Islamic Republic of Iran Safety Programme

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This document endorsed by Deputy of Road and Urban Development and Head of Civil Aviation Organization on 19/Feb/2013

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Concepts

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1 GENERAL

1-1 Foreword

ICAO standards place a responsibility on Contracting States to establish and maintain a State Safety Program (SSP). The Program is an integrated set of Regulations and activities aimed at improving safety.

In order to meet international standards and concerning the Civil Aviation Organization of Islamic Republic of IRAN authority in aviation industry, the state safety program has been developed.
1.2 Introduction

SSP implementation is fulfilling the basic safety management principles upon which the SSP builds.

Under an SSP, safety rulemaking is based on comprehensive analysis of the State’s aviation system; safety policies are developed based on hazard identification and safety risk management; and safety oversight is focused towards the areas of significant safety concerns or higher safety risks.

The SSP is based on comprehensive analysis of the State's aviation system, safety policies and risk management, safety assurance and promotion. Safety oversight of CAO.IRI is now focused on areas of significant safety concerns or higher safety risks. Thus, SSP provides the means to combine prescriptive and performance-based approaches to safety rulemaking, policy development and oversight by CAO.IRI.

Islamic Republic of IRAN State Safety Program plays an important role in identifying, monitoring and maintaining the effectiveness of the various elements of our safety management systems. The Program identifies and describes current arrangements and outlines the steps which are needed to continue to take in order to respond to safety challenges in the future.

The SSP follows a phase approach and will be coming mature and effective gradually.
1-3 Purpose

This manual describes the State Safety Program for CAO.IRI.
This manual is applicable to all relevant directorates of CAO IRI as well as all aviation stakeholders.

The aim of development and implementation of a State Safety Programme (SSP) is to introduce the combination of prescriptive and performance-based approaches to the management of safety.

States shall establish a State Safety Programme (SSP), in order to achieve an acceptable level of safety (ALoS) in civil aviation.

At first glance, the objective of the SSP is integration and rationalization of safety activities by States. A more fundamental issue underlying the SSP is the responsibility of the State to develop with industry an agreed definition of acceptable levels of safety to be delivered during the provision of services. This notion is the gateway to ensure the actual operational performance of an SMS and goes beyond the simple “ticking of boxes”.
1-4 Definitions

Safety is the state in which the possibility of harm to persons or property damage is reduced to, and maintained at or below, an acceptable level through a continuing process of hazard identification and risk management.

Hazard: condition or object with the potential of causing injuries to personnel, damage to equipment or structures, loss of material, or reduction of ability to perform a prescribed function.

Consequence: potential outcome(s) of the hazard.

Safety Risk: the assessment, expressed in terms of predicted probability and severity, of the consequence(s) of a hazard taking as reference the worst foreseeable situation.

Safety risk management: The analysis and elimination, and/or mitigation to an acceptable level of the safety risks of the consequences of identified hazards.

Probability: the likelihood that an unsafe event or condition might occur

Severity: the possible effects of an unsafe event or condition, taking as reference the worst foreseeable situation

Acceptable Level of Safety (ALoS): It is the minimum degree of safety that must be assured by a system in actual practice

Level of safety: degree of safety of a system, representing the quality of the system, safety-wise, expressed through safety indicators

Safety indicators: parameters that characterize and/or typify the level of safety of the system

Value of safety indicators: quantification of a safety indicator

Safety targets: concrete objectives of the level of safety to be achieved

Value of safety targets: quantification of a safety target

Risk Mitigation: The process of incorporating defenses or preventive controls to lower the severity and/or likelihood of a hazard’s projected consequence
1-5 Document Control

The SSP document is available on CAO.IRI website (http://www.cao.ir/)
Changes to this document will be achieved by a re-issue of the entire document rather than by the amendment of individual pages.

