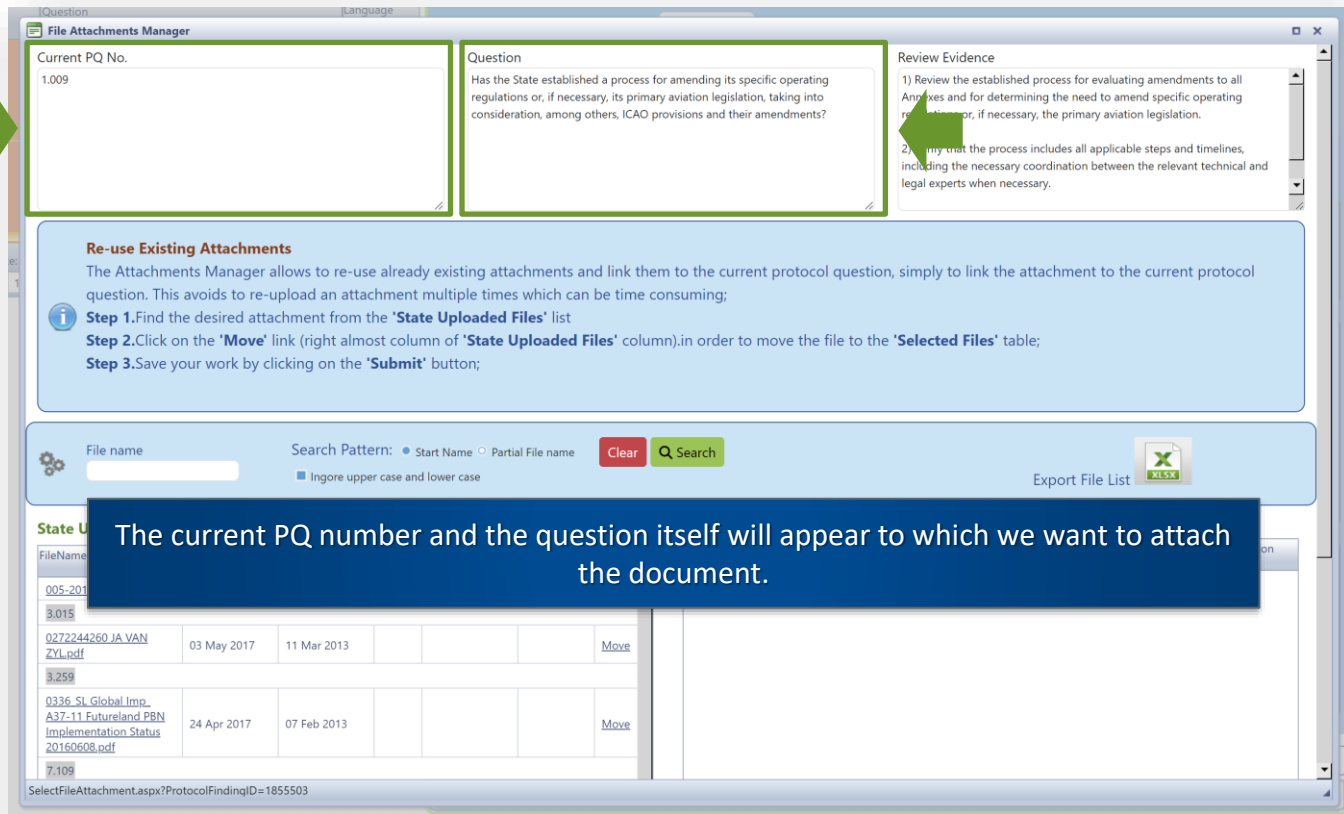
Click **"Select"** to open window and select file for upload.

Click **"Upload Files"** to upload.

Until self-assessment is completed, save your work using the button **"Save as Draft"**.

Once self-assessment is fully completed, click **"Submit to ICAO"**.





File Attachments Manager

Current PQ No.
1.009

Question
Has the State established a process for amending its specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?

Review Evidence
1) Review the established process for evaluating amendments to all Annexes and for determining the need to amend specific operating regulations or, if necessary, the primary aviation legislation.
2) Verify that the process includes all applicable steps and timelines, including the necessary coordination between the relevant technical and legal experts when necessary.

Re-use Existing Attachments
The Attachments Manager allows to re-use already existing attachments and link them to the current protocol question, simply to link the attachment to the current protocol question. This avoids to re-upload an attachment multiple times which can be time consuming;
Step 1. Find the desired attachment from the 'State Uploaded Files' list
Step 2. Click on the 'Move' link (right almost column of 'State Uploaded Files' column) in order to move the file to the 'Selected Files' table;
Step 3. Save your work by clicking on the 'Submit' button;

File name: Search Pattern: ☒ Start Name ☐ Partial File name

State Uploaded Files

File Name	Date	Action
005-2013-015		
0272244260 JA VAN ZVL.pdf	03 May 2017	11 Mar 2013 Move
0336-SI Global Imp. A37-11 Futureland PBN Implementation Status 20160608.pdf	24 Apr 2017	07 Feb 2013 Move
7.109		

SelectFileAttachment.aspx?ProtocolFindingID=1855503



Re-using Existing Attached Evidence

File Attachments Manager

Step 3. Save your work by clicking on the 'Submit' button;

File name: Search Pattern: ☒ Start Name ☐ Partial File name

☐ Ignore upper case and lower case

State Uploaded Files Page: 1/249

FileName	File Date	Created On	Created By	Modified On	Modified By	Action
005-2015.pdf	24 Apr 2017	19 Mar 2015				Move
3.015						
0272244260 JA VAN ZYL.pdf	03 May 2017	11 Mar 2013				Move
3.259						
0336 SL Global Imp. A37-11 Futureland PBN Implementation Status 20160608.pdf	24 Apr 2017	07 Feb 2013				Move
7.109						
1-AMO 2020-2021 application.pdf	10 May 2021	14 Apr 2013				Move
5.377						
1-OM - Introduction.pdf	14 Jan 2021	11 Apr 2013				Move
4.043						
1-ZS-JRE Repair Approval Letter.pdf	02 Feb 2021	06 Feb 2013				Move
5.175						
100m ave Friction Map 03L-21R @65kmh 12-10-2016.pdf	28 Apr 2017	07 Feb 2013				Move

Selected Files

FileName	File Date	Created On	Created By	Modified On	Modified By	Action
No items to view						

SelectFileAttachment.aspx?ProtocolFindingID=1855503

A list of all existing evidences attached appears at the lower left corner.



Re-using Existing Attached Evidence

File name Search Pattern: ☒ Start Name ☐ Partial File name ☐ Ignore upper case and lower case Clear Search

Use the “Search” tab to find specific files by file name.

State Uploaded Files First Prev Next Last Page:1/249

FileName	File Date	Created On	Created By	Modified On	Modified By	Action
005-2015.pdf	24 Apr 2017	19 Mar 2015				Move
3.015						
20160608.pdf						
7.109						
1_AMO 2020-2021 application.pdf	10 May 2021	14 Apr 2013				
5.377						
1_OM - Introduction.pdf	14 Jan 2021	11 Apr 2013				
4.043						
1_ZS-JRE Repair Approval Letter.pdf	02 Feb 2021	06 Feb 2013				Move
5.175						
100m ave Friction Map 03L-21R @65kmh 12-10-2016.pdf	28 Apr 2017	07 Feb 2013				Move

Select an existing attachment and click on the “Move” link to send it to “Selected Files” tab.

Selected Files

FileName	File Date	Created On	Created By	Modified On	Modified By	Action
005-2015.pdf	24 Apr 2017	19 Mar 2015				Delete
3.015						

Drag and drop the chosen attachment to place it on the “Selected Files” side. More than one attachment can be included by using this method.

Click on “Submit” to attach the selected evidence file(s).

Submit Close



Re-using Existing Attached Evidence

Attach Evidence

Existing Attachments



The attachment you want to use already exists, no need to re-upload the attachment, just simply use the 'Attachments Manager' feature below to attach an already existing file. This avoids to re-upload an attachment multiple times which can be time consuming.

