

Bailiwick of Jersey ◊ Bailiwick of Guernsey

DCA Office of the Director
of Civil Aviation

STATE SAFETY PROGRAMME



for the Bailiwicks of

GUERNSEY *and* JERSEY

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CONTENTS

Contents.....	2
Glossary.....	3
Foreword.....	2
Integrated State Safety Programme	5
CHAPTER 1	
POLICY OBJECTIVE AND RESOURCES	
Policy Statement.....	6
Background.....	7
Primary Legislation	9
Objectives	10
Technical Guidance, Tools & Safety Critical Information	12
Domestic Responsibilities	15
CHAPTER 2	
STATE SAFETY RISK MANAGEMENT	
Risk Management Functions of the DCA	17
Safety Management Systems	17
State Accident & Incident Investigation	17
CHAPTER 3	
STATE SAFETY ASSURANCE	
Safety Performance Indicators	20
Change Management	21
Internal and External Audits.....	21
Occurrence Reporting.....	22
State Enforcement Policy	23
CHAPTER 4	
SAFETY PROMOTION	
Internal	24
External.....	25

Glossary

AAG	Accident Analysis Group, UK CAA
AAIB	UK DfT Air Accidents Investigation Branch
ALoSP	Acceptable Level of Safety Performance
ANO	UK Air Navigation Order
AOC	Air Operator Certificate
ATCO	Air Traffic Control Officer
ATS	Air Traffic Services
CAA	UK Civil Aviation Authority
CD	UK Crown Dependency
CEO	Chief Executive Officer
CHIRP	UK Confidential Human Factors Incident Reporting Programme
CNS	Communications, navigation, surveillance
DCA	Director of Civil Aviation
DfT	UK Department for Transport
Doc	Document
EASA	European Aviation Safety Agency
ECAC	European Civil Aviation Conference
ECCAIRS	European Coordination Centre for Accident and Incident Reporting
GACs	Guernsey Advisory Circulars
GARs	Guernsey Aviation Requirements
HF	Human factors
HM	Her Majesty
IATA	International Air Transport Association
IBIS	ICAO Bird Strike Information System
ICAO	International Civil Aviation Organisation
iSTARS	Integrated Safety Trend Analysis Reporting System (ICAO)
IiC	Inspector in Charge
IT	Information Technology
JACs	Jersey Advisory Circulars
JARs	Jersey Aviation Requirements
MoA	Memoranda of Agreement
MoU	Memoranda of Understanding
OR	Occurrence Report
PoE	Pool of Experts
QMS	Quality Management System
SAFA	Safety Assessment of Foreign Aircraft
SAR	Search and Rescue
SARPs	ICAO Standards and Recommended Practices
SMS	Safety Management System
SPI	Safety Performance Indicator
SPT	Safety Performance Target
SSP	State's Safety Programme
UK	United Kingdom
UKBSC	UK Bird strike Committee
USOAP	ICAO Universal Safety Oversight Audit Programme

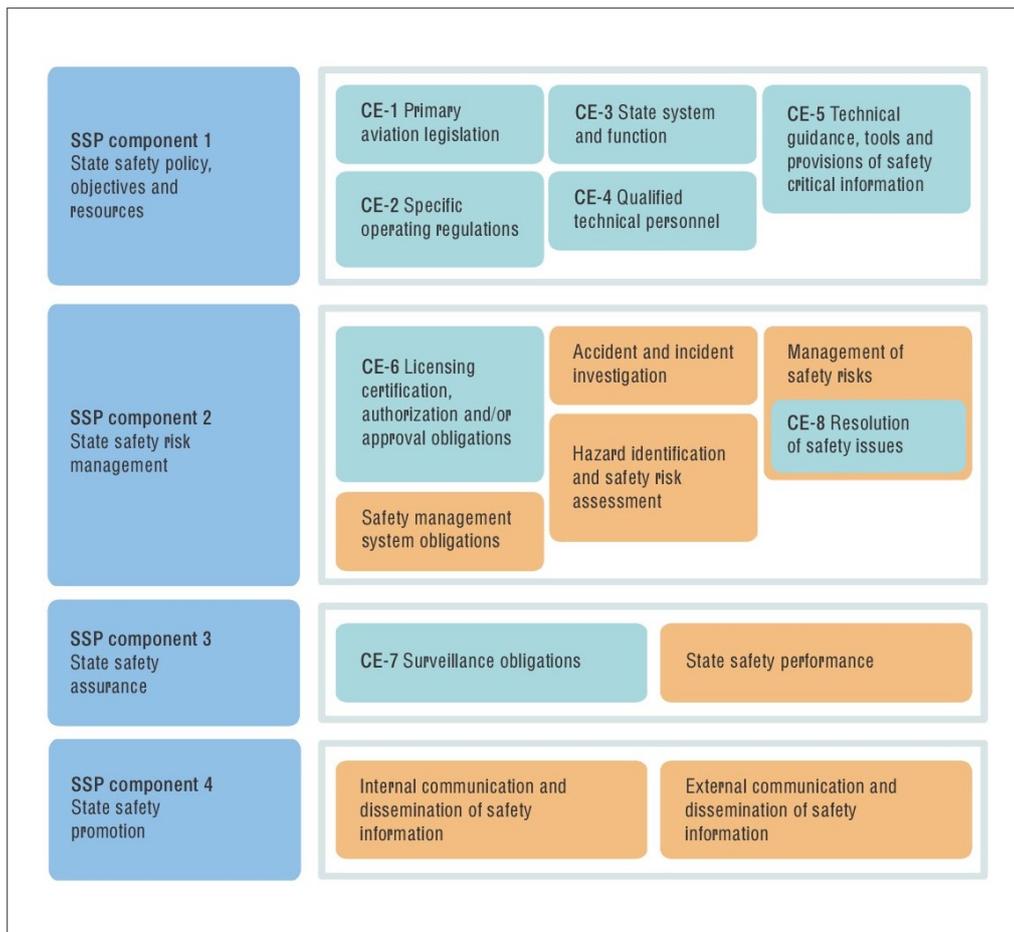
FOREWORD

The main objective of the Channel Islands (CI) State Safety Programme (SSP) is to contribute to the continuous improvement of aviation safety by systematically addressing safety risks.

