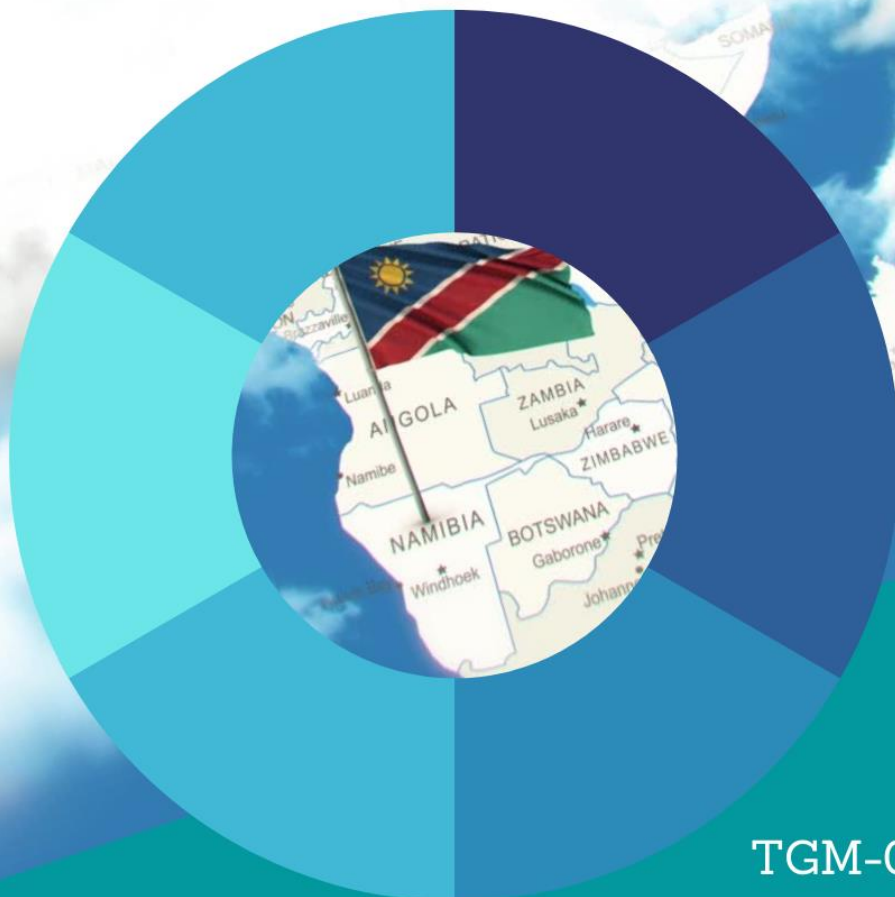




NAMIBIA CIVIL AVIATION

STATE SAFETY PROGRAMME MANUAL

2023-2025



TGM-09-1 SSPM 1.0



State Safety Programme (SSP) Manual

NCAA

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Version 1.0

2023-2025

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0.1 FOREWORD



0.1.1 ICAO describes a State Safety Programme (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 how it is expressed remains at the discretion of the State. The requirement for a SSP recognises that States as well as service providers have safety responsibilities and provides a framework within which service providers are required to establish safety management systems (SMS).

0.1.2 To this end, Namibia is implementing a State Safety Programme (**SSP**) building on Safety oversight foundation provided by the ICAO Global Aviation Safety Plan (GASP) and the requirements in Annex 19 to the Convention on International Civil Aviation. This allows the integration of safety management activities across the industry and at the State level. Namibia is moving towards a more proactive and predictive approach to systematically identify, priorities and mitigate aviation safety risks before they result in accidents or incidents. That way we are better able to ensure a safe aviation environment to facilitate the continued growth of a dynamic aviation industry in an increasingly complex aviation landscape.

0.1.3 This Manual specifies the principles and processes underlying the following key pillars of safety management commonly referred to as components of safety management: /

1. State Safety Policy and Objectives.
2. State Safety Risk Management.
3. State Safety Assurance; and
4. State Safety Promotion.

0.1.4 Each of the above components are sub-divided into elements which detail the specific subprocesses, specific activities, or tools that the Namibia Civil Aviation Authority (**NCAA**) needs to conduct the management of safety in a manner that combines prescriptive and performance-based approaches and supports the implementation of SMS by industry partners and service providers.

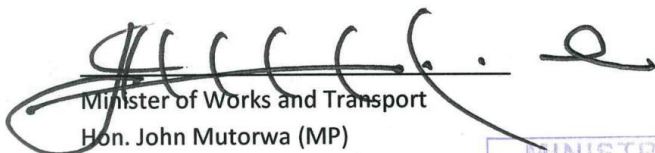
0.1.5 Our approach to managing aviation safety in Namibia is consistent with that established by ICAO.

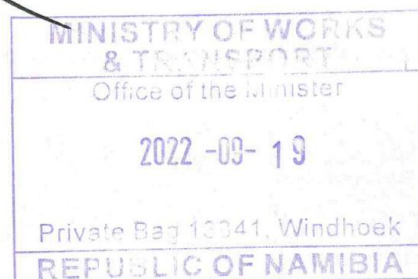


The Integrated State Safety Programme. (International Civil Aviation Organization, 2018)

0.1.6 Namibia's aviation agencies and industry participants all have significant roles to play in delivering quality outcomes. It is imperative that we work closely and cooperatively to identify aviation safety risks and ensure the most appropriate practices and technologies are adopted to reduce those risks. We must remain flexible and adaptable for our aviation safety system to meet the challenges and embrace the opportunities that lie ahead, particularly as aviation will be an integral enabler of Namibia's economic recovery from pandemic.

Signed


Minister of Works and Transport
Hon. John Mutorwa (MP)



0.2 INTRODUCTION

- 0.2.1 Namibia's Aviation State Safety Programme (NSSP) is the primary publication used to ensure the effectiveness of Namibia's aviation safety system. It is a summary of all Namibia's safety-related activities and provides detail on relevant legislation, systems, and processes that support Namibia's aviation safety system. The NSSP aligns with the International Civil Aviation Organization's (ICAO) Annex 19 – Safety Management (Annex 19), ICAO Doc 9859 – Safety Management Manual (SMM) and ICAO Doc 9734 – Safety Oversight Manual (SOM).
- 0.2.2 The NSSP is reviewed every two years and updated as appropriate, by the Safety Promotion and Quality Department under the guidance of the State Safety Program Steering Committee (SSP SteerCom), and in consultation with all Safety Departments, other relevant Namibian Government agencies, industry, and community stakeholders.

0.3 REFERENCE DOCUMENTS

- 0.3.1 The following documents are referenced in the creation of the state safety programme manual:
1. Namibia Civil Aviation Act, 2016 as amended (referred to herein as “the Act”);
 2. Namibia Civil Aviation Regulations and Technical Standards, 2001 as amended (referred to herein as NAMCARs and NAMCATS);
 3. Regulations relating to investigation of aircraft accidents and incidents: Civil Aviation Act, 2016 No. 274, 2020;
 4. Annex 13 to the International Civil Aviation Convention;
 5. Annex 19 to the International Civil Aviation Convention;
 6. ICAO Doc 9859 Safety Management Manual 4th Edition;
 7. ICAO Doc 10004 Global Aviation Safety Plan (GASP);
 8. ICAO Doc 9734 Safety Oversight Manual;
 9. Comprehensive Regional Implementation Plan for Aviation Safety in Africa (Afi-Plan).

