

Strategy	<p>Project activities will be coordinated among project members, the Project Coordinator, and the Programme Coordinator, mainly through teleconferences and meetings that may be held within other scheduled events, based on the activities of the work programme. The Project Coordinator will coordinate with the Programme Coordinator for the inclusion of additional experts, if warranted by the tasks and work to be performed. Go-Team programmes will be established to help states that need assistance to improve their implementation of QMS in AIM by providing tailored advice and recommendations.</p> <p>The results of the work done will be submitted to the consideration and review of State experts in the form of a final consolidated document for analysis, review, and approval, and for presentation to the APIRG Infrastructure and Information Management SubGroup (IIM/SG) by the Programme Coordinator.</p>
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Rationale	<p>The quality management system in AIM services must provide users the required guarantee and assurance that the aeronautical information/data distributed meets quality requirements in terms of accuracy, resolution, integrity, completeness, traceability, timeliness, and format (Annex 15, 3.2).</p> <p>There needs to be a close relationship with other projects in order to collect the operational requirements of the aforementioned applications and their respective tentative dates of implementation.</p>
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Related projects	<p>This project is related to Projects AFI ANFR B0 30/DATM “Implementation of the provision of electronic terrain and obstacle data eTOD” and “Implementation of Aeronautical Information Exchange Systems (AIXM)”.</p>
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Project deliverables	Relationship with the performance based regional plan (PFF)	Responsible party	Status of implementation*	Delivery date	Comments
Prepare surveys to establish the levels of compliance and implementation of AIM-QMS based on ICAO guides	PFF: AFI AIM/3	<p>Kenya States to fill the questionnaire so that we may know the implementation status of each state</p>		1/1/2021 31/06 2021	Delegate where necessary
Prepare surveys to establish the maintenance of ISO certification	PFF :AFI AIM/3	<p>Kenya ISO certified states to fill questionnaires so that we may know whether they are maintaining ISO certification</p>		1/1/2021 31/06 2021	Delegate where necessary

Follow-up on questionnaires	PFF :AFI AIM/3	Kenya Conducting follow-up to states for -Delayed submissions -incomplete information -ambiguous information		01/07/2021 31/06/2022	Delegate where necessary
Circulate surveys to the States	PFF: AFI AIM/3	ICAO coordinator		31/12/23	
Collect analyze and tabulate the information of the States	PFF: AFI AIM/3	ICAO coordinator		31/12/22	
Description of steps for QMS implementation.	PFF: AFI AIM/3	Implementation is the middle stage of the QMS process and implementation can only be done after completing preparation and documentation stages		31/12/22	
Documentation needed in preparation for QMS	PFF :AFI AIM/3	A)quality manual b)quality policy c)control of documented information d)control of non-performing products/services e)continual improvement f)management review and internal audit g)assign a representative to lead the QMS process		31/12/22	
QMS self assessment questionnaire	PFF: AFI AIM/3	After staff training on QMS a questionnaire can be done to check on the buy in by staff		31/12/22	

Template with QMS assessment results	PFF: AFI AIM/3	This can only be available after the results of the questionnaire		31/12/22	
QMS implementation plan	PFF: AFI AIM/3	<ol style="list-style-type: none"> 1. Start with Document control 2. Explain the requirements of ISO to the staff 3. Assign staff members to write work instructions 4. Document the main steps 		31/12/22	
QMS procedures and preventive actions.	PFF: AFI AIM/3	<p>-these are actions taken to stop it from happening, or to stop it from becoming too severe. -adequate monitoring and controls must be in place in the quality system to ensure that potential problems are identified and eliminated before they happen. Can be done by: e.g.</p> <ul style="list-style-type: none"> • management review process • Process / Performance monitoring • Analysis of warranty data and customer feedback for trends • Process analysis etc 		31/12/22	
QMS internal audit procedure.	PFF: AFI AIM/3	<ul style="list-style-type: none"> • Define the audit programme -- -Implement the audit programme -Review the audit programme -Improve the audit programme - Use trained Auditors -Use the internal audit work 		31/12/22	

		instructions prepared by the company			
Procedure for controlling documented information	PFF: AFI AIM/3	-a record is generated to state results achieved or to provide evidence of activities performed. -The procedure should be as detailed in the ISO standard para 7.5.3		31/12/22	
Procedure for drafting QMS documents.	PFF: AFI AIM/3	This is the order 1 Quality Manual 2 QMS Procedures & Forms that describe the QMS and specific QMS processes applicable across all departments / areas 3 Local work instructions, forms, or other process specific documentation applicable only to a specific department / area process Template available		31/12/22	
Service control procedure – QMS non-conforming products.	PFF: AFI AIM/3	An ISO procedure document for Control of non- conforming products should be published. The following should be clearly listed in the document 1 Identification 2 Containment 3 Disposition Option 4 Eliminate 5 Authorize use 6 Preclude original use 7 Correct per Disposition 8 Corrective Action		31/12/22	

<p>Procedures for controlling the documents of the AIS service management system.</p>	<p>PFF: AFI AIM/3</p>	<p>-Preparation, Review and Approval of Documents -Formatting -Documents revision Coding and Status -Receiving and distribution of External Documents -Outgoing documents -Filling and storage -Obsolete documents</p>		<p>31/12/22</p>	
<p>SLA with service providers to ensure the quality of the information and the AIM data exchange.</p>	<p>PFF: AFI AIM/3</p>	<p>Contracts between service provider and its customers defining the services to be provided. -Letters of Agreement (LOA) across an organization -Letters of Understanding (LOU) within an organization</p>		<p>31/12/22</p>	
<p>Collect certifications and produce report on the status of ISO 9001:20015 certifications in the AFI Region</p>	<p>PFF: AFI AIM/3</p>	<p>ICAO Coordinator</p>		<p>31/12/23</p>	
<p>Resources required</p>	<p>Designation of experts in the execution of some of the deliverables. More commitment by States to support the designated coordinators and experts.</p> <p>Funds to conduct the meetings, missions and to translate reports, regional guides and manuals. Likewise, participants must be given facilities to participate in Go-Team programmes.</p> <p>Funds to conduct audit trials. States could cover the cost of trials by their lead auditors, since the experience obtained will contribute to improve the system. Likewise, participants must be given facilities to participate in Go-Team programmes.</p>				

Remarks	
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Grey* *Task not started*

Red It has not been possible to implement this activity as scheduled; mitigating measures are required

IIMSG –AIM Project 1 Team

IIMSG- IIMSG AIM Project.1: Assessment and development of QMS applied to AIM

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