The UK, as signatory to the Chicago Convention, is required to establish and maintain a SSP that is commensurate with the size and complexity of the State’s civil aviation system. The UK SSP provides the basis through which aviation safety is managed, including in its Crown Dependencies. The UK SSP, now web-based, is designed to be a living, flexible tool which shows how the UK is managing aviation safety and engendering trust and confidence in what they do.

To harmonise with the UK SSP and under its obligations as a Crown Dependency, the Office of the Director of Civil Aviation (ODCA) has produced its own SSP relevant to the Islands. It underpins the principles applied by the UK, taking into account the size and complexity of the aviation activities and cognisant of the requirements contained in International Civil Aviation Organisation (ICAO) publication Annex 19 ‘Safety Management’ and the guidance contained in ICAO Doc 9859 ‘Safety Management Manual’.

AN INTEGRATED STATE SAFETY PROGRAMME



Source: ICAO Doc 9859 ‘Safety Management Manual’

ICAO describes a SSP as “an integrated set of regulations and activities aimed at improving safety”. The SSP exists to ensure the State achieves an Acceptable Level of Safety Performance (ALoSP). The ALoSP and the means by which it is expressed remains at the discretion of the State. In line with a

current review of the UK State performance measures, the Office of the DCA will seek to create complimentary measures commensurate to the UK CDs' operations.

The requirement for an SSP recognises that States as well as service providers¹ have safety responsibilities and provides a framework within which service providers are required to establish safety management systems (SMS).

The Standards and Recommended Practices (SARPs) for an SSP are contained in ICAO Annex 19, Second Edition, July 2016. ICAO SARPs also require that the desired ALoSP is established by the State. The concept of establishing an ALoSP is to complement the current regulatory compliance approach to safety management with a performance-based approach. Some guidance on what constitutes an ALoSP is provided by ICAO. In summary, the ALoSP consists of

- Protect people from aviation safety risks
- Reinforce the UK position as a global leader in aviation safety
- Positively influence aviation safety through collaborative working with our international partners

This SSP has been developed using the guidance material contained in ICAO Document 9859 'Safety Management Manual [Fourth Edition, 2018].

¹ 'Service Provider' is any organisation providing aviation services, for example Approved Training Organisations, Aircraft Operators, Maintenance Organisations, Air Traffic Service Providers, Aerodrome Operators.

CHAPTER 1

POLICY, OBJECTIVES AND RESOURCES

POLICY STATEMENT

Core to the effective delivery of the CI SSP is my safety policy, committed to developing and implementing effective processes to ensure that all aviation activities under the Office of the DCA regulatory oversight continuously seek improvements to achieving the highest practicable level of safety and compliance.

To this end I will:

- Adopt a data-driven and performance-based approach to safety regulation and industry oversight activities where appropriate;
- Identify safety trends within the aviation industry and adopt a risk-based approach to address safety concerns or needs;
- Monitor and measure the safety performance of service providers' safety performance indicators (SPIs);
- Collaborate and consult with the aviation industry to identify opportunities to enhance aviation safety;
- Promote good safety practices and a positive safety [just] culture in the aviation community based on sound safety management principles;
- Encourage safety information collection, analysis and exchange amongst relevant industry organisations and service providers, with the intent that such information is to be used as learning opportunities;
- Allocate sufficient financial and human resources for safety management and oversight; and;
- Equip DCA staff with the proper skills and expertise to discharge their safety oversight and management responsibilities competently.

The SSP will be reviewed by the Office of the DCA on an annual basis and will take into account:

- Changes resulting from ICAO State Letters
- Safety issue feedback from appropriate bodies (i.e. ICAO/EASA/UK CAA/AAIB)
- Feedback from Industry partners and contractors
- ICAO Doc 9859 'Safety Management Manual' Gap Analysis



**Acting Director of Civil Aviation
Bailiwick of Guernsey**



**Acting Director of Civil Aviation
Bailiwick of Jersey**

1 INTRODUCTION

- 1.1 This chapter sets out the legislative structure which applies to the UK Crown Dependencies (CDs) of the Channel Islands.