0.4 NAMIBIA AVIATION SYSTEM DESCRIPTION

- 0.4.1 The following are the components of Namibia's aviation system that the Namibia SSP (NSSP) will put into consideration:
1. Air Operators that operate domestic and international commercial air transport;
 2. Foreign Air Operators;
 3. Aviation Training Organisations (ATOs);
 4. Air Navigation Service Provider (ANSP);
 - a. Aeronautical meteorology service provider;
 - b. Aeronautical Information Management;
 - c. Air Traffic Services;
 - d. Communication, Navigation, and Surveillance;

5. Aerodrome operator(s) that manages international airports and domestic airports;
6. Aviation Maintenance Organisations (AMOs); and
7. Aviation Recreation Organisations;
8. General Aviation Activities and Operators;
9. Operators of Unmanned Aircraft Systems.

0.5 THE GROWTH IN AIR TRAFFIC COMPLEXITIES

- 0.5.1 Namibia's projected plan is to be a vibrant aviation hub serving various aviation needs. As Namibia moves up the aviation value chain towards more technology and knowledge-based activities, further complexities will challenge conventional regulatory approaches, requiring new expertise.
- 0.5.2 The projected growth of national and foreign carriers operating in Namibia calls for more airport infrastructure development that will necessitate a comprehensive change management plan in terms of safety risk associated with such changes.
- 0.5.3 At the same time, Namibia continues to facilitate the growing demand for Remotely Piloted Aviation Systems (RPAS) operations for commercial and public purposes. Given the busy airspace, it is critical to ensure that the RPAS operations do not pose serious risks to manned aviation.

0.6 CAPACITY

- 0.6.1 The capacity to regulate a complex and dynamic aviation system such as the one found in Namibia must be enhanced proportionately to the growth rate. This can only be achieved through establishment of aviation training organizations that will provide adequate capacity building to match the growth sustainably. The NCAA has embarked on an initiative of collaborating with higher learning institutions of Namibia to establish aviation training institutions that are tailor made for the needs of the local aviation industry. This initiative is planned to be concluded within the next five years.



1. STATE SAFETY POLICY AND OBJECTIVES

- 1.0.1 The management of civil aviation safety is the primary responsibility of the Namibian Civil Aviation Authority (NCAA) and the Directorate of Aircraft Accident and Incident Investigation (DAAII). The State safety policy and objectives define how Namibia will manage safety throughout its aviation system. This includes the determination of responsibilities and accountabilities of the different State organisations related to the SSP, as well as the determination of the broad safety objectives to be achieved by the SSP.

1.1 SAFETY STATEMENT

- 1.1.1 NCAA and the SSP State partners promote and regulate the safety of aviation in Namibia. All parties are committed to developing and implementing effective strategies, regulatory frameworks, documentation, committees, and processes to ensure that aviation activities under the responsibility of the State Safety Programme achieve the highest practicable level of safety performance.
- 1.1.2 Target levels of safety performance can be found in the National Aviation Safety Plan (NASP).

1.2 SAFETY POLICY

- 1.2.1 The State safety policy is endorsed by the Executive Director of Civil Aviation, a copy of which can be found in Appendix A.

1.3 SAFETY OBJECTIVES

- 1.3.1 The State safety policy and objectives will provide management and personnel explicit direction that keep the safety management efforts of the Namibia Civil Aviation Authority, and other State organizations, on track.
- 1.3.2 The Namibian Government has endorsed the following safety objectives and principles that underpin the State aviation safety system:
1. Namibia's aviation safety system plays a vital role in ensuring that Namibia has a safe, efficient, and competitive aviation industry;
 2. Namibia will continue to seek closer alignment with ICAO Standards and Recommended Practices and adopt international best practices in its aviation safety system;
 3. Namibia will continue improve and accord the highest safety priority to passenger transport operations;
 4. Namibia will collaborate with other regional and international aviation agencies and industry role-players to identify aviation safety risks and ensure that the most appropriate methods, practices, and technologies are adopted to address and reduce such risks;

5. Namibia will promote strong 'just culture' approach that underpins information sharing between industry and safety agencies to assist in preventing future safety events;
6. Namibia will continue to build on safety management principles to proactively address emerging safety risk by using consistent, data-informed approaches to make smarter, risk-based decisions throughout Namibia's aviation industry;
7. The safety performance of our aviation safety system will be continuously monitored and measured through the State's safety performance indicators (detailed in the NASP) as well as service providers' approved safety performance indicators;
8. The State commits to provide sufficient financial recourses to equip staff members with the proper skills, knowledge, and expertise to discharge their safety oversight and management responsibilities competently.

1.3.3 Detailed time bound objectives can be found in the National Aviation Safety Plan (NASP).

1.4 MANAGEMENT COMMITMENT

1.4.1 All levels of management and staff within the Namibian Civil Aviation Authority (both service providers and in the regulatory oversight departments) are accountable for the delivery of the highest level of safety performance.

1.4.2 With the commitment from top management and the staff at all levels, NCAA and DAAI will:

1. Develop regulations, operational policies, and guidance material that build upon safety management principles, based on a comprehensive analysis of the aviation system.
2. Consult with all segments of the aviation industry on issues regarding safety and regulatory development;
3. Support the management of safety in Namibia through an effective safety reporting and communication system;
4. Interact effectively with service providers in the resolution of safety concerns;
5. Conduct investigations of accidents and incidents to identify contributing factors, safety recommendations, any possible failure within the aviation system, and to generate the necessary countermeasures to prevent recurrence;
6. Ensure that within Namibia Civil Aviation Organisations, sufficient resources are allocated, and personnel have the proper skills and are trained for discharging their responsibilities, both safety-related and otherwise;
7. Conduct both performance-based and compliance-oriented oversight activities, supported by analysis and prioritise resource allocation based on safety risks;
8. Comply with and, wherever possible, exceed international safety requirements and standards;
9. Promote and educate the civil aviation industry on safety management concepts and principles;
10. Oversee the implementation of SMS within aviation organizations;

11. Ensure that all activities under NCAA oversight responsibility achieve the highest level of safety standards;
12. Establish provisions for the protection of safety data and safety information collected, stored, and analysed for inclusion in the safety data collection and processing systems (SDCPS) against inappropriate use;

This is aimed at ensuring that people are encouraged to provide essential safety related information on hazards, and there is a continuous flow and exchange of safety management data between the NCAA's safety divisions and service providers.

13. Establish and measure the realistic implementation of the SSP against safety indicators and safety targets which are clearly identified;
14. Follow the Enforcement Code and applicable regulations that ensure no information derived from any SDCPS established under the SSP or the SMS will be used as the basis for enforcement action, except in the case of gross negligence, willful violation, or criminal acts; and

This policy must be understood, implemented, and observed by all staff involved in safety oversight and safety management activities in the Namibia civil aviation organisations.