[Attachments Manager](#)

Upload New Attachments

The attachment you want to use needs to be uploaded, just simply follow the following 3 steps:

Step 1. Use the 'Select' button to select new file attachments, limited to 10 files and maximum of 20 MB per file, the following file extension formats are accepted: PDF,XPS,PPTX and DOCX;



Step 2. Use the 'Upload Files' button to upload files, depending of the size of the files selected and the internet speed, this can take some time to process; please do not upload zero file size



Step 3. Save your work using either the 'Save as Draft' button or the 'Submit to ICAO' button or the 'Submit Attachment' button when offline mode is active;

Step 4. (Optional) You can use the 'Refresh File Attachments' button to refresh the list of uploaded attachments.

New Attachment details

Select the file you want to upload and use the 'Upload Files' button to upload the selected file:

The attached evidence file will automatically appear on the PQ.

File Name	Size (bytes)	Uploaded Date	Outdated	Actions
 005-2015.pdf	127,833	24/04/2017		Replace Delete

Save this action by clicking on "Save as Draft" if more work needs to be done.

Submit to ICAO when finished.



Evidence: **Translate** Source Language: **English** ▼

1. CAA-AC-OPS050 Contents of an Operations Manual Section 9.3.2(f) includes the CAA requirements.
2. Operation inspector manual, chapter 4, section 2
3. The Air Operator Certification Manual Chapter 10, and checklist in Appendix 1

Attach Evidence

Existing Attachments
The attachment you want to upload already exists in the system. Click [Attachments Manager](#) to view existing attachments.

Upload New Attachments
The attachment you want to upload does not exist in the system. Follow the steps below to upload a new attachment.
Step 1. Use the 'Select' button to choose the file you want to upload. Supported file types are PDF, XPS, PPTX and DOCX.
Step 2. Use the 'Upload' button to upload the file. Do not upload zero file size files.
Step 3. Save your work using the 'Save as Draft' button.
Step 4. (Optional) You can add a comment to the attachment.

New Attachment details
Select the file you want to upload.

Select

Upload Files

Refresh File Attachments

Save as Draft Submit to ICAO

Helpful Tips in Revising/Updating “Remarks”



- Copy the original “Remarks” text to a MS WORD document.
- Revise/update the original text as required.
- In the “Remarks” box, add the date of submission.
- Below the date, add the subject matter in CAPITAL LETTERS.
- Copy and Paste the revised/updated text into the “Remarks” box.
- Click “Save as Draft” to save your work.



Under “Self-Assessment” tab, scroll down and select “Export Protocol Self-Assessment Checklist”.

State Dashboard ▾ Self-Assessment ▾ PQ Findings ▾ Corrective Action Plan (CAP) ▾ Mandatory Information Requests (MIR) ▾

PQ Findings / Manage

View Mode
Live mode - Public

Critical Element Group
All ▾

SSC
All ▾

New Protocol Status
All ▾

Audit Area
LEG ▾

Audit Area Group
All

State Acceptance
All

Clear Search

Manage State Self-Assessment
Export Protocol Self-Assessment Checklist
Import Protocol Self-Assessment Checklist

List Of Not Satisfactory PQs

PQ No.	Question	Language
1.151	Has the State ratified Article 83 bis of the Chicago Convention and modified the primary aviation legislation	English

Protocol Finding

PQ No.	Reply to PQ
1.151	▾





To view all PQs, Click “All Protocols”.



The export feature is utilized for the completion of the self-assessment protocol questions offline.



Warning: The Unlock feature should only be used to unlock the self-assessment when the original exported document has been lost or there is no need to import the document back into the OLF. The result of unlocking an exported document causes the exported file to become obsolete and cannot be imported into the OLF.



The exported document requires Microsoft Word 2010 on a Windows based platform. Please ensure the document remains in its native “docx” file format when saving. The exported file should not be merged or modified.

Data Cycle Type

Regular

☒ All Protocols ☐ Not satisfactory Protocols based on last ICAO activity ☐ PPQOnly

	Code	Description	Ref. Language	Is Locked	Export User	Exported User Email	Export Date	Last Imported File Name	Last Imported On	Last Imported By	Imported User Email
<input type="checkbox"/>	LEG	Primary Aviation Legislation and Specific Operating Regulations	English	<input type="checkbox"/>							
<input type="checkbox"/>	ORG	Civil aviation organization	English	<input type="checkbox"/>							
<input type="checkbox"/>	PEL	Personnel licensing and training	English	<input type="checkbox"/>							
<input type="checkbox"/>	OPS	Aircraft operations	English	<input type="checkbox"/>							
<input type="checkbox"/>	AIR	Airworthiness of aircraft	English	<input type="checkbox"/>							
<input type="checkbox"/>	AIG	Aircraft accident and incident investigation	English	<input type="checkbox"/>							
<input type="checkbox"/>	ANS	Air navigation services	English	<input type="checkbox"/>							
<input type="checkbox"/>	AGA	Aerodromes and ground aids	English	<input type="checkbox"/>							

Refresh

Submit

Export to Excel





Exporting Self-Assessment Checklist — “Only Not satisfactory PQs”

To view “Not Satisfactory” PQs only,
click “Only Not satisfactory Protocols”.

The Export feature is utilized for the completion of the self-assessment protocol questions online.

Warning: The Unlock feature should only be used to unlock the self-assessment when the original exported document has been lost or there is no need to import the document back into the OLF.
The result of unlocking an exported document causes the exported file to become obsolete and cannot be imported into the OLF.

The exported document requires Microsoft Word 2010 on a Windows based platform. Please ensure the document remains in its native “docx” file format when saving. The exported file should not be merged or modified.

Data Cycle Type



Regula

☐ Not satisfactory Protocols based on last ICAO activity

☐ PPQOnly

	Code	Description	Ref. Language	Is Locked	Export User	Exported User Email	Export Date	Last Imported File Name	Last Imported On	Last Imported By	Imported User Email
<input type="checkbox"/>	LEG	Primary Aviation Legislation and Specific Operating Regulations	English	<input type="checkbox"/>							
<input type="checkbox"/>	ORG	Civil aviation organization	English	<input type="checkbox"/>							
<input type="checkbox"/>	PEL	Personnel licensing and training	English	<input type="checkbox"/>							
<input type="checkbox"/>	OPS	Aircraft operations	English	<input type="checkbox"/>							
<input type="checkbox"/>	AIR	Airworthiness of aircraft	English	<input type="checkbox"/>							
<input type="checkbox"/>	AIG	Aircraft accident and incident investigation	English	<input type="checkbox"/>							
<input type="checkbox"/>	ANS	Air navigation services	English	<input type="checkbox"/>							
<input type="checkbox"/>	AGA	Aerodromes and ground aids	English	<input type="checkbox"/>							

Refresh

Submit

Export to Excel



To view PQs of a particular audit area (**one area at a time**),
check box next to selected audit area.

The Export feature is utilized for the completion of the self-assessment protocol questions online.

Warning: The Unlock feature should only be used to unlock the self-assessment when the original exported document has been lost or there is no need to import the document back into the OLF.
The result of unlocking an exported document causes the exported file to become obsolete and cannot be imported into the OLF.

The exported document requires Microsoft Word 2010 on a Windows based platform. Please ensure the document remains in its native "docx" file format when saving. The exported file should not be merged or modified.