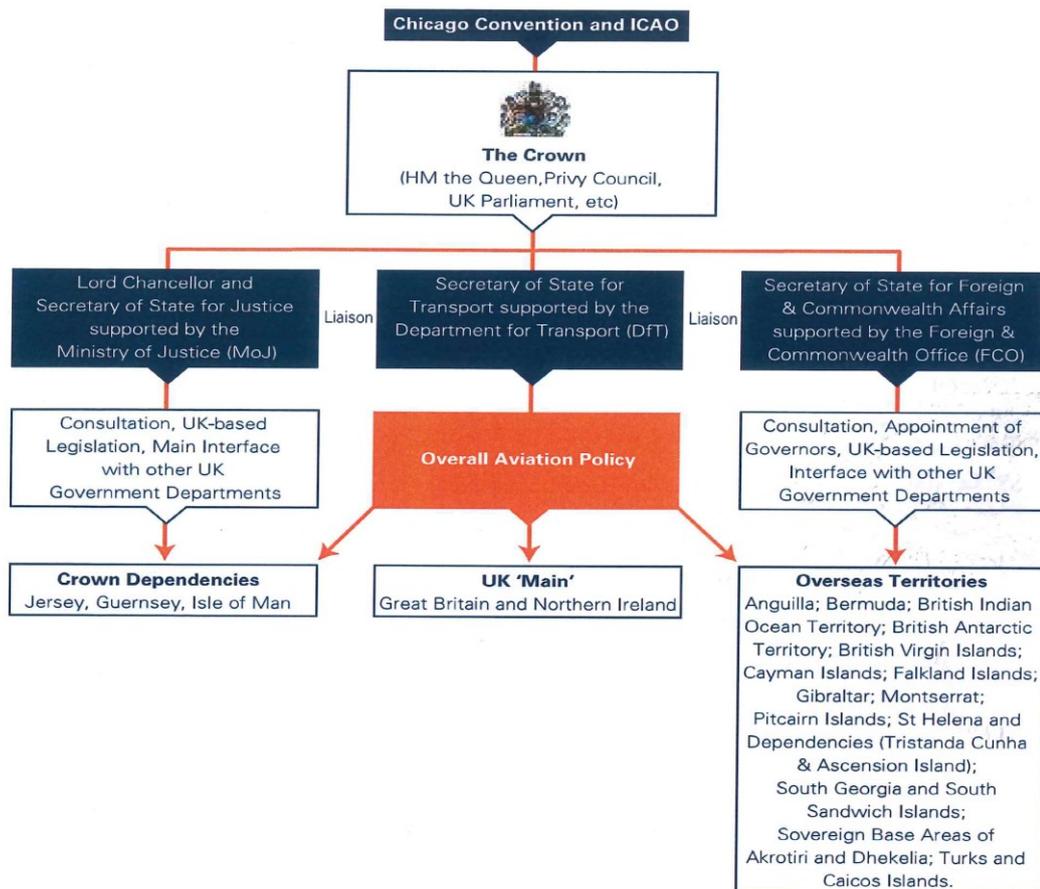
2 BACKGROUND

- 2.1 The Channel Islands, as Crown Dependencies, are not part of the United Kingdom and are not Overseas Territories. The Crown Dependencies (CDs) comprise of the two Bailiwicks of Guernsey and Jersey (commonly referred to as the Channel Islands) and the Isle of Man. The Channel Islands are located in the Bay of St. Malo, off the French coast, and the Isle of Man is located in the Irish Sea, between Britain and Ireland. All of the CDs have seaports and airports which handle international passenger and freight traffic.
- 3.1.2 The CDs are self-governing dependencies of the Crown and are constitutionally separate from the UK. This means they have their own directly elected legislative assemblies, administrative, fiscal and legal systems and their own courts of law. They are not represented in the UK Parliament and UK legislation does not extend to them without their express consent. The UK is responsible for ensuring that their international interests are represented and for their defence.

When the UK ratified the Convention on International Civil Aviation (signed at Chicago on 7th December 1944), it did so on behalf of the various colonies, protectorates and dependencies that existed at the time. The UK's membership of the Chicago Convention includes the United Kingdom of Great Britain and Northern Ireland (UK 'Main'), the UK's Overseas Territories (OTs) and the Crown Dependencies (CDs).

The United Kingdom as Contracting State to ICAO

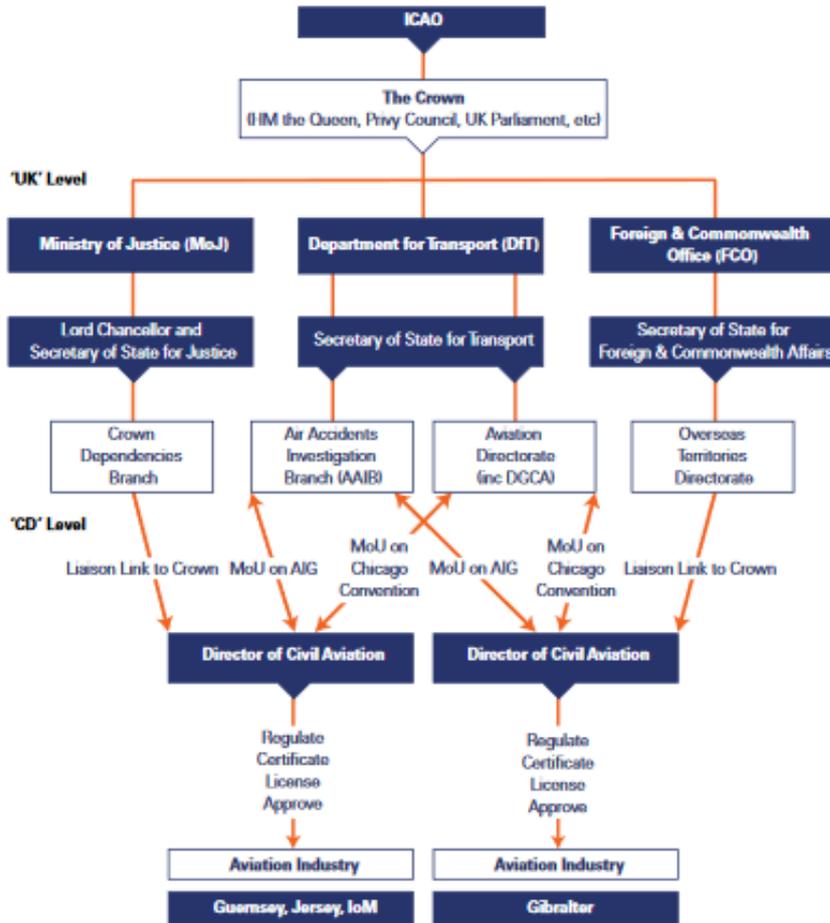
Simplified constitutional relationship between ICAO, the UK, its territories and dependencies