15. Further to this the NCAA shall establish a coordination group, in accordance with NAMCAR Part 11, with all parties that have responsibilities related to the implementation and maintenance of the NSSP, including the military in addition to the DAAL (see further details in section **1.7 SSP Steering Committee**).

This coordination group shall have adequate representation from all the parties involved.

1.5 NAMIBIA'S AVIATION SAFETY LEGISLATIVE FRAMEWORK

- 1.5.1 Safety management principles affect most State aviation activities, starting with rulemaking and policy development. Under the NSSP, the safety rule making element is based on comprehensive analysis of the aviation system in Namibia. Safety policies are developed based on identified safety hazards while safety risk management and safety oversight focus on the areas of higher safety risks and significant safety concerns. This creates conditions and means to combine the prescriptive and performance-based approaches to safety rulemaking, safety policy development, safety oversight and the establishment of acceptable level of safety performance (ALOSP).
- 1.5.2 Namibia has promulgated a national safety legislative framework and specific regulations in compliance with international and national standards that define how management of safety is conducted. The following laws have been promulgated in Namibia:

1.5.1. Civil Aviation Act, 2016 (Act No 6 of 2016),

1.5.1.1 Namibia has enacted the Act establishing the NCAA which determines its responsibilities and functions. The function of the NCAA is to develop, implement and maintain a safe, secure, and efficient civil aviation industry in Namibia. To accomplish these functions, the NCAA carries out the responsibilities stipulated in part 3 (section 10) of the Act. The Supervising Authority of the NCAA is the Ministry of Works and Transport as stipulated in part 2 of the Act.

1.5.1.1. Section 54 to 59 of the Civil Aviation Act, 2016,

1.5.1.1.1 The enacted Act establishes regulations that govern the civil aviation in Namibia (NAMCARs) which are issued to the industry. The Minister in charge of the Ministry of Works and Transport promulgates regulations to address national requirements emanating from the primary aviation legislation, for standardised operational procedures, products, services, equipment, and infrastructure in conformity with the Annexes to the Convention on International Civil Aviation.

1.5.2. Namibian Civil Aviation Regulations and Technical Standards (NAMCARs and NAMCATS)

1.5.2.0 Namibia generally adopts ICAO SARPs and seeks to adopt international best practice approaches and publishes them in the Namibia Civil Aviation Regulations (NAMCARs). The NAMCARs are accompanied by Namibia Civil Aviation Technical Standards (NAMCATS) whenever deemed necessary for the explanation of interpretation and implementation of the NAMCARs. Where Namibia is not able to comply with a certain ICAO standard (in whole or in part), Namibia will file a difference with ICAO. Notifications include an explanation of the basis of the difference and where appropriate, an associated remediation plan suggested, in accordance with Article 38 of the Chicago Convention. A full list of Namibian differences is published in the Namibia Aeronautical Information Publication (AIP), available on the NCAA website, www.ncaa.com.na.

1.5.2.1. NAMCAR and NAMCATS Part 140 and Part 11

1.5.2.1.1 Namibia has promulgated NAMCAR Part 140, and the associated technical standard to implement the requirements of Annex 19 of the Convention on International Civil Aviation and based on the information contained in ICAO Doc 9859 Safety Management Manual.

1.5.2.1.2 NAMCAR Part 11 establishes the creation of a NSSP Steering Committee (SSP SteerCom) from all involved state and selected industry organisations for top level implementation of the SSP and furthering Namibia's safety aims.

1.5.3. DAII Regulations

1.5.3.1 Namibia has promulgated 'Regulations relating to investigation of aircraft accidents and incidents,' part 4. As a requirement of Annex 19 and Annex 13 of the Convention on International Civil Aviation with the responsibilities to maintain a database to facilitate the effective collection, analysis, and management of information on actual or potential safety deficiencies and to determine any preventative action steps for the SSP.

1.5.4. Review of Legislation & Regulations

1.5.4.1 Namibia Civil Aviation Authority and the Directorate of Aviation Accident and Incident Investigation Division have developed policies and procedures to review aviation safety legislation, regulations, guidance material, policies, and procedures, to ensure that they remain effective and relevant to Namibia's aviation system. The Civil Aviation Regulations Technical Advisory Panel (CARTAP), established as per NAMCAR Part 11, is entrusted with this process.

1.5.4.2 The CARTAP monitors the regulations development process and oversees regulation development projects. The regulation development process is triggered by various changes such as the introduction of new or amended ICAO SARPs, changes to policies, industry feedback, and new aviation developments. The CARTAP reviews proposed regulations and ensures that the regulations development process is adhered to.

1.6 STATE SAFETY RESPONSIBILITIES AND ACCOUNTABILITIES

1.6.1. Ministry of Works and Transport

1.6.1.0 The Act establishing Namibia Civil Aviation Authority provides that the Ministry of Works and Transport (MWT) will supervise NCAA in the performance of its responsibilities. Therefore, MWT plays the supervisory role in the implementation of State Safety Program as well as other activities related to development of the air transport system in Namibia. The implementation of State Safety Program is based on the level of effective implementation of the critical elements of Namibia's Safety Oversight System (normally referred to as the SSP Foundation) the NSSP builds on the existing prescriptive oversight system which is part of the SSP.

1.6.2. Directorate of Aircraft Accident and Incident Investigations (DAII)

1.6.2.1 DAII is responsible for conducting investigations into aircraft accidents and incidents in accordance with Annex 13 to the Chicago Convention. Its functions, which are set out in Part 11 (section 75) of the Civil Aviation Act, No. 6, 2016, include the following:

1. conduct independent investigations;
2. gathering, recording and analysis of all relevant information on the accident or incidents;

3. protection of certain accident or incident investigation records;
4. investigation into the causes of the accident or incident;
5. issuance of the final and complete report on accidents and serious incidents.
6. issuance of safety recommendations, where appropriate;
7. advise any authority or Contracting State, State of Registry, State of the operator, State of design and State of manufacture with regard to any safety recommendation or safety matter prior to the completion of any investigation
8. monitor the implementation of safety recommendations as issued by Contracting States;
9. assisting in formulating and implementing a national aviation disaster management plan;
10. promote compliance with the provisions and procedures of Annex 13 and Annex 19.

1.6.2.2 The sole objective of accident and incident investigation by DAAI is to prevent future accidents and incidents and not the apportioning of blame or liability.

1.6.2.3 In addition to the independent “no blame” investigation of aviation accidents and serious incidents and other incidents related to the operation of aircraft, DAAI contributes to air transport safety enhancement in Namibia through the independent recording, analysis, and investigation of safety data.

1.6.3. Namibia Civil Aviation Authority

1.6.3.1 Namibia Civil Aviation Authority is established by the Act of parliament as an autonomous government entity responsible for oversight of all aviation matters in Namibia. The law establishing regulations governing Civil Aviation in Namibia identifies the NCAA as the placeholder organization for the coordination of State Safety Program implementation activities and the Executive Director as the accountable executive for the implementation and supervision of the NSSP.