Data Cycle Type

☒ Regular
☐ Protocols ☐ Not satisfactory Protocols based on last ICAO activity ☐ PPQOnly

	Code	Description	Ref. Language	Is Locked	Export User	Exported User Email	Export Date	Last Imported File Name	Last Imported On	Last Imported By	Imported User Email
<input type="checkbox"/>	LEG	Primary Aviation Legislation and Specific Operating Regulations	English	<input type="checkbox"/>							
<input type="checkbox"/>	ORG	Civil aviation organization	English	<input type="checkbox"/>							
<input type="checkbox"/>	PEL	Personnel licensing and training	English	<input type="checkbox"/>							
<input type="checkbox"/>	OPS	Aircraft operations	English	<input type="checkbox"/>							
<input type="checkbox"/>	AIR	Airworthiness of aircraft	English	<input type="checkbox"/>							
<input type="checkbox"/>	AIG	Aircraft accident and incident investigation	English	<input type="checkbox"/>							
<input type="checkbox"/>	ANS	Air navigation services	English	<input type="checkbox"/>							
<input type="checkbox"/>	AGA	Aerodromes and ground aids	English	<input type="checkbox"/>							

Refresh

Submit

Export to Excel



Once PQ selection is made, click “Submit” to download file.

The export feature is utilized for the completion of the self-assessment protocol questions online.

Warning: The Unlock feature should only be used to unlock the self-assessment when the original exported document has been lost or there is no need to import the document back into the OLF. The result of unlocking an exported document causes the exported file to become obsolete and cannot be imported into the OLF.

The exported document requires Microsoft Word 2010 on a Windows based platform. Please ensure the document remains in its native “docx” file format when saving. The exported file should not be merged or modified.

Data Cycle Type



Regular



☒ All Protocols ☐ Not satisfactory Protocols based on last ICAO activity ☐ PPQOnly

	Code	Description	Ref. Language	Is Locked	Export User	Exported User Email	Export Date	Last Imported File Name	Last Imported On	Last Imported By	Imported User Email
<input type="checkbox"/>	LEG	Primary Aviation Legislation and Specific Operating Regulations	English	<input type="checkbox"/>							
<input type="checkbox"/>	ORG	Civil aviation organization	English	<input type="checkbox"/>							
<input type="checkbox"/>	PEL	Personnel licensing and training	English	<input type="checkbox"/>							
<input type="checkbox"/>	OPS	Aircraft operations	English	<input type="checkbox"/>							
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											



Wait a few seconds for the file to download, depending on the Internet speed. **DO NOT** press the “Submit” button twice.



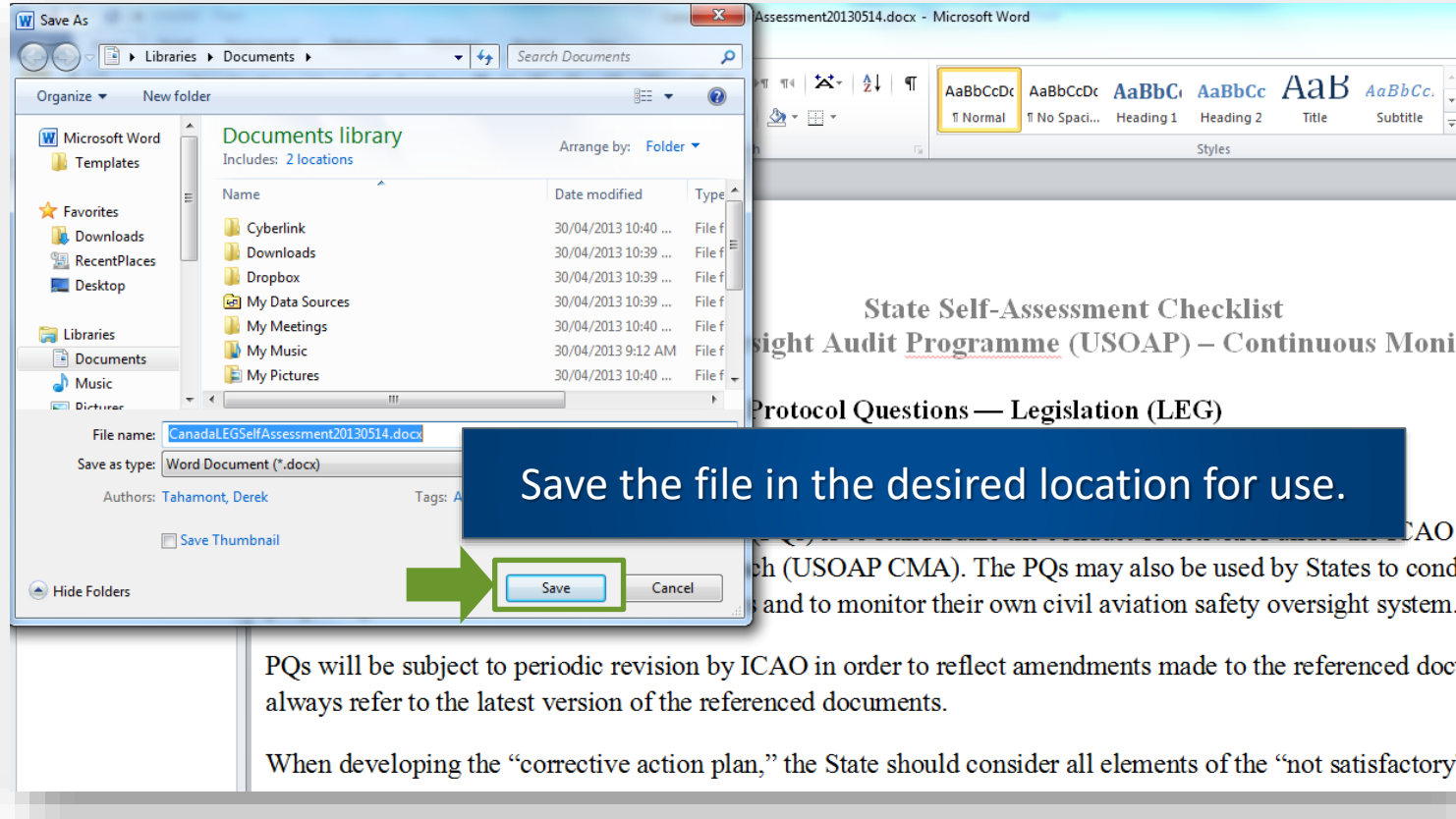
Refresh

Submit

Export to Excel



Exporting Self-Assessment Checklist



Save the file in the desired location for use.

State Self-Assessment Checklist
Civil Aviation Safety Oversight Audit Programme (USOAP) – Continuous Monitoring Protocol Questions — Legislation (LEG)

PQs will be subject to periodic revision by ICAO in order to reflect amendments made to the referenced documents and to monitor their own civil aviation safety oversight system.

When developing the “corrective action plan,” the State should consider all elements of the “not satisfactory”



Exporting Self-Assessment Checklist

Self-Assessment / Export Protocol Self-Assessment Checklist



The export feature is utilized for the completion of the self-assessment protocol questions offline.



Warning: The Unlock feature should only be used to unlock the self-assessment when the original exported document has been lost or there is no need to import the document back into the OLF. The result of unlocking an exported document causes the exported file to become obsolete and cannot be imported into the OLF.



The exported document requires Microsoft Word 2010 on a Windows based platform. Please ensure the document remains in its native "docx" file format when saving. The exported file should not be merged or modified.

Data Cycle Type



Regular

☒ All Protocols ☐ Not satisfactory Protocols based on last ICAO activity ☐ PPQOnly



	Code	Description	Ref. Language	Is Locked	Export User	Exported	Export Date	Last Imported File	Last Imported On	Last Imported By	Imported
<input type="checkbox"/>	LEG	Primary Aviation Legislation and Specific Operating Regulations	English	<input type="checkbox"/>							
<input type="checkbox"/>	ORG	Civil aviation organization	English	<input checked="" type="checkbox"/> Unlock	Futureland						
<input type="checkbox"/>	PEL	Personnel licensing and training	English	<input checked="" type="checkbox"/> Unlock	Futureland						
<input type="checkbox"/>	OPS	Aircraft operations	English	<input checked="" type="checkbox"/> Unlock	Futureland						
<input type="checkbox"/>	AIR	Airworthiness of aircraft	English	<input type="checkbox"/>							
<input type="checkbox"/>	AIG	Aircraft accident and incident investigation	English	<input type="checkbox"/>							
<input type="checkbox"/>	ANS	Air navigation services	English	<input type="checkbox"/>							
<input type="checkbox"/>	AGA	Aerodromes and ground aids	English	<input type="checkbox"/>							

"Unlock" exports that will not be re-imported into the system

[Refresh](#)

[Submit](#)

[Export to Excel](#)



Under “Protocol Question (PQ)” tab, scroll down and select “Import Protocol Self-Assessment Checklist”.