The SSP document will be reviewed periodically by CAO.IRI president at least annually to ensure the relevance and currency of all legislation, regulations and CAO.IRI requirements.
2 STATE AVIATION SAFETY OVERSIGHT SYSTEM

2-1 Introduction

The purpose of this section is to describe the safety oversight arrangements in place in Islamic Republic of Iran as an ICAO Contracting State. It explains the relationships between CAO.IRI, as the body responsible for SSP, and the Government of Islamic Republic of Iran and ultimately ICAO. This section also references the different aviation regulatory framework in place in I.R. Iran.

2-2 Islamic Republic of Iran as ICAO Contracting State

Iran parliament ratified the Convention on International Civil Aviation (the Chicago Convention) on July 18, 1949 and the Civil Aviation Act on July 20, 1949. According to the Civil Aviation Act (1949) the Civil Aviation Organization (CAO.IRI), as representative of Government of I.R Iran, is responsible for civil aviation in I.R. Iran and for upholding Iran’s compliance with the Chicago Convention thus the CAO.IRI establishes the overall aviation policy for civil aviation in Iran.

According to the Civil Aviation Act (1949) CAO.IRI is responsible for any kind of oversight to achieve aviation safety (with aviation safety assurance target).

2-3 Responsibilities of the CAO.IRI

The Civil Aviation Organization of I.R. Iran (CAO.IRI) is responsible for policy formulation and regulation of civil aviation in I.R. Iran. The organization schemes also overlooks the planning and implementation of the growth and expansion of civil air transport, airport facilities, air navigation services and carriage of passengers and goods by air.

The CAO.IRI is responsible for the overall policy direction in the field of civil aviation and responsible to the Ministry of roads and urban development for all civil aviation matters.

2-4 Responsibilities of the President of CAO.IRI

The President of CAO.IRI is responsible for the safety regulation of the civil aviation industry and is recognized in the Civil Aviation Act (1949) as regulatory authority for civil aviation. The President has power vested under the regulations to issue Civil Aviation Directives (CADs) and circulars.

According to The Civil aviation Act (1949), CAO.IRI is authorized for issuance, cancellation, suspension, revocation and limitation of licenses, certificates, approvals and permits in the field of civil aviation.
The Civil aviation regulations provide the power to the President of CAO.IRI to lay down standards and procedures to carry out the Chicago convention and any Annex thereto. Based on article 5 amendment of civil aviation act ratified on 1988, persons authorized by President of CAO.IRI to access to any aircraft or aviation service provider, aviation facilities, documents and records for the purpose of securing compliance with any of the rules or the provisions of the Civil aviation regulations through inspections and audits.

2-5 Accident Investigation

Based on article 3 of Accident and Incident Investigation bylaw ratified on 21/08/2011 by cabinet, CAO.IRI referenced to investigate civil aviation accident/incidents within I.R Iran’s territory. Investigator in charge appointed by president of CAO.IRI and him/her team independently shall investigate Accident and/or incident and issue final report. According to article 10 of mentioned bylaw these persons have full access to Accident/incident site, wreckage and all relevant material including flight recorders and ATS records.

2-6 Search and Rescue

Iran Airports Company (I.A.C) is responsible for Search and Rescue coordinations within I.R.IRAN F.I.R. Search and Rescue operation is carried out using the national civil and military facilities and resources according to national and international MOUs. All responsibilities and accountabilities and operational processes regarding SAR activities will be carried out according to IRAN Aeronautical SAR Plan.
2-7 Civil aviation organization chart

Organization chart of CAO.IRI is according to following figure:
3 STATE SAFETY POLICY AND OBJECTIVES