1.6.3.2 The functions and duties of NCAA, which are set out in section 10 of the Act establishing the NCAA, include to conduct oversight of the safety and security of civil aviation in Namibia by:

1. developing and promoting appropriate, clear, and concise regulatory requirements and aviation safety and security standards;
2. developing effective enforcement strategies to ensure compliance with regulatory requirements;
3. issuing aviation documents in terms the Act;
4. conducting comprehensive aviation industry surveillance, including assessment of safety and security related decisions taken by industry management at all levels for their impact on aviation safety and security;
5. overseeing and regulating the provision and operation of navigational aids to aviation;

6. conducting regular reviews of the systems of civil aviation safety and security to
 - a. monitor the safety performance of the aviation industry;
 - b. identify safety and security related trends and risk factors; and
 - c. promote the development and improvement of such systems.
1. conducting regular and timely assessment of international safety and security developments;
2. reviewing and ensuring the adequacy of safety and security programs and associated documentation produced by service providers, and monitoring their implementation to ensure continuing effectiveness and incorporation of amendments as required;
3. enhancing aviation safety and security through development and dissemination of progressive administrative and technical practices and promoting their use by aviation service providers;
4. formulating and implementing a national aviation disaster management plan;
5. encouraging a greater acceptance by the aviation industry of its obligation to maintain high standards of aviation safety and security, through -
 - a. comprehensive safety and security education and training programs.
 - b. accurate and timely aviation safety and security advice; and
 - c. fostering an awareness in industry management, and generally within the community, of the importance of aviation safety and security and compliance with relevant legislation.
6. establishing state safety performance indicators and targets to monitor the aviation safety system; and
7. promoting communication with all interested parties on aviation safety and security.

1.6.4. NCAA Flight Safety Division

1.6.4.0 The Flight Safety Division, managed by the General Manager: Safety, is responsible for oversight of the aviation service providers to ensure that they comply with all regulatory requirements issued to them through Namibia Civil Aviation Regulations. They are also responsible for ensuring that Namibia continues to comply with the ICAO SARPs. This oversight lays the foundation for the State Safety Programme, which is aimed at establishing a vibrant aviation hub in Namibia and the region through effective aviation safety management. To carry out safety oversight responsibilities the Flight Safety Division is organised into the departments listed below.

1.6.4.1. *Airworthiness (AWS) Department*

- 1.6.4.1.1 Conduct of safety oversight, development, and implementation of Regulations relating to:
1. Drafting and amendment of rules relating to the airworthiness of Aircraft;

2. Issuance, acceptance, or validation of type certificate of aircraft, engine, and propeller
3. Approval and continued inspection of approved design and production organization of aircraft and parts;
4. Registration of aircraft;
5. Certification and approval of initial application of air operators (Airworthiness aspects).
6. Continued inspection and surveillance of certificated air operators (airworthiness aspects);
7. Issuance, acceptance, or validation of noise certificate;
8. Issuance, renewal, and continuing validation of certificates of airworthiness;
9. Approval of maintenance programs;
10. Approval of modification and mandatory inspections;
11. Approval of repairs;
12. Approval and continuing inspection of aviation maintenance organizations (AMOs);
13. Monitoring and control of mandatory continuing airworthiness information (MCAI);
14. Approval and continued inspection of approved maintenance training organizations;
15. Licensing of aircraft maintenance personnel; and
16. Ensuring compliance with the applicable annexes to the Chicago Convention:
 - a. Annex 7-Aircraft nationality and registration marks;
 - b. Annex 8- Airworthiness of Aircraft;
 - c. Annex 16- Environment Protection;
 - d. Annex 19- Safety Management.

1.6.4.2. Flight Operations (OPS) Department

- 1.6.4.2.1 The Flight Operations department is responsible for the oversight of air operators and the conduct of safety oversight, development, and implementation of regulations related to:
1. Oversight of operation of both national and foreign aircraft operating in Namibia;
 2. Oversight of helicopter operations in Namibia;
 3. Oversight of qualification of flight simulation training equipment utilized by commercial operators;
 4. Oversight of carriage of dangerous goods;
 5. Certification and continued surveillance of air operators;
 6. Special operations approvals;
 7. Oversight of aviation recreational organisations and designated bodies;
 8. Oversight of unmanned aircraft system operation;
 9. Ensuring compliance with relevant Annexes to the Chicago Convention:
 - a. Annex 6- Operation of Aircraft;
 - b. Annex 18- Safe Transport of dangerous goods by Air;
 - c. Annex 19- Safety Management.

1.6.4.3. Air Navigation Services Safety Oversight (ANSSO)

Department

1.6.4.3.1 The ANSSO department is responsible for the conduct of safety oversight of the air navigation service provider and aeronautical meteorological services provider, as well as the development and implementation of regulations for air navigation services; and

1. Ensuring compliance with the following Annexes to the Chicago Convention:
 - a. Annex 2- Rules of The Air;
 - b. Annex 3- Meteorological Service for International Air Navigation;
 - c. Annex 4- Aeronautical Charts;
 - d. Annex 5-Units of Measurements to be used in Air and Ground Operations;
 - e. Annex 10- Aeronautical Telecommunications;
 - f. Annex 11- Air Traffic Services;
 - g. Annex 12- Search and Rescue;
 - h. Annex 15- Aeronautical Information Services;
 - i. Annex 19- Safety Management.

1.6.4.4. Personnel Licensing (PEL) Department

1.6.4.4.1 To discharge its responsibilities, the PEL department carries out many tasks which are normally organized around five major functional areas: examinations, licensing, training, regulatory, and administration. Examinations, licensing, and training are provided for flight crew, cabin crew, aircraft maintenance personnel, air traffic controllers, and RPAS and aviation recreational pilots. This includes conduct of safety oversight, development and implementation of regulations related to:

1. Personnel licensing;
2. Aviation medical requirements;
3. Aviation training organisations certification and surveillance;
4. Ensuring compliance with relevant annexes to the Chicago convention:
 - a. Annex 1- Personnel Licensing;
 - b. Annex 19- Safety Management.

1.6.4.5. Aerodrome and Ground Aids (AGA) Department

1.6.4.5.1 The Aerodrome and Ground Aids department of Safety Division is responsible for implementation of the regulations related to the oversight, certification, licensing, and surveillance of Aerodrome operators as well as development and implementation of regulations for aerodrome operations in Namibia. Such regulations include the provisions related to aerodromes and heliports contained in the Namibia Civil Aviation Act No 6 of 2016, Namibia Civil Aviation Regulations (NAMCARs) 139 (Certification, licensing and operations of

aerodromes and heliports) and the Namibia Civil Aviation Technical Standards NAM-CATS-AH (Certification, licensing and operations of aerodromes and heliports), and associated Advisory Pamphlets (AP).

- 1.6.4.5.2 It is also in charge of ensuring that the aerodrome regulatory framework in Namibia continues to conform to International Standards and Recommended Practices (SARPs) as may be adopted from time to time by the Council of the International Civil Aviation Organization (ICAO).