State Dashboard ▾ Self-Assessment ▾ PQ Findings ▾ Corrective Action Plan (CAP) ▾ Mandatory Information Requests (MIR) ▾

PQ Findings / Manage State Self-Assessment

View Mode
Live

Critical Element Group
All ▾

SSC
All ▾

Audit Area
LEG ▾

Audit Area Group
All

New Protocol Status
All ▾

State Acceptance
All

Clear Search

List Of Not Satisfactory PQs

PQ No.	Question	Language
1.151	Has the State ratified Article 83 bis of the Chicago Convention and modified the primary aviation legislation	English

Protocol Finding

PQ No.	Reply to PQ
1.151	▾



Click “**Select**” to open a window and select file to be imported.


Browse and Select PQ file to import

Select

Custom Drop Zone

Drop Files Here

☒ Import the Self-Assessment draft results to the OLF and maintain the lock on said checklist ☐ Override all duplicated exported document for the same activity

 Submit

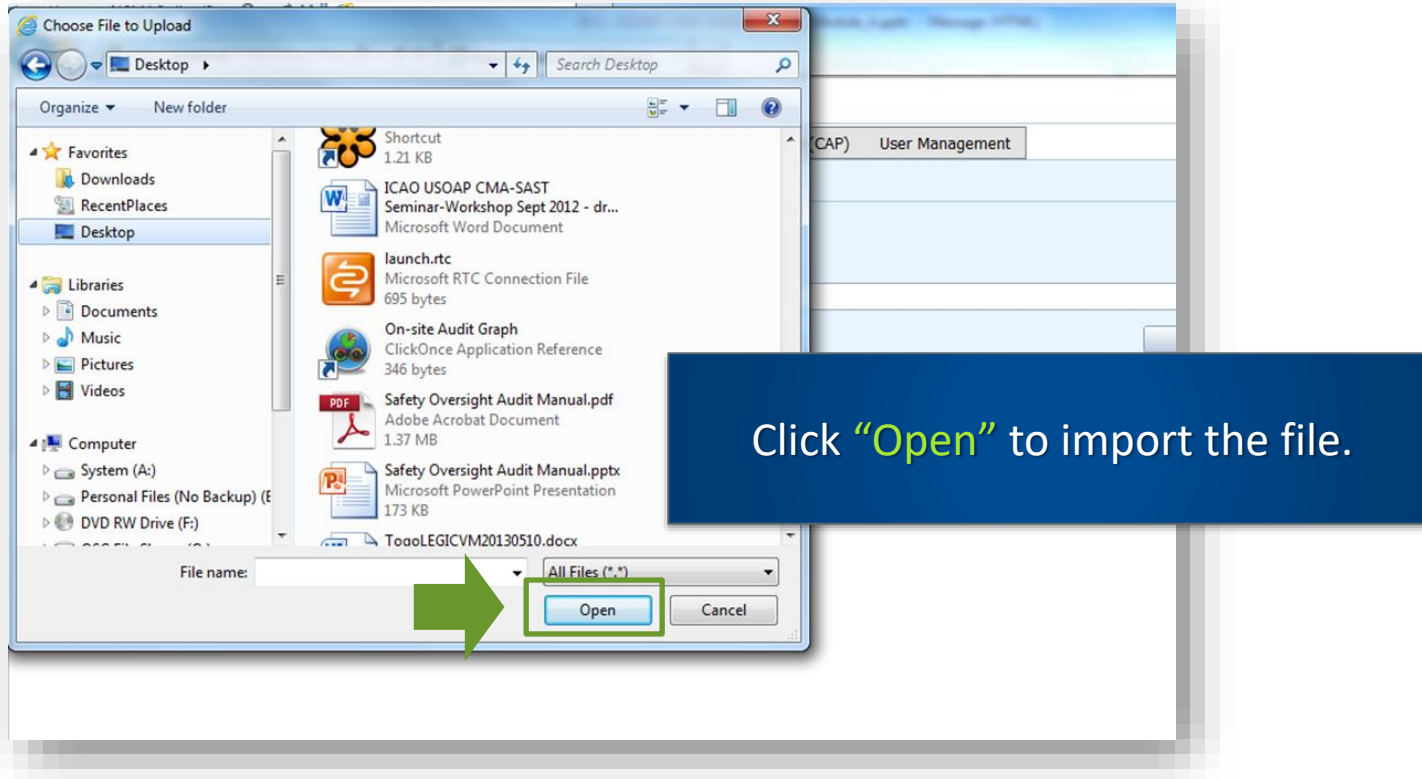




Select the file to be imported



Importing Self-Assessment Checklist



Choose File to Upload

Desktop

Organize New folder

File list:

- Shortcut (1.21 KB)
- ICAO USOAP CMA-SAST Seminar-Workshop Sept 2012 - dr... (Microsoft Word Document)
- launch.rtc (Microsoft RTC Connection File, 695 bytes)
- On-site Audit Graph (ClickOnce Application Reference, 346 bytes)
- Safety Oversight Audit Manual.pdf (Adobe Acrobat Document, 1.37 MB)
- Safety Oversight Audit Manual.pptx (Microsoft PowerPoint Presentation, 173 KB)
- ToaoLEGICVM20130510.docx

File name: [] All Files (*.*)

Open Cancel

Click "Open" to import the file.





Self-Assessment / Import Protocol Self-Assessment Checklist



The Import feature is utilized to import Self-Assessment protocol questions that have been documented offline, if you select the 'Import the Self-Assessment draft results to the OLF and maintain the lock on said checklist' option, the audit area will be kept locked for future imports.

Only Audit Area marked as 'Is Locked' can be imported.



The exported document requires Microsoft Word 2010 on a Windows based platform. Please ensure the document remains in its native "docx" file format when saving. The exported file should not be merged or modified.



Data Cycle Type

Regular

Code	Description	Ref. Language	Is Locked	Export User	Export Date	Last Imported On	Last Imported By
LEG	Primary Aviation Legislation and Specific Operating Regulations		<input type="checkbox"/>				
ORG	Civil aviation organization	English	<input checked="" type="checkbox"/>	Futureland Student	19/10/2023		
PEL	Personnel licensing and training	English	<input checked="" type="checkbox"/>	Futureland Student	19/10/2023		
OPS	Aircraft operations	English	<input checked="" type="checkbox"/>	Futureland Student	19/10/2023		
AIR	Airworthiness of aircraft		<input type="checkbox"/>				
AIG	Aircraft accident and incident investigation		<input type="checkbox"/>				
ANS	Air navigation services		<input type="checkbox"/>				
AGA	Aerodromes and ground aids		<input type="checkbox"/>				

Remove “Lock” on files when importing back into system.