3-1 Iran aviation legislative framework

1. The Iran Parliament has the power to make laws. Primary legislation made by parliament is referred to as an Act.
2. Many Acts provide for the making of regulations or other instrument, referred to delegated legislation, to supplement key provisions of primary legislation. These legislative instrument can be authorized by the President, Cabinet or relevant Minister. The power to make delegated legislation is restricted by the scope of the power provided in the Act.
3. Under the legal framework established in the Islamic Republic of Iran, the Parliament has the authority to ratify national and international laws. The cabinet has the authority to ratify Iran Civil Aviation Regulations (ICARs) and Civil Aviation Organization may ratify Iran Civil Aviation Standards (ICAS) and Iran Civil Aviation Directives (CADs).
4. Iran Parliament ratified the Chicago convention in 1949. The primary legislation in Iran that gives effect to the convention is the Act of ratification of the Chicago Convention. Accordingly the Parliament ratified and promulgated Civil Aviation Act on 19 July 1949. Civil Aviation Act is the basic civil aviation legislation in Islamic Republic of Iran.
5. The Civil Aviation Act has a total of 35 articles. Article 5 of the Act stipulates the establishment of an independent organization called the Civil Aviation Organization (C.A.O.), affiliated to the Ministry of Road and Urban and headed by a president who is vice Minister of Road and Urban. The president of CAO shall be appointed for a maximum term of three years, after recommendation by the Minister of Road and Urban and approval by cabinet.
6. An additional legal provision promulgated by the Cabinet on 25 May 2008 states that the President of CAO is granted full authority by the Cabinet.
7. Article 6 of the Civil Aviation Act establishes a High Council of Civil Aviation where it is composed of 7 members (including the President of CAO).
8. Licensing provisions are stipulated under Article 14 of the Civil Aviation Act, where it states that “nobody may pilot an aircraft or take action or help, in any manner, to steer the aircraft as a steering member unless he/she possesses a technical certificate whose validity is not expired.
9. With respect to aircraft operations, Article 15, 16, 17 and 18 of the Civil Aviation Act deal with the issuance of AOCs and relevant licenses and their revocation in case of violation of the law or other regulations. According to Article 17, any natural or legal person engaged in commercial air transport of person and object has to be in possession of air operation license from the CAO.
10. With respect to airworthiness, Article 11 and 12 of the Civil Aviation Act outline the requirement and condition for aircraft registration, while Article 13 lays down the
requirement for registered aircraft to obtain valid certificates of airworthiness in order to fly.

11. In the area of air navigation services, the Civil Aviation Act entrusts the CAO with the authority to conduct supervision on all the aeronautical activities of the country, particularly in the area of aviation safety. The President of CAO is responsible for the implementation of standards (ICAS) and regulation (ICARs) in the oversight of civil aviation.

12. A legal provision promulgated by the Cabinet on 5 December 2010 permits CAO to follow Annexes to the Chicago convention.

13. Article 33 of legal provision promulgated by the Cabinet on 21/08/2011 states that CAO is responsible for establishment of State Safety Program (SSP) in the country. According to this Article all parts of aviation industry shall follow the instruction issued by CAO in respect of establishment of SSP.
3-2 **SSP responsibilities and accountabilities**

CAO.IRI has identified, defined and documented the requirements, responsibilities and accountabilities regarding the establishment and maintenance of the SSP. This includes the directives to plan, organize, develop, maintain, control and continuously improve the SSP in a manner that meets safety objectives.

Based on the cabinet ratification (ICAR 113), primary responsibility for the SSP rests with the CAO.IRI that is responsible for overseeing the implementation of SSP and coordinates as appropriate, the activities of the various State aviation organizations encompassed under SSP.

President of CAO.IRI shall make the endeavor that financial and human resources are adequate for implementation, establishment and maintenance of SSP.

3-2-1 **Safety Steering Committee (SSC)**

The SSC is a very high-level committee, chaired by the CAO president and composed of senior managers, including CAO’s deputies and general directorates. The safety manager participates in the SSC as the secretary of the SAB. The SSC is eminently strategic, deals with high-level issues in relation to policies, resource allocation and organizational performance monitoring, and meets every three months, unless exceptional circumstances dictate otherwise.

The Safety Steering Committee (SSC) provides the platform to achieve the objectives of SSP and neutral assessment of the effectiveness and efficiency of the safety oversight strategies.

The SSC:

- Decide the safety objectives, strategies and policies to be followed by CAO;
- Ensure that CAO performs its functions in a proper, efficient and effective manner;
- Monitors the effectiveness of the SSP implementation plan;
- Monitors that any necessary corrective action (specially level I findings) is taken in a timely manner;
- Monitors safety performance against the CAO’s safety policy and objectives;
- Monitors the effectiveness of the CAO’s SSP processes;
- Ensures that appropriate resources are allocated; and
- Gives strategic direction to the SAB. Once a strategic direction has been developed by the SSC, concerted implementation of strategies across the CAO must take place, in a coordinated manner. This is the primary role of the Safety Action Board (SAB).