1.6.4.6. Aviation Security (AvSec) Department

- 1.6.4.6.1 The Aviation Security department is responsible for development and compliance with the National Civil Aviation Security Programme (NCASP), this includes:

1. Development and amendment of operational regulations and technical standards related to security, pursuant to the Civil Aviation Act No. 6 of 2016;
2. Development and maintenance of technical guidance material for the industry to ensure compliance with security regulations;
3. Certification of aviation security training organisations and aviation security service providers;
4. Certification of aviation security personnel i.e., aviation security screeners, supervisors, instructors, and inspectors;
5. Approval of aviation security programmes for airport operators, airlines/air operators, in-flight catering operators, air navigation service provider;
6. Oversight of aviation security and facilitation in Namibia;
7. Ensuring compliance with the relevant annexes to the Chicago convention:
 - a. Annex 17- Security.

1.6.4.7. Safety Promotion and Quality (SPQ)

- 1.6.4.7.1 Safety Promotion and Quality department is responsible for ensuring the State's obligations in the implementation of the State Safety Programme (SSP). SPQ is also responsible for the establishment, implementation, and improvement of the quality management system of the NCAA. This entails the setting up and management of standards for the consistent quality service delivery in line with the NCAA Service Charter to the industry. This includes conduct of safety oversight, development and implementation of regulations related to:

1. Ensuring compliance with the relevant annexes to the Chicago convention:
 - a. Annex 19.

1.6.4.8. Safety Working Group (SWG)

- 1.6.4.8.1 The senior managers of OPS, AIR, PEL, ANSSO, AGA, SPQ, and AvSec, together with the General Manager Safety form the Safety Working

Group (SWG). The safety working group provides a mechanism to receive information from and direct information to the SSP SteerCom. Details of the Safety Working Group are contained in TGM Volume 1, Part 2, Chapter 4.

1.6.5. Ministry of Defence

1.6.5.1 The Ministry of Defence Namibian Air Force is responsible for all military aviation in the Namibian airspace, the actions of Namibian military aircraft abroad, and the monitoring and management of military aerodrome operations. The Ministry of Defence participates in the State Safety Programme by membership on the State Safety Programme Steering Committee and by chairing the National Airspace Committee.

1.6.6. Safety Documentation

1.6.6.1 Safety documentation and dissemination thereof is the responsibility of the Secretariat of the SSP. All safety documents require the approval of the NCAA safety division senior managers prior to circulation to the SSP SteerCom. Once approved by the Safety Divisions, safety documents shall be forwarded to the SSP SteerCom by electronic mail not less than 15 working days prior to the meeting of which review of the documentation will be an agenda item. Once approved by the SteerCom safety documentation is circulated via Senior Managers and GM: Safety, to the NCAA Executive Director for final approval.

1.6.6.2 Approved documents shall be published on the NCAA website for availability to all service providers and participants in the aviation system.

1.6.6.3 The SSP Secretariat is responsible to ensure the latest up to date safety information and documentation reaches all concerned parties.

1.7 NATIONAL STATE SAFETY PROGRAMME STEERING COMMITTEE

1.7.1 The State Safety Programme Steering Committee (SSP SteerCom) is a national-level committee established to coordinate the NSSP activities. It is chaired by the General Manager of Safety and comprises representatives from DAAIL, NDF, Meteorological Services, MWT, ANSP, Namibia Airports Company, AOPA, and key industry representatives.

1.7.2 The SSP SteerCom coordinates and participates in the safety risk management processes and provides advice based on the quality of collected information. Specifically, the SSP SteerCom is tasked with the following:

1. the development of policy and decisions pertaining to the NSSP activities as considered necessary;
2. periodic review of the State Safety Policy and its priorities;
3. periodic review and acceptance of the state safety performance indicators and targets;

4. acceptance of SSP SteerCom terms of reference;
5. acceptance and periodic review of the SSP manual;
6. advise on and review of senior accountable management and key personnel requirements to meet the safety requirements of the Namibia civil aviation system,
7. review of the enforcement policy,
8. implementation of safety data protection, and voluntary or mandatory information sharing procedures and requirements;
9. review of safety recommendations and follow up on their implementation;
10. the resolution of the issues pertaining to the implementation of the NSSP; and
11. the promotion of the SSP to all applicable service providers.

1.7.3 Further to the above, the SSP SteerCom also:

1. identifies risk through utilization of different evaluation processes;
2. assesses identified risks and supporting data;
3. identifies new and potential safety data sources and data handling methods;
4. assesses mitigation actions and safety recommendations;
5. facilitates sharing and coordination of safety information among Namibian aviation organisations;
6. proposes guidance and direction to the State on safety risk matters; and
7. contributes to and where possible improves the NSSP.

1.7.4 The Committee reports progress to the Executive Director.

1.8 COORDINATION BETWEEN NCAA AND DAAII

1.8.0 NCAA works closely with DAAII in NSSP activities to ensure its effectiveness. To achieve the effectiveness of the NSSP, NCAA and DAAII facilitate work by doing the following:

1.8.1. Classification of Occurrences

1.8.1.1 DAAII and NCAA ensure consistency in the classification of occurrences involving Namibia air operators and Namibia-registered aircraft and accurate reporting of information to ICAO under the Accident/Incident Data Reporting (ADREP) System using ECCAIRS.

1.8.2. Sharing of Safety Information

1.8.2.1 NCAA and DAAII share the Safety Data Collection and Processing systems in collecting safety data from the service providers through their individual SMSs. NCAA and DAAII have two systems one for collecting both occurrences and Hazards and ECCAIRS which is used for collecting occurrences and reporting to ICAO by both the authorities when appropriate. The Air Operators, Aerodrome Operators, and Air Navigation Service Provider are required to use the Safety Occurrence Reporting system.

- 1.8.2.2 The information provided in the Safety Occurrence Reporting System is protected from inappropriate use by the SPQ department and DAAI to ensure the continued availability of safety data and safety information. Safety managers of service providers who receive the data from their employees under their confidential reporting system enter the safety data. De-identification is done before sharing the safety data and information with the relevant users for safety management purposes.

1.8.3. Issuance of Safety Recommendations

- 1.8.3.1 NCAA receives safety recommendations from DAAI based on its investigations and other sources including foreign accident investigation authorities. NCAA is also informed of safety recommendations issued by DAAI to the Namibia aviation industry, so that this additional information can be used to support the conduct of safety oversight.

1.8.4. Technical Support for Investigation

- 1.8.4.1 NCAA provides technical experts to DAAI as appropriate, upon request, to support the conduct of an investigation.

1.9 ENFORCEMENT CODE AND FRAMEWORK (CE 8)

- 1.9.1 NCAA has a general duty under the Civil Aviation Act, to develop enforcement strategies as one of its functions, with the objective to ensure compliance with aviation safety and security standards.
- 1.9.2 Within the mandate and domain of its objectives, powers, and functions the NCAA has several roles and duties relating to identifying and responding to conduct/action, which is contrary to the interests of the Namibia civil aviation system.
- 1.9.3 From an enforcement perspective it is within the discretionary powers of the Executive Director to address conduct which is either/or:
1. unlawful;
 2. in violation, including breach, regarding the application of the regulations, technical standards, or aviation directives;
 3. committed in a careless and incompetent manner regarding the utilization or carrying out of privileges and duties;
 4. gross negligence and willful misconduct; or
 5. a failure to comply with a prescribed provision.
- 1.9.4 The NAMCARS (2018), Parts 13 and 185 set in place enforcement procedures to achieve the objectives and thus, it is under these terms that an Enforcement Code has been promulgated by the Executive Director in 2020.