Browse and Select PQ file to import

Select



Custom Drop Zone

Drop Files Here

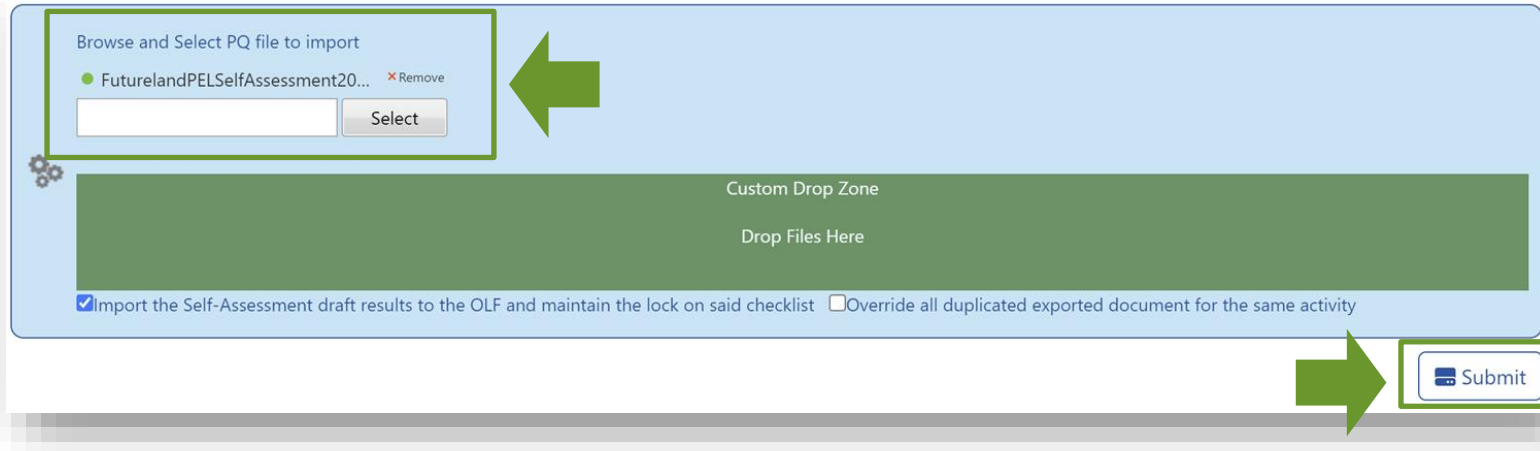
☒ Import the Self-Assessment draft results to the OLF and maintain the lock on said checklist

☐ Override all duplicated exported document for the same activity

Submit



Once filename appears above the “Select” field, click “Submit”.



Browse and Select PQ file to import

● FuturelandPELSelfAssessment20... ✕ Remove

Select

Custom Drop Zone

Drop Files Here

☒ Import the Self-Assessment draft results to the OLF and maintain the lock on said checklist ☐ Override all duplicated exported document for the same activity

Submit



Points to keep in mind when exporting/importing files:

- If exported files are to be used solely for information purposes, make sure to manually **Unlock** the file after exporting.
- **Do NOT** make any modifications to the structure of the document, entering information **ONLY** in the prescribed areas.



Changing the document structure will prevent you from importing the said file back into OLF.

- **Better NOT** change the document name.
- Once all work on the document is completed, make sure to uncheck the “**Import the Self-Assessment draft results to the OLF and maintain the lock on said checklist**” button.





How to Submit CAPs



➤ Why is it important for States to provide effective CAPs and CAP updates?

- It is required by the MOU.
- It ensures that States fully address PQ findings.
- CAP updates allow States to report the level of progress made.
- It enables ICAO to determine the next course of action.



✈ States are required to:

- Provide a CAP that fully addresses the PQ Finding
(Refer to the “Six Criteria for a Good CAP” in slide no. 48);
- Submit to ICAO the progress made in implementation of each CAP; and
- Once CAP is fully implemented, attached the relevant evidence.

States



✈ ICAO is required to:

- Provide feedback on the acceptability of the submitted CAP (i.e. “CAP does not address the Finding”, “CAP partially addresses the finding”, “CAP fully addresses the finding”, and others);
- Provide status of CAP review (i.e. “not started” or “in progress” or “completed”); and
- Verify if a completed CAP that was submitted meets the 3 requirements for validation.



Six Criteria for a Good CAP (“RCDSRC”)

- **Relevant:** CAP addresses the issues and requirements related to the finding and corresponding PQ and CE.
- **Comprehensive:** CAP is complete and includes all elements or aspects associated with the finding.
- **Detailed:** CAP outlines implementation process using step-by-step approach.
- **Specific:** CAP identifies who will do what, when and in coordination with other entities, if applicable.
- **Realistic:** In terms of contents and implementation timelines.
- **Consistent:** In relation to other CAPs and with the State’s self-assessment.



- Go to the USOAP CMA Online Framework (OLF) website using the following link: www.icao.int/usoap

- Click the “CAP” icon.



✈ States are required to submit:

- Effective CAPs; and
- Provide regular CAP progress as required by the MOU.

States



✈ States must ensure that their submitted CAPs :

- Fully address PQ findings;
- Are relevant, clear, detailed and comprehensive;
- Have realistic target implementation dates; and
- Work systematically towards implementing corrective actions.

States





Corrective Action Plan (CAP) / Manage Corrective Action Plan

Select View Mode

Live mode - Public
Preview mode - NCMC only
Live mode - Public

Activity

Audit Area

LEG

CAP Progress

All

Attachments Out Of Date

All

Is PPQ

All

Has Attachments

All

PQ No.

Clear

CAPs Qualified PQs Qualified Search

List Of Not Satisfactory PQs

PQ No.	Question	Language
1.009 LEG CE-2 CAP: -1%	Has the State established a process for amending its specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?	English Español Français Русский
1.015 LEG CE-1 CAP: -1%	Does the primary aviation legislation clearly delegate authority to each Director General (DG)/Chief Executive Officer (CEO) who has a safety oversight responsibility?	English Español Français Русский

Page size: 10
Displaying page 1 of 1, items 1 to 3 of 3

1 of 1

Protocol Finding

PQ No.

1.009

Reply to PQ

Yes

Not satisfactory

LEG2

SSC

Activity

CMA Audit

Start Date

08/05/2017

End Date

18/05/2017

Report Publication Date

19/10/2017

Description

The Ministry for Transport of Futureland recently established a general procedure for reviewing ICAO State letters, amending its regulations as needed, and notifying ICAO of differences with the ICAO SARPs. However:

Progress Documented

Corrective Action Plan

Est. Imp. Date	Rev. Imp. Date	Completed Date
----------------	----------------	----------------

Review “Description” and “Progress Documented” for pertinent PQ finding from previous USOAP activity.

“Preview mode” vs “Live mode”





How to Submit CAPs

Corrective Action Plan (CAP)

Manage Corrective Action Plan

View Mode: Live mode - Public
Activity: All
Audit Area: LEG
Critical Element Group: All
CAP Review Result: All
CAP Progress: All
ICAO CAP Status: All
On Site /Offsite PQs: All
SSC: All
Is PPQ: All
Has Attachments: All
Attachments Out Of Date: All
Is Linked To MIR: All
New Protocol Status: All
Outdated ICAO review: All
PQ No.:
Clear

CAPs Qualified PQs Qualified Search

List Of Not Satisfactory PQs

PQ No.	Question	Language
1.009	Has the State established a process for amending its specific operating regulations or, if necessary,	English

Protocol Finding

PQ No.
1.009

Review Evidence & Reference



Review Evidence:

Review examples of actions taken.

Note. — If surveillance of reliability programmes is not conducted, this PQ is automatically Not Satisfactory.

Reference:

GM
Doc 9760
Part II, 4.7.4.4 d)
Part IV, 5.4

Select “Corrective Action Plan (CAP)” tab.

Refer to guidance and references of selected PQ. Double-click PQ number (first column on left) and “Review Evidence & References” window will appear.



How to Submit CAPs

PQ No.	Question	Language
1.009 LEG CE-2 CAP: 75%	Has the State established a process for amending its specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?	English Español Français Русский
1.015 LEG CE-1 CAP: -1%	Does the primary aviation legislation clearly delegate authority to each Director General (DG)/Chief Executive Officer (CEO) who has a safety oversight responsibility?	English Español Français Русский

Page size: 10
Displaying page 1 of 1, items 1 to 3 of 3

Provide a realistic “**Estimated Implementation Date (EID)**” for each step of the CAP.

Enter the completion date when the CAP is completed.

Enter CAP in a step-by-step format, describing the action and responsible action office per step in clear, concise term.