Members of Safety Steering Committee are:

- Deputy to Flight Standard
- Deputy to Aeronautical and International affairs
- Deputy to Management and Resources Development
- General Director of Safety & Accident Investigation Department (Secretary)
- General Director of Security Department
- General Director of Airworthiness Department
3-2-2 Safety Action Board (SAB)

SAB is a high-level committee, meets once a month and composed of representatives from the different parts of CAO, airlines, airport representatives as well as representatives from other aviation service providers as required, and chaired by safety manager. The safety manager is also secretary of the SAB. The SAB is eminently tactical and deals with implementation issues to satisfy the strategic directives of the SRB. While the SAB deals with “grass roots” implementation issues pertaining to specific activities to ensure control of the safety risks of the consequences of hazards, the SRB deals with the coordination of those issues, to ensure consistency with the strategic direction provided by the SRB.

The Safety Action Board (SAB) should

a) Implement MRB strategies across the CAO in a coordinated manner and report to MRB;
b) Support the safety manager in evaluating the safety consequences of the hazards;
c) Assist the safety manager in reevaluating the safety;
d) applies a safety risk management process to evaluate the safety consequences of hazards;
e) Ensure that hazard identification and safety risk management are carried out as appropriate by aviation service providers;
f) Coordinate the resolution of mitigation strategies for the identified consequences of hazards;
g) assesses the impact of operational changes on safety;
h) ensures that corrective action is taken in a timely manner;
i) Reviews the effectiveness of previous safety recommendations; and
j) Oversees safety promotion.
k) Conduct Safety reviews, which look for effective performance of the safety management activities.
3-3 Accident / incident investigation:

- The safety & Accident investigation department in IRI Civil Aviation Organization conducts civil aircraft accident investigation according to Annex 13 of ICAO and ICAR113 in the Iran territory. This department takes responsibility according to ICAS.113. When an aircraft was involved in an accident or incident outside of Iran territory, this department will participate in the investigation with conditions which mentioned in ICAS.113.

- Also this department, on request, assists other countries or any portions in the conduct of investigations through the provision of investigator expertise and technical facilities.

- The Safety & Accident Investigation Dep. has the necessary legal powers to conduct independent accident investigations and fulfill Iranian obligations within the framework of ICAR.113. The sole objective of the investigation of an accident or incident is the prevention of another accidents or incidents. It is not the purpose of this activity to apportion blame or liability and finally arisen safety recommendations from the investigation will be issued to the service providers and other states or other parties.

- While on systemic investigation of those occurrences, this department senses high dimensions of safety risk in the operation, CAO takes necessary provisions to increase safe operation or set a limitation for operator to increase related safety level.

- Safety recommendations raised during investigation process and published in final report will be sent to related organizations officially. Such organizations are considered to declare receipt of the recommendations and response their preventative action in the mean time to Safety & Accident Investigation Dep.

- The CAO.IRI departments are responsible to follow up the safety recommendations and in the case of violation, consecutive actions are performed according to CAD7313 (Enforcement Manual).
3-4 Enforcement Policy

The CAO.IRI enforcement policy outlines the obligations of the Service providers, the enforcement actions to be used, impartiality enforcement actions, proportionality of responses, natural justice and accountability.

The CAO.IRI enforcement policy is aimed at promoting compliance with aviation safety regulations and requirements through enforcement functions in an equitable manner.

The Civil aviation Act confers on the CAO.IRI and its officers the power of enforcement. Breach of the regulations is an offence carrying a maximum penalty which depends on the nature and circumstance of the breach.

CAO.IRI is vested with the powers to take administrative action under related regulations. Nevertheless, judicial action may be required in cases where the violations are not covered by the provisions relating to administrative action or the violations are of such a serious nature as to warrant judicial action.