- 1.9.5 NCAA is committed to fostering a just culture in the aviation community. NCAA will strive to create an environment of openness, fairness, and trust in which people are encouraged to report or share safety-related information, including their own errors. Accountability is important to ensure integrity of the system, and unacceptable behaviour such as gross negligence and intentional and willful acts of non-compliance will have to be dealt with appropriately.
- 1.9.6 Where warranted, NCAA may take sanctions against contraveners, ranging from written warnings to administrative action on the Aviation Safety Instrument, to fines and prosecution.

1.10 OBJECTIVES

- 1.10.1 The NCAA objectives are aligned with the Regional and Global Aviation Safety Plans (RASP & GASP). The objectives are time bound and can be found in the Namibian Aviation Safety Plan (NASP).
- 1.10.2 SSP implementation will be consistent with the legislative framework of Namibia and will be supported by the initiatives and guidelines of the AFI-Plan.
- 1.10.3 In order to make improvements to the safety system, Namibia will take into account the following critical factors:
1. Continuous dialogue among the regulatory and administrative bodies of the State that are part of the SSP, the industry, and the community in general;
 2. Synchronisation of infrastructure and equipment investments by the State and the industry, so that stakeholders may derive safety and efficiency benefits;
 3. Support of and alignment with international and regional harmonisation initiatives;
 4. Knowledge of the regulation and management of airspaces in which aircraft of different capabilities operate; and
 5. A clear regulatory policy and deadlines so that State entities and the industry may have greater certainty and capacity to plan when changes occur.
- 1.10.4 As described in Section 3 of the SSP Manual, Namibia will gradually introduce performance-based regulations and risk-based systems and approaches for safety oversight to replace prescriptive regulations and oversight.
- 1.10.5 The transition to a performance-based approach, together with the issues described in Section 5.1, pose a challenge to the organisations responsible for aviation safety and the industry in terms of the impact on the respective roles, responsibilities, and the allocation of resources. For this reason, the State Safety Program will implement support measures as detailed in the NASP to smooth the transition to achieving the ultimate goal of higher safety levels.



2. SAFETY RISK MANAGEMENT

- 2.0.1 State safety risk management (SRM) is a key component of the safety management system that includes hazard identification, risk assessment, risk mitigation, and safety risk acceptance. It is important to note that this function is a continuing activity because hazards, risk assessment, and the effectiveness of safety risk mitigation change over time. To this effect all completed hazard identification and risk management (HIRM) processes will have an effective date and review date.
- 2.0.2 Risk management in the aviation industry of Namibia is a responsibility shared by the industry and the aeronautical organisations of the State, as detailed in section 1. It is important for the aviation industry and the State aviation organisations to work in a collaborative manner to obtain the best safety outcomes.

2.1 RISK BASED MANAGEMENT

- 2.1.0.1 The SSP recognises the need to make the transition to a systems-based approach to safety oversight, together with risk-based surveillance (RBS). This change puts more responsibility on service providers, which changes the way in which the NCAA performs safety oversight and monitoring functions.
- 2.1.0.2 Aviation safety hazard identification and risk management involve a tiered process in which systems and risk information can be added to high-category levels, ending in an assessment of the overall risk level throughout the aviation industry.
- 2.1.0.3 Namibia is developing the national aviation safety plan (NASP) based on this process. This plan will identify the risks existing in the system and the treatment applied by the State to manage and mitigate risks.
- 2.1.0.4 Management of aviation safety risk in Namibia is undertaken through a multi-layered process that has the capacity to identify and manage risks at various levels of the aviation industry.
- 2.1.0.5 The system is comprised of the following levels of risk management:
1. regulatory risk management;
 2. surveillance outcomes risk management;
 3. sector risk profiling;
 4. industry risk profiling;
 5. system risk profiling.

2.1.1. Regulatory Risk Management

- 2.1.1.1 Aviation safety regulations must be shown to be necessary. They will be developed based on addressing known or likely safety risks that cannot be addressed adequately by non-regulatory means. Each proposed regulation must be assessed against the contribution it will make to aviation safety. The

regulations must not impose unnecessary costs or unnecessarily hinder high levels of participation in aviation and its capacity for growth.

2.1.2. Surveillance Outcomes Risk Management

2.1.2.1 Risk-based surveillance seeks to assess an authorisation holder's management system and its ability to identify and keep operational risks to an acceptable level of safety performance while at the same time ensuring compliance with the aviation legislation of Namibia. Risk-based surveillance is a structured process used by NCAA to prioritise surveillance activities based on authorisation holders' risk profiles. It focuses on the effectiveness of an authorisation holder's management of its risks and enables targeted surveillance of high-risk areas of an authorisation holder's systems.

2.1.3. Sector Risk Profiling

2.1.3.1 Sector risk profiling is a proactive approach to identifying the risks that exist within the sector at a defined point in time. It is a data-driven process for identifying the current and emerging risks. The process output is a collection of risks that is the aggregate of known and predicted risks impacting the sector operations as a consequence of factors within the operating environment, supporting infrastructure/services and deviations associated with the growth and change in the sector. Risk profiling outputs supplement the oversight and decision-making of NCAA through proactive risk identification and risk management processes to ensure the sector risks are maintained within acceptable limits.

2.1.4. Industry Risk Profiling

2.1.4.1 The industry risk profiling process links to the SSP and the safety management system of NCAA by providing an aviation industry review of the impact of the risks on industry. The role of NCAA in regulating safety requires the identification of potential risks within the industry. Aggregating safety-related information gathered from multiple sectors provides an industry level understanding of the risks and enables the development of a baseline measurement for safety performance. The risk profiling process at an industry level draws on the aviation body of knowledge, which includes updated strategic studies that reflect how the industry and economy are evolving and system and sector risks identified. The current risks and the emerging risks identified at an industry level are compared and prioritised based on their relevance and impact on system safety. The industry risk profile involves high-level analysis taking a strategic approach to the risk. Aggregating the risks enables the development of safety performance measures at the industry level.

2.1.5. System Risk Profiling

2.1.5.1 The system risk profile consists of the systemic safety risk that exists within the entire aviation community. The system risk profile provides a high-level risk

management summary, categorising significant aviation system safety risks, and contributes to the national aviation safety plan and State safety performance indicators.