Change Log

! An evidence has to be present and not being outdated to set the CAP status progress to 'Complete'

+ Add new record Refresh

	Step	Proposed Action	Action Office	Evidence Reference	Est.Imp.Date	Rev. Imp. Date	Date of Completion	Progress
Edit Delete	1	The procedure "National Consultation Process for International Regulations" has been revised and approved.	Ministry of Transport		30/12/2023	30/03/2024	30/03/2024	
Edit Delete	2	In order to improve understanding and awareness by all persons involved in identifying and reporting...	Ministry of Transport		30/11/2023	30/12/2023		75% complete



How to Submit CAPs

PQ No. **Question** **Language**

Show/Hide Extended Columns

1.009 LEG CE-2 CAP: 75%	Has the State established a process for amending its specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?	English Español Français Русский
1.015 LEG CE-1 CAP: -1%	Does the primary aviation legislation clearly delegate authority to each Director General (DG)/Chief Executive Officer (CEO) who has a safety oversight responsibility?	English Español Français Русский

Page size: 10 Displaying page 1 of 1, items 1 to 3 of 3

Page: 1 of 1

Corrective Action Plan

Est. Imp. Date: 30/12/2023 Rev. Imp. Date: 30/03/2024 Completed Date: 30/03/2024 Progress Status 87.5%

State CAP 19/10/2023 [Click to Update PQ Status or Attach Evidence](#)

State Comments

Enter comments on CAP submission/update in "State Comments" box, if necessary. Completion of this field is optional.

Enter comments on CAP submission/update in "State Comments" box, if necessary. Completion of this field is optional.

		Step	Proposed Action	Action Office	Evidence Reference	Est.Imp.Date	Rev. Imp. Date	Date of Completion	Progress		
Edit	Delete	1	The procedure "National Consultation Process for International Regulations" has been revised and approved.	Ministry of Transport	National Consultation Process for International Regulations	30/12/2023	30/03/2024	30/03/2024	Completed	1	i
Edit	Delete	2	In order to improve understanding and awareness by all persons involved in identifying and reporting...	Ministry of Transport		30/11/2023	30/12/2023		75% complete	1	i



How to Submit CAPs

PQ No.	Question	Language
1.009 LEG CE-2 CAP: 75%	Has the State established a process for amending its specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?	English Español Français Русский
1.015 LEG CE-1 CAP: -1%	Does the primary aviation legislation clearly delegate authority to each Director General (DG)/Chief Executive Officer (CEO) who has a safety oversight responsibility?	English Español Français Русский

Corrective Action Plan

Est. Imp. Date: 30/12/2023 Rev. Imp. Date: 30/03/2024 Completed Date: 30/03/2024 Progress Status: 87.5%

State CAP: 19/10/2023 [Click to Update PQ Status or Attach Evidence](#)

Submit to ICAO

Comments by ICAO:

Page size: 10 Displaying page 1 of 1, items 1 to 3 of 3

Page: 1 of 1

Self-Assessment

Submit to ICAO even if action is not 100% completed so that ICAO can monitor the progress

Scroll down to the bottom of the page and click on “Self-Assessment” box only).

Provide any changes impacting the PQ self-assessment and attach evidence as necessary



How to Submit CAPs: Example

Corrective Action Plan (CAP) / Manage Corrective Action Plan

View Mode: Live mode - Public
Critical Element Group: All
Is PPQ: All
PQ No.:
CAPs Qualified PQs Qualified Search

Activity: All
CAP Review Result: All
Has Attachments: All

Audit Area: LEG
CAP Progress: All
Attachments Out Of Date: All

AA Group Type: All
ICAO CAP Status: All
Is Linked To MIR: All

Clear

List Of Not Satisfactory PQs

PQ No.	Question	Language
1.009	Has the State established a process for amending its specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?	English Español Français Русский

75%

Protocol Finding

PQ No.: 1.009
Reply to PQ: Yes
Implementation Status: Not satisfactory
Start Date: 08/05/2017
CSA Audit Finding: LEG2
SSC: ☐

Review Evidence & Reference

Review Evidence:
Review examples of actions taken.

Note. — If surveillance of reliability programmes is not conducted, this PQ is automatically Not Satisfactory.

Reference:
GM
Doc 9760
Part II, 4.7.4.4 d)
Part IV, 5.4

Action Plan

Rev. Imp. Date: 30/03/2024
Completed Date: 30/03/2024
Progress Status: 87.5%

Example

PQ 5.453 (CE-8)

Does the AID initiate a special evaluation or impose special operational restrictions if information obtained from reliability monitoring indicates a degraded level of safety?

Guidance

Review examples of actions taken.

Note. — If surveillance of reliability programmes is not conducted, this PQ is automatically **Not Satisfactory**.

Reference

GM Doc 9760 Part II, 4.7.4.4 d); Part IV, 5.4





How to Submit CAPs: Example

Corrective Action Plan (CAP) / Manage Corrective Action Plan

View Mode: Live mode - Public
Activity: All
Audit Area: LEG
AA Group Type: All
Audit Area Group: All
Critical Element: All

Critical Element Group: CAP Review Result
CAP Progress: CAP Progress
ICAO CAP Status: ICAO CAP Status
On Site /Offsite PQs: On Site /Offsite PQs
SSC: SSC

Is PPQ: All
PQ No.:

CAPs Qualified PQs Qualified

List Of Not Satisfactory PQs

PQ No.	Question	Language
1.009 LEG CE-2 CAP: 75%	Has the State established a process for amending its specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?	English Español Français Русский
1.015 LEG CE-1 CAP: -1%	Does the primary aviation legislation clearly delegate authority to each Director General (DG)/Chief Executive Officer (CEO) who has a safety oversight responsibility?	English Español Français Русский

Page size: 10
Page: 1 of 1
Displaying page 1 of 1, items 1 to 3 of 3

Protocol Finding CMA 2020 Protocols as of Year 2020

PQ No. 1.009

Reply to PQ: Yes
Implementation Status: Not satisfactory
CSA Audit Finding: LEG2
SSC: ☐

Activity: CMA Audit
Start Date: 08/05/2017
End Date: 18/05/2017
Report Publication Date: 19/10/2017

Description
The Ministry for Transport of Futureland recently established a general procedure for reviewing ICAO State letters, amending its regulations as needed, and notifying ICAO of differences with the ICAO SARPs. However:

Progress Documented

Corrective Action Plan

Est. Imp. Date: 30/12/2023
Rev. Imp. Date: 30/03/2024
Completed Date: 30/03/2024
Progress Status 87.5%

State CAP: 18/10/2023 [Click to Update PQ Status or Attach Evidence](#)



Example of Completed CAP

Corrective Action Plan, Action Items: 19/10/2023

Step	Proposed Action	Action Office	Evidence Reference	Est. Imp. Date	Rev. Imp. Date	Date of Completion	Progress
1	Programme AIR participation in all future reliability meetings held by the air operators.	AID		25/6/2023			Completed
2	Collect and analyse existing reports from reliability monitoring.	AID		13/7/2023			Completed
3	Establish a process to ensure the initiation of special evaluation or imposition of operational restrictions in cases of degraded level of safety.	AID		11/10/2023			25%
4	Define possible operational restrictions to be taken.	AID		11/10/2023			Not started



Corrective Action Plan, Action Items: 19/10/2023

Change Log

! An evidence has to be present and not being outdated to set the CAP status progress to 'Complete'

+ Add new record Refresh

		Step	Proposed Action	Action Office	Evidence Reference	Est.Imp.Date	Rev. Imp. Date	Date of Completion	Progress		
Edit	Delete	1	The procedure "National Consultation Process for International Regulations" has been revised and approved.	Ministry of Transport	National Consultation Process for International Regulations	30/12/2023	30/03/2024	30/03/2024	Completed	↑	↓
Edit	Delete	2	In order to improve understanding and awareness by all persons involved in identifying and reporting...	Ministry of Transport		30/11/2023	30/12/2023		75% complete	↑	↓



PQ No.	Show/Hide Extended Columns Question
5.001 AIR CE-2 N/S	Has the State promulgated airworthiness regulations to enable the State to implement the airworthiness-related provisions of ICAO Annexes 6, 7, 8 and 16?
5.003 AIR CE-2 S	Has the State issued a comprehensive and detailed national code of airworthiness or adopted and promulgated the code of another State, containing the full scope and extent of details necessary as the basis for the certification/acceptance of individual aircraft?
5.005 AIR CE-2 N/S	Has the State developed and implemented procedures for the amendment of its enabling regulations and national standards?
5.007 AIR CE-2 N/S	Has the State developed and implemented a procedure for identifying and notifying differences, if any, to ICAO?
5.009 AIR CE-2 N/A	If the State has adopted airworthiness regulations from another State, has it established and implemented a procedure for ensuring that these regulations comply with relevant ICAO Annexes initially and on an ongoing basis subsequent to an Annex amendment or an amendment by the originating State?
5.011 AIR CE-2 S	Are copies of the airworthiness enabling regulations (including directives, orders, circulars, publications, etc.) applicable in the State readily available to the public?