- 2.2 The Privy Council consists of all Members of the British Cabinet, former Cabinet Ministers, and other distinguished persons appointed by the Sovereign, including past and present leaders of the British opposition parties. Its functions include advising the Queen on Orders in Council, granting Royal Charters and, through its Judicial Committee, acting as the final Court of Appeal from courts in the CDs. The British Cabinet remains formally a committee of the Privy Council.
- 2.3 Primary legislation in the Bailiwicks of Jersey and Guernsey is usually enacted in the form of a Law, which is submitted, after it has been approved by the relevant Bailiwick's legislative assembly, for Royal Assent given by Her Majesty in Council. There are also forms of secondary legislation in both Bailiwicks which may be enacted under relevant primary law vires. In some, albeit limited cases, UK legislation may be extended to the Islands at their request under an Order in Council and this includes some aviation-related provisions. Legislation in Jersey may be found at the Jersey Legal Information Board website (<https://www.jerseylaw.je/Pages/default.aspx>) and in Guernsey at the Guernsey Legal Resources website (<http://www.guernseylegalresources.gg/>)
- 2.4 The UK Department for Transport (DfT) is the primary UK governmental body responsible for civil aviation in the UK, and for upholding the its compliance with the Chicago Convention. As such, the DfT establishes overall UK aviation policy and where CD interests are engaged, are expected to liaise and communicate directly with CD authorities, with support and assistance as may be required from Ministry of Justice (MoJ) which safeguards the relationship between the UK and CDs in engagement across Whitehall. A

Memorandum of Understanding (MoU), concerning CD assistance to UK Government in meeting its obligations under the Chicago Convention, is in place between the DfT and each of the CDs. The MoU covers the obligations of both parties including the obligation of each of the CDs to arrange for regular external audits of its safety oversight arrangements.

2.5



3 PRIMARY LEGISLATION

3.2 Specific Operating Regulations

3.2.1 Civil aviation in Guernsey and Jersey is regulated by the Office of the DCA which is a shared post between the Bailiwick of Guernsey and the Bailiwick of Jersey. This Office was created by the Civil Aviation (Jersey) Law 2008 and the Aviation (Bailiwick of Guernsey) Law, 2008. The DCA has overall responsibility to ensure the safety and security of civil aviation in the both Bailiwicks and its airspace.

3.3 State System & Function

3.3.1 Guernsey

3.3.1.1 Guernsey has separate primary legislation, The Aviation (Bailiwick of Guernsey) Law 2008 and the Air Navigation (Bailiwick of Guernsey) Law 2012. The 2012 Law is equivalent to an ANO. Under this Law regulatory responsibility is given to the DCA.

3.3.1.2 The Aviation (Bailiwick of Guernsey) Law 2008 creates the Office of the DCA and requires the operator of an aerodrome in the Bailiwick to have a licence and establishes the DCA as the licensing authority. The Law contains at Schedule 15, The Rules of the Air for the Bailiwick, and at Schedule 16, the Air Navigation (Dangerous Goods) Regulations.

3.3.2 Jersey

3.3.2.1 The relevant provisions of the UK Civil Aviation Act 1982 were extended to Jersey at its request by Order in Council. With respect to overall air navigation matters, including for Jersey Aviation Requirements, the Air Navigation (Jersey) Law 2014 provides comprehensive powers equivalent to those provided for in UK Air Navigation Order legislation. The Civil Aviation (Jersey) Law 2008 not only creates the Office of the DCA but also requires the operator of an aerodrome in Jersey to have a licence and establishes the DCA as the licensing authority. This Law also gives power to the Chief Minister to make subordinate legislation such as Ministerial Air Navigation Orders which may be needed to give further effect to the requirements of the Chicago Convention and any amendment of it, as well as generally for air navigation purposes.

3.4 Qualified Technical Personnel

3.4.1 Office of DCA personnel

3.4.1.1 **Staff positions:** These are assessed for required levels of competency and knowledge. For new people joining the ODCA, gaps are identified on induction and then addressed via dedicated training plans. These are then regularly reassessed and addressed through staff development goals as part of the performance management process.

- 3.4.1.1 **The DCA:** When the DCA is appointed, it is done based on competence to deliver on the role. The DCA is expected to hold competence and expertise in matters relating to the regulatory framework applied across aviation. The DCA is expected to identify personal training opportunities (for example, Accountable Manager training and specific training for disciplines for which provides regulation, i.e., Air Traffic, Aerodrome, Airspace, Met and Security) and include these into a Training Programme.
- 3.4.1.2 **Other personnel under contract:** Subject Matter Experts providing recommendations and advice to the DCA under contract are expected to produce documented evidence as to their qualifications, confirming their competence to provide such advice. The evidence should be supported by a brief history of their working career in the subject they are experts at.
- 3.4.1.3 **External Bodies (i.e., EASA, CAAi, AAIB):** Those conducting external regulatory oversight are specialists in the functional area which they regulate and competences are defined for each role. The office of the DCA is involved in the conduct of specified audits, including the management and analysis of findings across all regulatory areas.