The enforcement manual provides details and guidance to CAO.IRI inspectors about the statutory provisions to be complied with by the industry and the procedure to be followed for their manuals.

In this connection it is vital to keep in mind the difference between compliance and enforcement. Compliance consists of all regulations and safety standards being met. When compliance exists, there is no need for enforcement.

The enforcement requires legal or administrative action necessary when compliance is not present.
4 STATE SAFETY RISK MANAGEMENT

4-1 Safety requirements for service provider’s SMS

Service providers shall establish, implement and maintain SMS accepted by CAO.IRI that includes the policies, procedures and practices necessary to provide the services covered by its certificate/approval safely.

While the responsibilities for implementing SMS lie with service providers, it is important that appropriate regulatory oversight is in place to monitor and assess the effectiveness of these systems.

CAO.IRI has mandated the requirement for the following civil aviation service providers to implement SMS:

- **Air Operators** – Civil Aviation standards (ICAS106) require operators to establish and maintain an appropriate organization, with a sound and effective management structure that uses an SMS.

- **Air Traffic Service Providers** – ICAS111 provides that, an air traffic service provider must have, and put into effect, an SMS.

- **Aerodromes (International & secondary)** – ICAS114 provides that there must be an SMS for the service, in accordance with the requirements.

- **Maintenance providers** – ICAS108 includes requirements that safety management and quality assurance systems be introduced to supplement the current provisions for quality control and internal audit.

- **Design organizations and manufacturers** – ICAS108 includes a requirement for design organizations and manufacturers/ to maintain an appropriate SMS.

- **Flight training organizations** – ICAS101&106&108 includes requirements for flight training organizations conduct of operations to include the requirement for safety management and fatigue risk management.

- **Airport services & Ground handling** – CAD 6009 provides that there shall be an SMS for the services.

CAO.IRI has produced general advisory material about SMS as well as more specific information for service providers to assist in developing an SMS manual.

Related information can be found at: [www.cao.ir](http://www.cao.ir)
4-2 **Agreement on service provider's safety performance**

Once the ALoS is established, this will then be used to drive a top down safety performance target setting for all relevant service providers in Islamic Republic of Iran. This ALoS will be a reference by which the service providers and CAO.IRI can assess the ongoing safety performance of service provider’s SMS, and initiate corrective actions as required. The quantitative targets (applied to safety indicators) will be agreed between the CAO.IRI and the applicable service provider.

The targeted safety performance will be scaled as appropriate dependent on the complexity of operations and availability of resource at the applicable service provider.

The safety indicators (i.e. parameters that characterize the level of safety in the system) will be developed to be measurable and reviewable on an ongoing basis. Collected data from occurrence reporting system and safety surveys will be used to determine quantitative measurement against the indicators.

The CAO.IRI will identify key risks from the collected data to focus corrective actions.

With the development of the safety targets processes and values, it is expected that lower level safety indicators will be introduced over time. These lower level safety indicators and their quantitative targets will be measurable on an operational level (i.e. they will relate directly to the daily operations of the relevant service provider).

4-2-1 **Derivation of Safety Plan to deliver the safety targets**

The CAO.IRI Safety Plan will be developed to ensure that the ALoS, as specified by specific safety targets, is delivered in a reasonable timeframe. The Safety and AIG Division of the CAO.IRI will be responsible for the coordination of production of the Safety Plan, and oversight of its implementation plan.

The actions which can be included in the Safety Plan could use operational procedures, technology and training to help achieve the ALoS.

The Safety Plan will be subject to regular reviews by the Safety & AIG Division of the CAO.IRI, in particular by:

i) Continuous hazard identification and proposal of appropriate risk mitigations;

ii) Assessment of occurrence data, audits, inspections and safety reporting system to update and prioritize action upon individual risk areas.

4-2-2 **Implementation of SSP in Islamic Republic of Iran**

Islamic Republic of Iran follows ICAO guidance for implementation of SSP. ICAO has outlined the four steps that a State should take to implement an SSP. These are considered in turn:

**Step 1** - Conduct a gap analysis of the SSP and develop a national legislation governing the functioning of the SSP.

The CAO.IRI carried out a gap analysis based on the ICAO Doc 9859 (2nd Edition) when developing this SSP document. The gap analysis was used as a basis to develop the SSP Implementation Plan and to set out which components/elements are identified as missing or deficient, together with those already existing and effective.
Step 2 - Develop a training programme for civil aviation oversight authority personnel.