1 - Select PQ for which a new CAP is to be added.

2 - Click “Add new record”.

Corr
Cha

! An evidence has to be present and not being outdated to set the CAP status progress to "Complete"

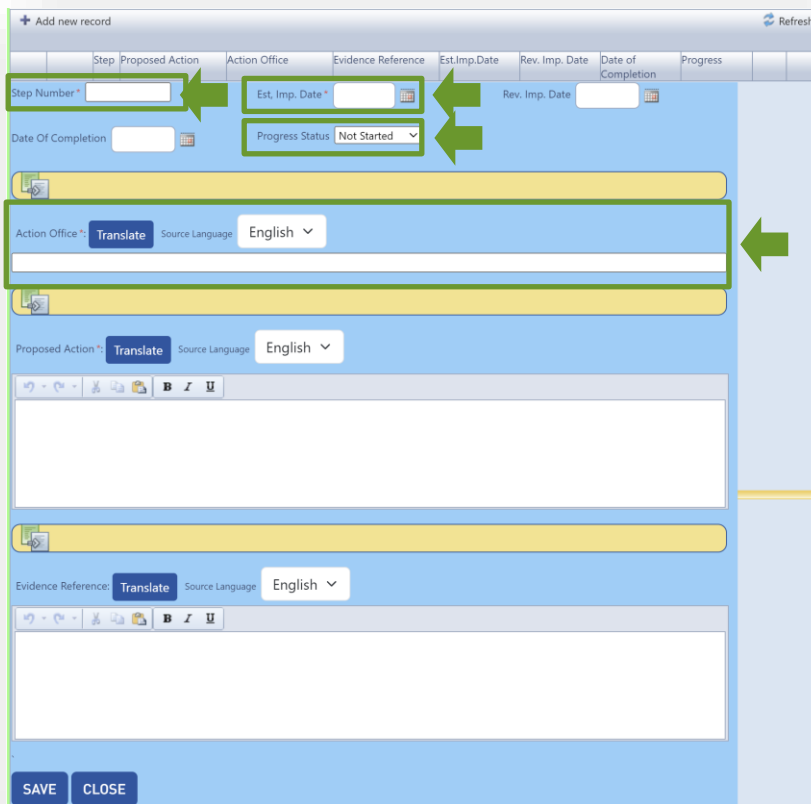
Add new record Refresh

Step	Proposed Action	Action Office	Evidence Reference	Est.Imp.Date	Rev. Imp. Date	Date of Completion	Progress
No records to display.							



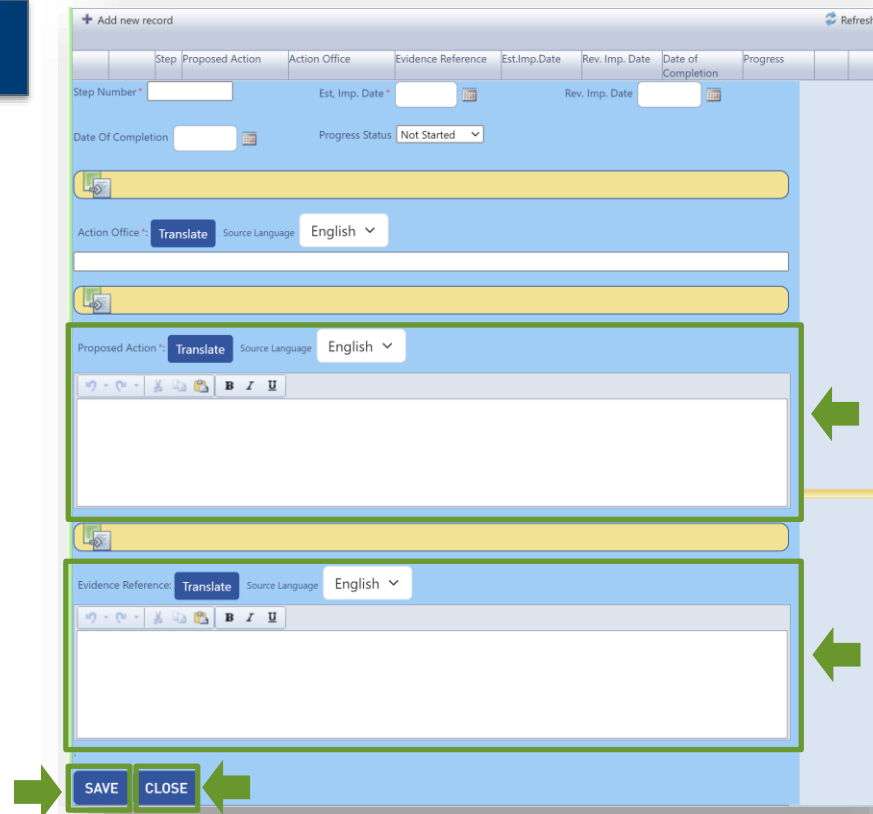
Fill in the following fields:

- **Step number**: A CAP may have several steps based on complexity of action. Each action will require a separate step to facilitate CAP assessment and validation.
- **Estimated Implementation Date**: This estimated date should indicate when the step is expected to be fully implemented.
- **Progress status**
- **Action office** is the office in charge of completing this step.




Fill in the following fields:

- **Proposed Action:** Make sure to provide a proposed action item for the corresponding step.
- **Evidence Reference:** Each reference should be clearly indicated (i.e. chapter, section, paragraph, etc.).
- **Save the CAP action item**
- **Close:** To cancel changes and return to the previous page.



The screenshot shows the 'Add new record' form in the ICAO USOAP system. The form is divided into several sections. The top section contains fields for 'Step Number', 'Step', 'Proposed Action', 'Action Office', 'Evidence Reference', 'Est. Imp. Date', 'Rev. Imp. Date', 'Date of Completion', and 'Progress'. Below this, there are three main sections for data entry, each with a 'Translate' button and a 'Source Language' dropdown menu set to 'English'. The first section is for 'Proposed Action', the second for 'Evidence Reference', and the third for 'Evidence Reference'. The 'Proposed Action' and 'Evidence Reference' sections are highlighted with green boxes and arrows, indicating they are the focus of the instructions. The 'Evidence Reference' section is also highlighted with a green box and arrow. At the bottom of the form, there are two buttons: 'SAVE' and 'CLOSE', which are also highlighted with green boxes and arrows.

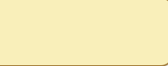





Corrective Action Plan

Est. Imp. Date Rev. Imp. Date

State CAP [Click to Update PQ Status or Attach Evidence](#)



Change Log 

Click this link to provide self-assessment and attach evidence.

Provide additional comments, if necessary.
This field is optional.

Click this button when all the steps related to the CAP are completed and ready to be submitted to ICAO.