4 OBJECTIVES (for UK & CI)

4.1 DCA Policy Statement

4.1.1 The DCA Policy Statement and Objectives reflects those of the UK, thus ensuring its contribution to the UK SSP which aims to achieve the following:

- Fatal accident rate 5 year rolling average is in the best 5% of States;
- SPIs track the frequency of operational events regarded as potential precursors to fatal accidents, and indicate continuous improvement in reducing these risks; and
- Compliance with ICAO Standards, Recommended Practices and Procedures (SARPs) of at least 90% with sound and considered rationale where differences have been filed.

4.2 Objectives for Aviation Safety

4.2.1 It is recognised that different safety standards are acceptable in different aviation sectors. The intent is that, through regulatory oversight, the safety performance of each sector will continue to aspire trust and confidence in all aviation activities in the Channel Islands.

4.4.2 Therefore, with the aim of supporting the UK's policy and State safety objectives and delivering the CI SSP, the DCA's primary safety objectives are that there should be:

- No accidents involving commercial air transport that result in serious injuries or fatalities
- No serious injuries or fatalities to third parties as a result of aviation activities
- No increase in the number of serious accidents involving General Aviation aircraft

4.3 State acceptable level of safety performance (ALoSP)

4.3.1 The UK/CI aims to achieve an Acceptable Level of Safety Performance (ALoSP) through State Safety Objectives that:

- Protect people from aviation safety risks
- Reinforce the UK position as a global leader in aviation safety
- Positively influence aviation safety through collaborative working with our international partners

3.5 Technical Guidance, Tools & Safety Critical Information

	WHO?	WHAT?	HOW?	WHEN?	IN COORDINATION WITH WHOM?	
<i>Subject</i>	<i>Describe entities, ie CAA and task; who has authority to decide; who has authority to approve</i>	<i>Define each step of process; indicate expected result; link to other docs if appropriate</i>	<i>Provide practical details for each task; indicate sequence and type of docs to be reviewed; traceability of activity</i>	<i>Periodicity; maximum period for each task</i>	<i>Identify external entities and roles</i>	
Guernsey	Aerodrome Audit	UK CAA through CA Ai contract. On-site audit in accordance with CAP 168 'Aerodromes'	Date of audit agreed directly with regulated aerodrome, to include in-and-out brief with DCA in attendance	Notification from CAA to airport giving details of audit scope and documentation to be completed beforehand.	Annually for a maximum of 5 days with 2x CAA Inspectors	CAA
	ANSP Audit	EASA direct to ANSP. On site audit in accordance with 2017/373	DCA attends in-out brief Audit Report sent to DCA & ADR Regular follow up DCA/ADR	Output will depend on scope of audit and documentation requested. Full traceability of activity assured	To be agreed between Regulator and Service Provider	EASA and/or CAA
	ATO Audit	Available on Request	Available on Request	Output will depend on scope of audit and documentation requested. Full traceability of activity assured	To be agreed between Regulator and Service Provider	Available on Request
	Flight Ops Audit	Available on Request	Available on Request	Output will depend on scope of audit and documentation requested. Full traceability of activity assured	To be agreed between Regulator and Service Provider	Available on Request
	Ramp Audits	Airworthiness and Flight Operations staff conduct checks.	Available on Request	Output will depend on scope of audit and documentation requested. Full traceability of activity assured	To be agreed between Regulator and Service Provider	Available on Request
	Security Audits	Available on Request	Available on Request	Output will depend on scope of audit and documentation requested. Full traceability of activity assured	To be agreed between Regulator and Service Provider	Available on Request
	ISO Accreditation	Available on Request	Available on Request	Available on Request	To be agreed between Regulator and Service Provider	Available on Request

		WHO?	WHAT?	HOW?	WHEN?	IN COORDINATION WITH WHOM?	
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Alderney	Aerodrome Audit	UK CAA through CAAi contract. On-site audit in accordance with CAP 168 'Aerodromes'	Date of audit agreed directly with regulated aerodrome, to include in-and-out brief with DCA in attendance	Notification from CAA to airport giving details of audit scope and documentation to be completed beforehand.	Annually for a maximum of 5 days with 2x CAA Inspectors	CAA	
	Flight Ops Audit	Available on Request	Available on Request	Output will depend on scope of audit and documentation requested. Full traceability of activity assured	To be agreed between Regulator and Service Provider	Available on Request	

	WHO?	WHAT?	HOW?	WHEN?	IN COORDINATION WITH WHOM?	
	<i>Subject</i>	<i>Describe entities, ie CAA and task; who has authority to decide; who has authority to approve</i>	<i>Define each step of process; indicate expected result; link to other docs if appropriate</i>	<i>Provide practical details for each task; indicate sequence and type of docs to be reviewed; traceability of activity</i>	<i>Periodicity; maximum period for each tasks</i>	<i>Identify external entities and roles</i>
Jersey	Aerodrome Audit	UK CAA through CAI contract. On-site audit in accordance with CAP 168 'Aerodromes'	Date of audit agreed directly with regulated aerodrome, to include in-and-out brief with DCA in attendance	Notification from CAA to airport giving details of audit scope and documentation to be completed beforehand.	Annually for a maximum of 5 days with 2x CAA Inspectors	CAA
	ANSP Audit	EASA direct to ANSP. On site audit in accordance with 2017/373	DCA attends in-out brief Audit Report sent to DCA & ADR Regular follow up DCA/ADR	Output will depend on scope of audit and documentation requested. Full traceability of activity assured	To be agreed between Regulator and Service Provider	EASA and/or CAA
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	ISO Accreditation	Available on Request	Available on Request	Available on Request	Available on Request	Available on Request