2.2 SAFETY REQUIREMENTS FOR SERVICE PROVIDERS' SMS

- 2.2.1 Namibia has published regulations, which govern how service providers will identify hazards and manage safety risks. These include the requirements, specific operating regulations, and implementation policies for service providers' SMS. These regulations will be periodically reviewed, as required, to ensure they remain relevant and appropriate to the service providers' activities. The Civil Aviation Regulations require the establishment of the Safety Management System (SMS) for service providers. The Civil Aviation Act prescribes the oversight of service providers' SMS as one of the functions of NCAA. This is one of the vital elements of the NSSP.
- 2.2.2 The Civil Aviation Regulations require that service providers establish a Safety Management System that:
1. identifies actual and potential safety hazards;
 2. ensures the implementation of remedial action necessary to maintain agreed safety performance;
 3. provides for continuous monitoring and regular assessment of safety performance; and
 4. aims at a continuous improvement of the overall performance of the SMS.
- 2.2.3 The Regulations further require service providers to be responsible for continuous identification of hazards and evaluation and reduction of risk, while performing its operations to reduce hazards and manage risk to as low as reasonably practicable. The regulations provide a framework for risk control once they are integrated into the service provider's SMS.
- 2.2.4 The service providers' hazard identification process must include the following steps:
1. reporting of hazards, events, or safety concerns;
 2. collection and storage of safety data;
 3. analysis of the safety data; and
 4. distribution of the safety information distilled from the safety data.
- 2.2.5 The service provider is responsible for the development of Safety Performance Indicators and Safety Performance Targets for their individual service provider's SMS, and they must be acceptable to the authority through an agreement or approval document.
- 2.2.6 Namibia will also, as part of this SSP, apply basic safety management principles to the medical assessment process of license holders, that as a minimum include:

1. routine analysis of in-flight incapacitation events and medical findings during medical assessments to identify areas of increased medical risk; and
2. continuous re-evaluation of the medical assessment process to concentrate on identified areas of increased medical risk.

2.3 AGREEMENT ON SERVICE PROVIDERS' SAFETY PERFORMANCE

- 2.3.1 The NCAA will agree with individual service providers on the safety performance of their SMS. The agreed safety performances of individual service providers' SMS shall be reviewed annually to ensure they remain relevant and appropriate to the service providers' activities.
- 2.3.2 As part of acceptance of each service providers' SMS, NCAA will agree on, and accept safety performance of the service provider that includes Safety Performance Indicators (SPIs) and Safety Performance Targets (SPTs). These Safety Indicators and Targets will be commensurate to the complexity of individual service provider's specific operational contexts and the availability of individual service provider's resources to address safety risks. The agreed Safety Targets will be reviewed annually to ensure they remain relevant and appropriate to each service provider.
- 2.3.4 The agreement of the service providers' SPTs will be signed by the Executive Director and the accountable executive of each service provider's SMS.

2.4 HAZARD IDENTIFICATION AND SAFETY RISK ASSESSMENT

- 2.4.0.1 Aviation safety systems rely on timely, precise, and informative reports on safety incidents, hazards, and occurrences. The availability of appropriate safety intelligence on what is happening with aviation safety systems permits the identification of trends, the resolution of repetitive issues, and measurement and proper response to risks within the aviation system of Namibia.
- 2.4.0.2 As required by their respective legislative responsibilities, NCAA and DAAIL, collect and maintain various records related to accidents, incidents, and other safety data.
- 2.4.0.3 In the interest of aviation safety, de-identified safety information (processed safety data) is shared among regulatory, industry, and administrative organisations of Namibia. NCAA has issued a safety policy statement that reflects the "just culture" principle to safeguard information collection. This policy is available on the website of NCAA and is included in Appendix A of this document.
- 2.4.0.4 Namibia encourages a positive reporting policy whereby all industry stakeholders are willing to report any incident that occurs, and any error made. In accordance with the "just culture" approach, where individuals report

incidents and errors, they are not prosecuted nor punished, except in those cases in which their actions have been deliberate, reckless, or clearly negligent.

2.4.1. Reporting of Accidents, Serious incidents, Incidents, and Latent Conditions

- 2.4.1.0.1 NCAA SPQ department is responsible for collecting and analysing safety data on accidents, serious incidents, incidents, hazards, and latent conditions related to aircraft operations. In this capacity, the NCAA SPQ department manages the collected reports through mandatory and voluntary reporting systems. Reporting may be immediate in the case of mandatory reports, or on a routine basis, in accordance with the service provider's SMS. Inappropriate safety procedures, failure to comply with requirements, and errors may be considered as latent conditions.

2.4.1.1. ***Mandatory Safety Reporting System (MORS)***

- 2.4.1.1.1 The mandatory safety reporting system, established in accordance with the list of occurrences stipulated by NAMCATS-SMS-140 Appendix A, collects information on occurrences that jeopardise or might jeopardise aviation safety. The collected data provides information on real or potential safety hazards and deficiencies. The information is used for identifying safety issues that must be addressed in order to improve aviation safety in Namibia. Mandatory occurrences must be reported to NCAA and DAAI within 72 hours of an event.
- 2.4.1.1.2 In accordance with Annex 13 to the Chicago Convention, DAAI provides ICAO with data on accidents, serious incidents, and incidents through the accident/incident data reporting system (ADREP).
- 2.4.1.1.3 Mandatory reports will be subject to data protection unless there is an exception required for furthering safety objectives, in terms of the Act, which outweighs the benefit of data protection.

2.4.1.2. ***Voluntary Safety Reporting System (VORS)***

- 2.4.1.2.1 Namibia has designated a voluntary safety reporting system that allows any individual or company who has an aviation safety concern to report to the NCAA on incidents@ncaa.na. The NCAA will collate all occurrences via this responder.
- 2.4.1.2.2 The protection of safety data and information, as well as of their related sources, is the first priority of this system. For this reason, the NCAA provides a completely confidential occurrence reporting form on their website, <https://www.ncaa.com.na> for the filing of confidential occurrences.

2.4.1.2.3 Service Providers may use their own approved reporting forms.

2.4.1.2.4 Service providers are encouraged to print reporting forms for utilisation by crews enroute or staff who don't have access to computers.

2.4.2. Safety Data Collection and Processing System (SDCPS)

2.4.2.1 Namibia has established the safety data collection and processing system (SDCPS) for capturing, storing, aggregating, and allowing for the analysis of safety data and information. This system consists of a safety occurrence database and hazard register that centralise the information in the safety database (SSP database).

2.4.2.2 The SDCPS refers to processing and reporting systems, safety databases, information exchange systems and recorded information, and comprises, *inter alia*:

1. Accident and incident investigation data and information, obtained from the ADREP/ECCAIRS platform;
2. Data and information concerning safety investigations conducted by DAAII or service providers' SMS;
3. Data and information resulting from safety oversight activities conducted by the regulatory authority;
4. Mandatory safety reporting systems (MORS);
5. Voluntary safety reporting systems (VORS);
6. Hazard reporting system (HARS);
7. Self-reporting systems, including automatic data capture systems, as well as manual data capture systems; and
8. USOAP CMA Data.

2.4.3. Availability of Data and Information on Aviation Occurrences

2.4.3.0.1 DAAII makes available to the public the following information on aviation occurrences: aircraft accident reports and safety recommendations. The information provided by DAAII is available at: <https://mwt.gov.na/published-daai-report>.

2.4.3.0.2 The information for the public will not contain details such as name of owner, operator, or name of crew member(s).

2.4.3.0.3 NCAA will make available to the public deidentified monthly occurrence reports, safety statistics, and safety recommendations. This will be available on the NCAA website <https://www.ncaa.com.na>.

2.4.3.1. Data Analysis and Reporting

- 2.4.3.1.1 DAAII in addition to reporting occurrences as required by ICAO Annex 13, through the ADREP reporting system, also provides safety information to the RSOO and RASG for analysis and development of trend indicators for the East and South African Region (ESAF).