An appropriate programme developed by ICAO was used to provide general SSP/SMS training for CAA staff. The CAO.IRI will also develop a new programme that aims to provide general, specialized, refresher and continuing SSP training for all its relevant staff.

Step 3 - Develop SMS regulations for service providers and prepare guidance material for the implementation of SMS.

The CAO.IRI has developed procedures and is currently preparing guidance material for service provider SMS. Much of this material will be based on the ICAO Safety Management Manual (Doc.9859) and ICAO courses.

Step 4 - Revise the civil aviation organization's enforcement policy.

CAO.IRI as the authority responsible for matters relating to aviation safety, especially certification, oversight and inspection shall be analyzed and revised, if necessary, its enforcement policy. CAO.IRI's enforcement policy is defined in Enforcement Manual, Regulations, Standards and Procedures. This policy has been established to ensure the continuing flow and exchange of safety information with service providers. Establishing and maintaining trust with the reporter is an essential part of this process.

CAO.IRI prepares a detailed SSP Implementation Plan which describes the current state of the implementation status of the SSP in IR of Iran, and provides framework and timescales for additional necessary steps required to achieve full compliance with ICAO standards.
5 STATE SAFETY ASSURANCE

5-1 Safety oversight

CAO.IRI safety oversight function is a fundamental component of safety assurance in aviation in Islamic Republic of Iran.

Safety oversight has two primary elements:

1- Ensuring compliance with regulations, namely: compliance with national and international standards and regulations; ensuring appropriate qualification and training; ongoing inspections, audits and survey; and resolving safety concerns effectively.

The structure of the CAO.IRI has been revised to provide effective oversight in all aviation service providers.

Surveillance is reinforced by the presence of a CAO.IRI Oversight Procedure (CAD 4200) and updated Enforcement Policy (CAD 4700) and Civil Aviation Directives. The CAO.IRI will maintain a database of all findings detected, and monitor them until closure.

SSC is involved to resolve Level I surveillance findings and their monitoring. Level I findings in the de-identified form are displayed on the CAO.IRI website to promote safety exchange.

The Civil Aviation Safety Advisory Council has been established to ensure ongoing best practices in safety oversight including areas for future strengthening.

2- Efficient oversight of service providers’ SMS, including resource allocation and performance monitoring.

The CAO.IRI will ensure that regulatory safety risk controls are appropriately integrated into individual service providers’ SMS. In addition, the practice of the safety risk controls will also be audited, including checking for appropriate resource allocation.

The CAO.IRI will also monitor safety measurement for all applicable service providers, with a continuous process of improving the safety indicators and updating safety targets in line with the ALoS. This performance monitoring aims to ensure best practice throughout the Iranian civil aviation industry.

CAO.IRI would set up an Internal Audit and Quality Assurance system to audit aviation safety regulations in relation to the ICAO’s safety oversight program. This system would carry out regular internal audits to provide assurance on corporate governance to the CAO.IRI.
5-2 Safety data collection, analysis and exchange

Appropriate systems including mandatory reporting system are developed by CAO.IRI for reporting of aircraft accidents and incidents and voluntary reporting system for hazard/occurrence reporting. In addition, there are individual reporting arrangements for air proximity incidents and Aircraft Service Difficulties. All aviation service providers are required to provide the information of occurrences in their organizations according to predefined systems.

5-2-1 Mandatory Occurrence Reporting System (MORS)

The main objective of MORS is to contribute to the improvement of air safety by ensuring that relevant information on safety is reported, investigated if required and findings and recommendations disseminated to the concerned stakeholders, with the sole objective of prevention of similar occurrences.

All occurrences in accordance with CAD 6313 (Mandatory Occurrence Reporting System) are required to be notified to Safety and Accident Investigation Department. The early mentioned department is responsible to conduct an investigation into accidents and serious incidents in Islamic Republic of Iran territory.