5 GUERNSEY AVIATION REQUIREMENTS (GARS) AND JERSEY AVIATION REQUIREMENTS (JARS)

5.1 Domestic responsibilities

5.1.1 The DCA is responsible for the drafting of the Air Navigation Order, Guernsey Aviation Requirements (GARS), Guernsey Advisory Circulars (GACs), Jersey Aviation Requirements (JARs) and Jersey Advisory Circulars (JACs), in order to implement ICAO Standards.

5.1.2 The DCA develops the means of compliance to satisfy applicants for, or holders of, licences, certificates and approvals meet their legal obligations. The DCA is required under the respective laws to publish these requirements.

5.2.3 The GARS and JARS do not constitute ‘regulations’ in legal terms. They do, however, conform to the wider ICAO definition of regulations used in ICAO Doc 9734 Safety Oversight Manual in relation to Critical Element 2 and were recognised as such by ICAO during the 2009 USOAP audit of the UK.

5.2.4 Further information relating to the GARS and JARS can be reviewed in:

- Air Navigation (Bailiwick of Guernsey) Law 2012, Chapter XVI, Article 135
- Air Navigation (Jersey) Law 2014 Part 24, Article 163

5.2 Guernsey Advisory Circulars (GACs) Jersey Advisory Circulars (JACs)

5.2.1 GACs and JACs provide advice for those wishing to register and operate aircraft on either Bailiwick’s Registry. The guidance material can be viewed at www.cidca.aero

5.2.2 The following regulations cover certification, approval and licensing:

GUERNSEY AIRCRAFT REGISTRY		JERSEY AIRCRAFT REGISTRY	
GAR	SUBJECT	JAR	SUBJECT
13	Occurrence Reporting	13	Occurrence Reporting
21	Certification of Aircraft	21	Certification of Aircraft
36	Aircraft Environmental Standards	36	Aircraft Environmental Standards
39	Airworthiness Management Approval	39	Airworthiness Management Approval
43	General Maintenance Requirements	43	General Maintenance Requirements
47	Aircraft Registration and Marking	47	Aircraft Registration and Marking
61	Pilot Licences and Ratings	61	Pilot Licences and Ratings
63	Flight Engineer Licences and Ratings	66	Aircraft Maintenance Personnel Licensing
65	ATS Personnel Licences, Ratings and TOs	91/125	Gen Operating Instructions & Complex GA
66	Aircraft Maintenance Personnel Licensing	145	Aircraft Maintenance Organisation Approval
67	Medical Standards & Recognition of MEs		
91/125	General Operating Instructions & Complex GA		
91/121/125/135	General Operating Instructions & CAT Operations		
92	Carriage of Dangerous Goods		
119	Air Operator Certification (AOC)		
121	CAT - Large Aeroplanes		
135	CAT -Helicopters and Small Aeroplanes		
145	Aircraft Maintenance Organisation Approval		

CHAPTER 2

STATE SAFETY RISK MANAGEMENT

6 SAFETY RISK MANAGEMENT

6.1 Safety risk management functions of the DCA

6.1.1 The licensing, certification, authorisations and approval obligations of the DCA are:

- 6.1.1.1 To ensure the safety of aerodromes and air traffic
- 6.1.1.2 To ensure the security of aerodromes and air traffic
- 6.1.1.3 To ensure the security of aerodromes, passengers and goods carried by air, and air traffic
- 6.1.1.4 To licence aerodromes
- 6.1.1.5 To approve air traffic controllers

6.1.2 It is also the responsibility of the Director to regulate, from Jersey:

- 6.1.2.1 the operation of the Channel Islands Control Area (CICA) and the safety of air traffic in that zone; and
- 6.1.2.2 The operational of meteorological services for the purposes of international air navigation in Jersey and the CICA.

6.1.3 Adherence to the requirement of the CI SSP and service providers' SMS provide the means to identify and mitigate the CI safety hazards.

6.1.4 In each Bailiwick, the DCA has made accident investigation regulations under Section 75 of the Civil Aviation Act 1982, as extended to the Bailiwicks by an Order in Council, which empowers the appointment of investigators to investigate accidents and serious incidents.

6.1.5 The DCA will prioritise surveillance activities based on the level of assessed risk. Whenever an assessed risk has been determined as high or of concern, the DCA will also investigate the dependencies of the activity to determine the relationship and maturity of any third parties involved (boundary checks) to highlight any unwanted consequences.

6.1.6 Any identified unacceptable aviation safety activities will be dealt with as a matter of priority by the DCA, which may include the revocation of issued certificates and licenses.

6.2 Safety Management Systems

6.2.1 Aviation service providers operating in the CI are required to implement and maintain an SMS proportionate to their size and complexity of operation, to help manage and improve the safety of their aviation related activities.

