

APPENDIX B:

PART IV-B - SAT SAFETY MANAGEMENT GROUP (SAT SOG) TERMS OF REFERENCE, COMPOSITION AND WORKING ARRANGEMENT OF THE SAT SAFETY MANAGEMENT GROUP (SAT SOG)

1. TERMS OF REFERENCE

1.1 The SAT-SOG is responsible to the SAT-SG for:

- a) monitoring safety management of air traffic service provision in the SAT Region and encouraging adoption of best practices;
- b) ensuring the availability and correct categorization of SAT Region reported occurrences for the purposes of mathematical analysis and other safety management activities; and
- c) providing statistical data and advices relating to monitoring of safety assessment and any other related tasks.

1.2 With respect to the monitoring of safety management of ATS provision, the SAT-SOG will:

- a) Address safety related issues and system safety performance of the SAT Region through monthly/regular conference call and face to face meetings ;
- b) Ensure that safety-related occurrences in the SAT region are reported and analyzed by the concerned party to determine root causes and trends;
- c) Promote SAT-SOG skills and methods for addressing safety-related occurrences among stakeholders developed by SAT-SOG and best practices;
- d) Ensure SAT airspace structure changes are covered by safety assessment approved by the concerned SAT Member State;
- e) In coordination with the SAT IMG, identify areas where mitigation is required.
- f) Assess the effectiveness of implemented mitigation measures;
- g) Develop and maintain SAT Safety Policy as well as safety monitoring methods and analysis in order to recommend improvements to the processes as appropriate to the SAT-SG;

1.3 With respect to ensuring the availability and correct categorization of reported occurrences, the SAT-SOG will:

- a) Implement and maintain a database of safety-related occurrences reported by RMAs, ANSPs, airspace users, CSPs, States and relevant stakeholders and ensure consistencies of RMA databases;
- b) Collect and ensure proper categorization of safety-related occurrences of the SAT Area from ANSPs, Airspace Users, RMAs and keep under review the associated procedures including fast track procedure
- c) Collect data and process safety Key Performance Indicators (KPIs) for trend monitoring and when appropriate, propose KPIs revision for approval by the SAT-SG;

1.4 With respect to the provision of statistical data and monitoring advices related to safety assessment of occurrences, the SAT SOG will:

- a) Share data on safety related occurrences in the SAT Region such as, ASRs, UCRs or incident reports as appropriate as well as the associated analysis report with SAT ANSPs, States and Airspace Users for lessons learnt and promotion of mitigations; and notify SAT-SG all the missing safety-related occurrence reports observed by the RMAs and mitigation action proposals;
- b) Develop and submit to the approval of the SAT-SG the SAT Annual Safety Report in which the safety performance for the SAT Region, as well as the safety priorities and targets, consistent with the Global Aviation Safety Plan and the SAT Safety Policy, are consolidated;
- c) Submit for approval of the SAT-SG the annual working programme and SAT-SOG;
- d) needs and expectation to fulfil their tasks; and
- e) Work closely with SAT States, ANSPs, Airspace Users, and industrial stakeholders, RMAs involved in the SAT Region and other relevant parties (others RMAs, States, ANSPs,).

2. COMPOSITION

- **Members:** Experts from SAT members and SAT related RMAs,
- **Observers:** Experts from SAT Observers.

2.1 The SAT-SOG is composed of members and observers. In order to ensure that SAT Airspace Users' views are represented and to provide valuable operational experience.

2.2 The SAT SOG chairperson may invite participants from other States, industrial stakeholders or organizations as required.

2.3 The Chairmanship and vice-Chairmanship of the SAT-SOG will be elected by SAT-SOG members for a four years period renewable once, and shall take up his/her duties after confirmation by the SAT-SG.

3. WORKING ARRANGEMENT:

The SOG will meet face-to-face at least once a year and at other times as required by the work programme. The SOG will make every reasonable effort to use other means such as teleconference, electronic correspondence to reduce the frequency of face to face meetings.

The SOG may use other reasonable means such as teleconference and electronic correspondence to reduce the frequency of face-to-face meetings. Work will be carried out as required using such other means in order to expeditiously carry out their business.