How to Update CAPs



How to Update CAPs

PQ No.
Question
Language

Show/Hide Extended Columns

1.009 LEG CE-2 CAP: 75%	Has the State established a process for amending its specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?	English Español Français Русский
1.015 LEG CE-1 CAP: -1%	Does the primary aviation legislation clearly delegate authority to each Director General (DG)/Chief Executive Officer (CEO) who has a safety oversight responsibility?	English Español Français Русский

Page size: 10
Page: 1 of 1
Displaying page 1 of 1, items 1 to 3 of 3

Corrective Action Plan, Action Items: 19/10/2023

Change Location

Add new record Refresh

Step	Proposed Action	Action Office	Evidence Reference	Est.Imp.Date	Rev. Imp. Date	Date of Completion	Progress		
1	The procedure...								
2	In order to improve understanding and awareness by all persons involved in identifying and reporting...	Ministry of Transport		30/11/2023	30/12/2023		75% complete		

Select the PQ whose CAP is to be revised/updated.

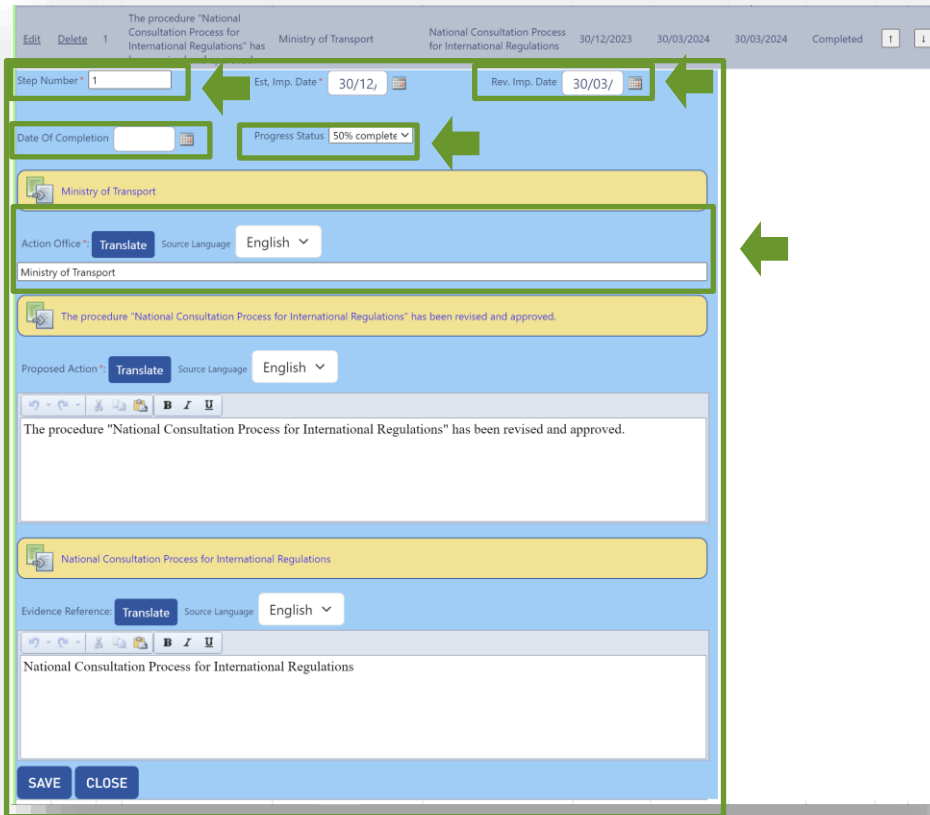
Click "Edit" to revise/update CAPs.



How to Update CAPs

Fill in the following fields:

- **Step number:** A CAP may have several steps based on complexity of action. Each action will require a separate step to facilitate CAP assessment and validation.
- **Revised Implementation Date:** Based on the CAP update, if the EID is no longer realistic, then a revised implementation date should be entered.
- **Date of Completion:** The date when the action was completed should be entered.
- **Progress status**
- **Action office**



The screenshot shows the ICAO USOAP CAP Update Form. The form is titled "The procedure 'National Consultation Process for International Regulations' has been revised and approved." and is associated with the "Ministry of Transport". The form includes the following fields:

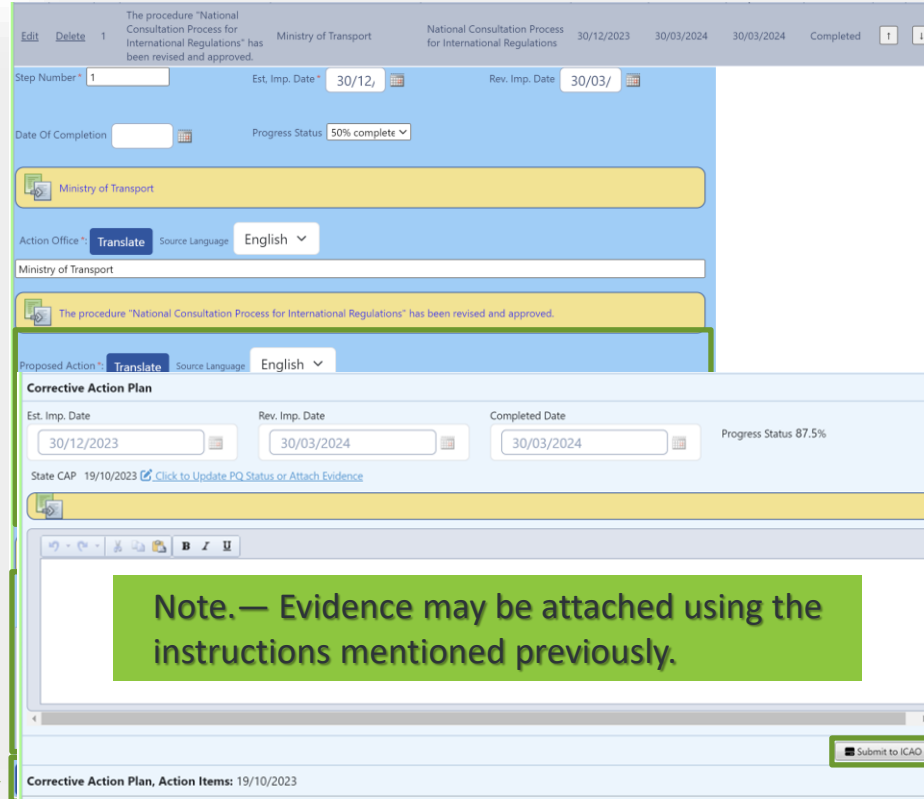
- Step Number:** 1
- Est. Imp. Date:** 30/12/2023
- Rev. Imp. Date:** 30/03/2024
- Date Of Completion:** (empty)
- Progress Status:** 50% complete
- Action Office:** Ministry of Transport
- Proposed Action:** The procedure "National Consultation Process for International Regulations" has been revised and approved.
- Evidence Reference:** National Consultation Process for International Regulations

The form also includes a "Translate" button and a "Source Language" dropdown menu set to "English". The form is divided into sections by yellow bars, and the "SAVE" and "CLOSE" buttons are at the bottom.



Fill in the following fields:

- **Updated Proposed Action:** Make sure to provide a proposed action item for each corresponding step.
- **Evidence Reference:** Each reference should be precise and detailed (with chapter, section, paragraph, etc.).
- **Save the CAP action item**
- **Close:** To cancel changes.
- **Submit to ICAO:** When all steps are fully edited and ready for submission.



The screenshot shows the 'National Consultation Process for International Regulations' form. The 'Proposed Action' section is highlighted with a green box. The 'Corrective Action Plan' section includes fields for 'Est. Imp. Date' (30/12/2023), 'Rev. Imp. Date' (30/03/2024), 'Completed Date' (30/03/2024), and 'Progress Status' (87.5%). A green box at the bottom right contains the text: 'Note.— Evidence may be attached using the instructions mentioned previously.' The 'Submit to ICAO' button is highlighted with a green box and a green arrow pointing to it from the right.



1. How to Conduct PQ Self-Assessment.
2. How to Submit CAPs.
3. How to Update CAPs.



The system is evolving.
Feedback and suggestions from users is
required for the system to mature!





Thank You!