The information obtained through MORS is analyzed in Safety and Accident Investigation Department. As part of the CAO’s Safety Risk Management process, Safety Risk Team under supervision of Safety and Accident Investigation Department takes decisions for further action.

5-2-2 Voluntary Reporting System (VRS)

Since mandatory systems deal mainly with “hardware” matters, they tend to collect more information on technical failures than on other aspects of operational activities. To help overcome this bias, voluntary reporting systems aim at acquiring more information on those other aspects.

In order to encourage voluntary reporting of occurrences by the personnel engaged in aviation related activities, Voluntary Reporting System has been established. Under this system, anyone who witnesses or is involved or has knowledge of an occurrence, hazard or situation which he or she believes poses potential threat to flight safety may report the case. The system provides assurance that no punitive action will be taken on such voluntary reporting made unless infringement relates to unlawful/ criminal/ deliberate gross negligent unsafe actions.

5-2-3 Reporting and investigation of aircraft proximity incidents

An aircraft proximity incident report is required to be sent to Safety and Accident Investigation Department whenever pilots or Air Traffic Controllers considers that the distance between aircraft as well as their relative positions and speed have been such that the safety of the aircraft involved was or may have been compromised.

In the interest of enhancing flight safety, AIRPROX reports are assessed and investigated based on the degree of risk involved. The data is used to take preventive actions to avoid recurrence such as improving the procedures and updating the facilities.
5-2-4 Reporting and investigation of defects in aircraft and aircraft components (Service Difficulty Report)

All major defects to aircraft and aircraft components are required to be reported based on CAD 4408. The reported defects are investigated and analyzed for the purpose of taking timely corrective/preventive action flight.

5-3 Using safety data to target oversight on areas of greater concern or need

The availability of safety data to the State is a determinant factor in the decision regarding the detail of representation, as well as the selection of quantitative or qualitative safety indicators.

At present CAO.IRI receives information through MORS, VRS and surveillance. In addition, if required, information on the operational error/violation is also available from air transport service provider FDA system.

Analysis of this information is carried-out by safety analysts, within CAO.IRI, whose role is to identify any significant trends and to advise relevant department in CAO of the safety performance by means of regular reports.

Establishment of ALOS is in progress by safety & accident/incident investigation department.

Furthermore, in order to improve the processes, CAO.IRI aimed to develop and establish software compatible with ICAO recommended software for collecting, analyzing, storing and exchanging data about hazards and safety risks.

Every six months, the information resulted from analysis of mandatory occurrence reports will be disseminated to service providers.
6 STATE SAFETY PROMOTION

For effective performance of a SSP, all personnel within national safety system should understand their roles and responsibilities and how that system works. Similarly, for a safety culture to be inherent amongst personnel and organizations, the principles and policy for safety shall be established and well understood.

Safety Management training is therefore a pre-requisite to support above mentioned subject.

The exact content of the training should be tailored according to the role of the individual concerned.

6-1 Internal training, communication and dissemination of safety information

In accordance with ICAO requirements, CAO.IRI would provide training, awareness, and two-way communication of safety relevant information to support, within the CAO.IRI, the development of a positive organizational culture that fosters the development of an effective and efficient State safety program.

The CAO.IRI as a body responsible for the SSP would develop and maintain a safety training program which ensures that personnel are trained and competent to perform the SSP duties.

The CAO.IRI establishes appropriate training program for its staff. Each individual's development and training needs on SSP would be assessed on induction at CAO.IRI by Training Directorate and thereafter during the annual performance review.

CAO.IRI's annual financial resources have adequate allocation for training purposes. Both initial and recurrent trainings are provided in safety management and safety oversight appropriate to each individual's involvement in the SSP.

The schedule of the training courses will be published in Annual Training Plan. The records of safety training are kept in accordance with internal procedures within CAO.IRI Training Directorate.