6.2.2 Guernsey and Jersey SMS is subject to a CAA Evaluation, to determine its suitability. The evaluation determines:

- Phase 1: SMS Gap Analysis
- Phase 2: Confirmation SMS is fully operational

6.2.3 Guernsey and Jersey have completed both phases of the evaluation and are now in the continuously improving phase. The periodic aerodrome audits include a follow up on progress.

6.2.4 The DCA receives an update to each evaluation following completion of the periodic audit and this, coupled with the regulatory audit reports and oversight visits (for example, quarterly DCA meetings at each airport), provide opportunities to share intelligence and discuss safety hazards and their risks.

6.3 State accident and incident investigation

6.3.1 Memoranda of Agreement (MoA) or Understandings (MoU) are in place between individual CDs and the UK Air Accidents Investigation Branch (AAIB). A Letter of Appointment has been signed by the DCA, pursuant to the MoA/ MoU, appointing the Chief Inspector of the AAIB as the Chief Inspector of Air Accidents for the CI. The Letter of Appointment empowers the Chief Inspector to appoint individual inspectors from within the AAIB for the purposes of undertaking any investigation required under the regulations and in accordance with such regulations.

6.3.2 Under the Letter of Appointment arrangements, once the AAIB has been notified of an accident or serious incident, an Inspector in Charge (IIC) will be appointed by the Chief Inspector of the AAIB. The IIC will be a member of the AAIB, irrespective of whether the AAIB attends the scene of the accident or whether the investigation is conducted remotely, from the UK.

6.3.3 An Accident Investigation Manager is a locally appointed individual(s), whose role is to assist the AAIB in the conduct of its investigation.

CHAPTER 3

SAFETY ASSURANCE

7 SAFETY PERFORMANCE INDICATORS (SPIs)

7.1 SPIs are based on the State Safety Objectives and focus on occurrences (quantitative) and contributing factors (qualitative). The SPIs are based on the available safety data and are monitored and reviewed by the CAA safety analysis team to ensure they remain appropriate.

7.2 In support of the UK SSP safety performance indicators, the CI SSP SPIs are:

- **Loss of control occurrences as a result of**
 - Weather
 - Human Performance
 - Technical Failure
- **Fire Occurrences**
- **Smoke and Fume Occurrences**
- **Ground Handling Occurrences**
 - Resulting in Aircraft Damage
 - Relating to Loading Errors
 - As a result of other ground services (cold weather, fuelling, etc)
- **Occurrences relating to airborne conflict**
 - Traffic Collision Avoidance System Resolution Advisories (Where systems onboard the aircraft alert the crew to take action to avoid another aircraft)
 - Occurrences of 'level bust' (Where an aircraft descends below or climbs above their cleared level)
 - Airprox Events
 - Airspace Infringement Events
- **Occurrences relating to controlled flight into terrain:**
 - Terrain Avoidance and Warning System (TAWS) warnings e.g. 'Terrain'
 - TAWS alerts e.g. 'Bank Angle'
- **Runway Incursions by:**
 - Vehicles
 - Aircraft
 - People
- **Occurrences that could have resulted in a runway excursion as a result of:**
 - Weather
 - Human Performance
 - Technical failure

7.3 Whilst the DCA itself has not, at the current time, established acceptable levels of safety for service providers, it regularly monitors individual service providers' SPIs including their target levels of safety (includes the aerodrome, ANSP, ground handling service providers, airlines and private charter companies). The DCA also monitors service provider's risk registers/ hazard logs to ensure aviation safety is being appropriately managed.

8 CHANGE MANAGEMENT

8.1 Changes are an ever-present fact in the contemporary aviation system. When changes are introduced into a system, the established safety risk picture of that system will change. Changes may introduce hazards that may impact the effectiveness of existing defences. This could result in new risk or changes to existing safety risks.

8.2 To ensure any such changes remain compliant to the regulations and to ensure the change is introduced safely, the DCA's office requires prior approval for any such significant changes to infrastructure or the management system, to provide an opportunity to satisfy itself that the change has been considered in light of continuing safety.

9 INTERNAL AND EXTERNAL AUDITS

9.1 Regulatory oversight is conducted through a series of inspections, audits and surveillance, together with provision of advice and guidance, to ensure that the aviation industry continues to operate safely and comply with the regulations.

9.2 Regulatory oversight is conducted by several means:

- Office of the DCA staff
- CAA International under contract
- EASA (Air Navigation Service and the ATCO training organisation provision)
- Airport internal assurance teams

9.3 Where findings are identified on audit, the oversight team will raise findings based on the severity of the findings. An audit may also include observations where there is the potential for a finding to develop if no action is taken, or there is an opportunity for a safety/ security improvement. In summary, the ODCA at audit will use the following regulatory definitions:

- **Audit Level 1** is any findings with a regulation or requirement or the Service Provider's own arrangements, processes or procedures which creates a **serious** safety/ security hazard. Urgent and satisfactory corrective action to mitigate the risk is required without delay. It may require an immediate suspension, or variation of any approval or certificate.
- **Audit Level 2** is any findings with a regulation or requirement or the Service Provider's own arrangements, processes or procedures. The corrective action

timescale is normally up to 90 days and is agreed based on the associated potential safety/ security hazard.

- Observations made by the auditor do not require mandatory corrective actions. However, the audited organisation is expected to take appropriate action and a written response, detailing any action taken, is required within 90 days.

9.4 The output of all internal and external audits form part of the DCA's regulatory oversight function and are monitored to ensure regulatory compliance, including root cause and remedial action, are recorded and rectified without undue delay. Failure to rectify situations that could result in unsafe conditions will be subject to enforcement action by the DCA.