CAO.IRI communicates and disseminates safety-relevant information within CAO.IRI using the following methods:

1) For critical safety-relevant information:
   ✓ Circulars;
   ✓ Confidential Letters;
   ✓ Email system; AIG@cao.ir
2) For non-critical safety-relevant information:
   CAO.IRI Website: www.cao.ir
   Other means of communication currently in implementation are:
   ➢ CAO.IRI Intranet;
   ➢ Safety Notice Boards;
   ➢ Safety Alerts;
   ➢ Safety Newsletters (quarterly);
   ➢ Safety Journal (annual).
Concerning internal safety communication, a key element is the process used to handle safety-related information (MORs, VRs, SDR) received by safety & AIG (specifically OSIU) & other departments of CAO.IRI. Those reports are communicated to CAO.IRI Departments for investigation or information and, in many cases, are required to provide feedback on action taken so that the reports can be officially 'closed'. This process is an important part of the CAO.IRI Safety Risk Management process.

6-2 External training, communication and dissemination of safety information

CAO.IRI Aims to achieve an informed and safety–motivated aviation community which addresses its safety responsibilities based on the analysis of emerging issues in the industry. CAO.IRI intended to identify and aware stakeholders about safety risks for mitigation of risks prior to their effects.

More information about CAO.IRI’s safety training and promotion can be found at:

www.cao.ir

As required by ICAO the States shall develop and maintain formal means for safety communication that ensure that:

1- Service providers’ personnel are fully aware of the SSP and its relationship with the SMS,
2- Safety critical information is conveyed to service providers, and
3- Service providers understand why particular safety actions are taken.

CAO.IRI communicates with Stakeholders in many different ways. At a high level, safety is addressed in the CAO.IRI’s safety Annual Report.

CAO.IRI will develop a Safety Plan which will describe in more detail the high level safety objectives and outline the CAO.IRI programme of work to achieve continuous safety improvement.

Under its Annex 15 to the Chicago Convention international obligations and as required by ICAS 115, Islamic Republic of Iran publishes the Aeronautical Information Publication (AIP). In addition, Aeronautical Information Circular (AIC) and Supplement of AIP and Notice to Airmen (NOTAM) are also issued. The

Iranian Meteorological Organization under the Ministry of Road and Urban Development provides meteorological information, for example the Meteorological forecasting, Satellite pictures and climatologically services via Standard and reliable communication systems.

CAO.IRI also publishes Iran Civil Aviation Regulations (ICAR), Iran Civil Aviation Standards (ICAS) and Civil Aviation Directives (CAD) which are available to public at: www.cao.ir

The CAO.IRI has established the following methods of communication and dissemination of safety-relevant information at www.cao.ir is as follows:

- Aeronautical Safety Circulars, Public Notices and Circulars, safety related information
- Audit time table for all aviation service providers.
- Aviation news
- Notice to Airmen
- Safety Recommendations in ACCIDENT/INCIDENT final reports
- non-critical safety-relevant information
- AIG Email: aig@cao.ir
- Performance data of Airlines, flight information or flight cancellation data
- Mandatory & voluntary Reporting form
In timely manner, CAO.IRI would provide a valuable feedback to the relevant service providers on recent Mandatory & voluntary reports.

Other means of communication currently in implementation are:

- Safety library about introducing of Aviation Books and Bulletin for aviation industry public at [www.cao.ir](http://www.cao.ir)
- Weather information public at: [www.cao.ir](http://www.cao.ir)
- Safety Alerts;
- Safety Newsletters (quarterly);
- Safety Journal (annual)
- Safety pictures & movies

The CAO.IRI supports the implementation of SMS by running seminars/workshops for the service providers to promote safety among operational staff in encouraging and assessing SMS development and performance, for example, SMS course in every companies, safety poster, safety message, . The cultivation of an active safety culture at all levels and in all functional areas in the aviation industry is seen as a key area of development.

The CAO.IRI will hold regular meetings with service providers, in order to keep them advised of likely regulatory developments, and develop the required safety culture.

To oversee implementation of the SSP, Safety & AIG division is responsible for preparation of periodical state aviation safety reports that will be disseminated in order to contribute to the improvement of air safety system.