10 OCCURRENCE REPORTING

10.1 Mandatory Occurrence Reporting

10.1.1 Air Navigation Law Part 8 Section 17 (Bailiwick of Guernsey) 2012 and Air Navigation Law (Jersey) 2014 Part 21 Article 144 establishes the requirement for mandatory occurrence reporting (MOR). The objective of occurrence reporting is to maintain or improve aviation safety.

10.1.2 Mandatory occurrence reports (MORs) should be reported to the DCA and copied to the European Coordination Centre for Accident and Incident Reporting System (ECCAIRS). This software, provided by the European Commission Joint Research Centre, facilitates the pan-State collection, sharing and analysis of safety data. The UK Air Accident Investigation Branch (AAIB) has full access to this UK data.

10.1.3 The relatively small number of MORs submitted by the UK CDs still provides potentially valuable data to the overall UK dataset. In the coming years the DCA's office intends to measure the number of MORs being recorded to provide an indication of the reporting confidence levels in each Bailiwick.

10.1.4 The DCA reviews all MORs submitted where it has designated regulatory responsibilities. All relevant Inspectors and Policy staff are alerted to each MOR for review.

10.2 Safety data collection, analysis and exchange

10.2.1 In accordance with air navigation laws, any pilot-in-command of an aircraft in the Bailiwicks who believes that their aircraft has been in collision with a bird must report it. This may be achieved by submitting a report. This data is shared with the UK CAA and the relevant reports are forwarded to ICAO annually with the UK State data for inclusion in the ICAO Bird Strike Information System (IBIS).

10.3 Safety Data-driven and Prioritisation of Oversight Activities

3.3.1 To assist in the formation of a risk profile, the DCA collates annually:

- Service providers operational risk information
- Foreign national aviation authority reports
- Public media sourced information
- Whistle-blower allegations
- Information emerging from service providers 'Local Runway Safety Team' meetings
- Occurrence Reports
- Audit Reports

11 STATE ENFORCEMENT POLICY

11.1 The enforcement procedure that accompanies the policy recognises that enforcement covers a range of activities from routine everyday oversight, to powers that enable the prevention of flight, suspension, variation or revocation of a licence or certificate and ultimately, prosecution.

11.2 In line with the Air Navigation (Bailiwick of Guernsey) Law 2012 and the Air Navigation (Jersey) Law 2014, the procedure provides a right of review. The policy and procedure support a consistent approach to enforcement that takes into account the performance of the service provider's Safety Management System (SMS), voluntary reporting, and each individual circumstances. It is based on the overall aim of achieving compliance and safe operation.

11.3 Should a case escalate to prosecution; it is handed over to the local criminal prosecution service. A failure to comply with the air navigation laws and its related regulation may be a criminal offence. Specialist investigation officers can be called upon along with legal expertise to advise on such a course of action. It is of note that in any such case it is important to ensure that any safety issue is addressed without waiting for the prosecution to finish, as the prosecution process will not achieve this. Care must be taken so as not to prejudice any prosecution case, but adequately address the safety issue.

11.4 The enforcement process provides a structured escalation that includes the following:

- Prevention of flight
- Formal meetings
- Warning letters
- 'On notice' status
- Suspension or revocation of any approvals or certificates

11.5 In extreme circumstances, prosecution may be appropriate.

CHAPTER 4

STATE SAFETY PROMOTION

12 COMMUNICATING INTERNALLY AND EXTERNALLY

12.1 The need to implement internal and external State safety promotion action is established in Annex 19 as one of the components in States' safety management responsibilities. The DCA has established multiple mechanisms to provide relevant safety information to its personnel to support the development of a culture that fosters and effective and efficient SSP. It is equally important that safety information is communicated externally, although sharing such information externally must, by virtue of its sensitivities, be handled carefully.

12.2 By constantly communicating its priorities, best practices, risks that stand out in a particular operation, the DCA fosters a positive safety culture and maximises the potential of achieving its safety objectives.

12.2.1 INTERNAL

12.2.1.1 The following forums provide opportunities for Internal communication and dissemination of safety information:

Internal safety/ Service Provider

Information can be communicated via many forums amongst the DCA team.

The Regulatory Team Meetings

Weekly meeting which provide an opportunity to exchange safety information and to review forthcoming and recent regulatory visits.

Safety Action Group (SAG) Meetings

Quarterly meeting that provide an opportunity to review aviation safety risks. Opportunities for dissemination of safety information also exist each month at the service providers.

Functional Managers' Meeting, Safety Promotion Meetings and Staff meetings.

Any member of staff can report to or convene an additional SAG Meeting if they think that there is a safety issue that needs to be discussed.

Staff Meetings

Monthly and quarterly meetings provide opportunities to train all staff with regards to SSP, SMS and safety promotion.

12.2.2 External

12.2.2.1 The following forums provide opportunities for external Communications & Dissemination of Safety Information:

UK/CI Safety Meetings

UK GHOST Meetings (Ground Handling Operations Safety Team)

AAG Meetings

Runway Safety Steering Group

UK Bird Strike Committee

Periodic DCA/DfT meetings

Guernsey/Jersey LRST meetings (Local Runway Safety Team) *These meeting are separate meetings with each Island attending.*

Guernsey/Jersey FLOPSC meetings (Flight Ops Safety Committee) *These meeting are separate meetings with each Island attending.*

EASA Safety Bulletins

UK CAA SkyWise

AAIB Safety Bulletins