2.5 Development of the NASP

- 2.5.1 The safety data collected in the SDCPS is fed into the development cycle of the NASP, which repeats over a three-year period, to ensure mitigating actions are developed from risk-based processes. The development cycle of the NASP is as follows:

1. Form a development team
2. Conduct a self-assessment
3. Identify deficiencies
4. Define issues of priorities
5. Set goals, targets, and indicators
6. Gap analysis to identify SEIs
7. List prioritised SEIs
8. Measure safety performance
9. Return to Step 1

- 2.5.2 The data from the SDCPS is utilized in steps 2 through 7. Safety statistics from the SDCPS are contained in sections 3 and 4 of the NASP.

2.6 Risk Based Surveillance

- 2.6.1 Annual summarised data from the SDCPS specific to each department (AGA, OPS, AIR, PEL, ANSSO) shall be provided to the safety division departments annually for the previous calendar cycle (December to January) not later than the end of February to enable the departments to include the data in development of risk-based surveillance for the coming year cycle annual surveillance plan (April to March). Departments shall provide monthly cumulative surveillance findings statistics which shall also be considered in development of risk-based surveillance.



3. STATE SAFETY ASSURANCE

- 3.0.1 The safety assurance activities, as part of the Namibia SSP, is aimed at providing NCAA with assurance that its safety processes are functioning effectively, and that Namibia is on target to achieve its safety objectives via the collective efforts of the Namibia's aviation industry.
- 3.0.2 NCAA's surveillance activities and safety data/information collection, analysis, sharing, and exchange mechanisms are established to ensure that regulatory safety risk controls are appropriately integrated into a service provider's SMS. This provides confidence that the system is being practiced as designed, and the regulatory controls are having the intended effect on safety risk management (SRM).
- 3.0.3 Safety oversight based on an SMS approach relies on a mutual responsibility and accountability philosophy rather than on a prescriptive approach aimed exclusively at regulatory compliance. This increases the responsibility of service providers that have daily control over maintaining a safe operational environment, focusing on safety throughout the structures, policies, and procedures of the organisation.
- 3.0.4 However, the NCAA and DAAll continue to play a fundamental role in quality assurance of the safety system of Namibia. This includes safety oversight, as well as the collection, analysis, and exchange of data.

3.1 PRIORITIZING SURVEILLANCE ACTIVITIES

- 3.1.1 Namibia Civil Aviation Authority prioritizes Surveillance activities based on safety risk derived from the safety risk profile of each service provider.
- 3.1.2 A safety risk-based surveillance (SRBS) approach enables prioritization and allocation of Namibia's safety management resources commensurate with the safety risk profile of each sector or individual service provider. Over time the NCAA will accumulate a clear picture of the service provider's safety abilities, particularly their management of safety risk. NCAA may choose to amend the scope and/or frequency of surveillance as we gain confidence and evidence of the service provider's safety capability effectiveness and continuous improvement.
- 3.1.3 NCAA as part of NSSP implementation, shall provide a safety data collection and processing system to the service providers to assist in monitoring their safety performance through the data collected.

3.2 DATA MANAGEMENT PROCEDURE

- 3.2.0.1 The Safety Promotion and Quality (SPQ) department shall develop a procedure for exchange of safety data and safety information between the safety oversight departments and SPQ department for effective follow up on any identified deficiencies whether through surveillance or safety reporting under

SMS. SPQ extracts aviation safety data from the safety core system and ECCAIRS which is shared using the following procedure:

1. SPQ will extract and analyse the data and advise the relevant oversight department within two working days of receiving the report;
2. SPQ as the custodian of safety data and safety information will alert the relevant oversight department(s) regarding any safety concern of a recurring nature to prioritise inspections towards the area of that safety concern;
3. The relevant oversight department(s) will provide feedback to SPQ once the safety concern is addressed;
4. Where an urgent safety concern is perceived, for example where an alert level is breached, departments are required to submit a preliminary report within 10 working days;
5. SPQ will conduct follow-up actions on the reported safety concern to assess the implementation of mitigations and or the resolution of the safety concern;
6. SPQ will report the status of industry safety performance to the GM: Safety;
7. SPQ will compile a monthly report for sharing to the safety divisions and service providers on data collected and proposed actions;
8. SPQ will compile a quarterly report for the SSP SteerCom on incident statistics and proposed action points for recommendations to the Executive Director.

3.2.0.2 Where there is a requirement to protect the provider of the information, SPQ, as the receiving department will deidentify the report prior to sharing with the relevant investigation department.

3.2.0.3 The data collected through surveillance activities by the oversight departments shall be availed to the SPQ department to be able to monitor aggregate aviation system safety performance. The data derived from SMS through the safety occurrence system and from surveillance activities shall be analysed by the SSP SteerCom to produce information from the basis of which NCAA will prioritise resources towards the areas of greater safety concern.

3.2.0.4 The NCAA will be implementing a quality management system (QMS) as a means of ensuring that the established procedures and processes are complied with by the safety departments concerned. Namibia is committed to fulfilling its ICAO USOAP CMA obligations. The effectiveness of Namibia's safety oversight function is monitored through regular audits carried out by either an appropriately trained internal audit team or a team of external consultants under NCAA QMS.

3.2.1. Safety Data Collection and Exchange

3.2.1.1 NCAA and DAAI will collect, analyse, and exchange safety data and information for the purpose of safety improvement. Safety information will be shared with service providers, regional safety oversight organizations, and ICAO Regional as appropriate. The sharing of safety data and information will always be authorized by the Executive Director, the conditions of which will be specified in the technical guidance material (TGM).

3.2.2. Safety Data and Information Analysis

3.2.2.1 Besides collecting data and information through the Safety Core, NCAA collects data and information from surveillance activities, de-identified information provided by DAAIL, accident and incident reports, and other sources. SPQ will analyse this data and information for the purposes of improving safety. Hazard identification and risk management will be carried out for all noteworthy events and as required for safety risk management. Where the analysis of data and information requires expertise from people other than those in SPQ, they will be invited to provide the required expertise in data analysis.

3.2.2.2 See more about safety data and information analysis in section **2.4.2 Safety Data Collection and Processing System (SDCPS)**

3.2.3. Occurrence Reporting

3.2.3.1 The Safety Occurrence Reporting system provides the platform for mandatory and voluntary reporting by service providers to NCAA. The scope of safety data collection is not limited to aircraft accidents and incidents, but also includes safety hazards and threats. In this regard, NCAA and DAAIL have issued an advisory circular specifying the requirements of mandatory and voluntary safety reporting to the service providers. The Circular will also encourage the reporting of hazards and potential safety deficiencies that could affect flight safety.

3.2.3.2 See more about the occurrence reporting system in section 2.4.1 Reporting of Accidents, Serious incidents, Incidents, and Latent Conditions.

3.3 ACCEPTABLE LEVEL OF SAFETY PERFORMANCE

3.3.0.1 Based on the service provider's safety performance indicators (SPIs) and safety performance targets (SPTs), and the data from the MORS, VORS, and hazards reports, NCAA will develop the aggregate State level safety performance indicators and associated targets.

3.3.0.2 All monitored targets will be reviewed using the standard deviation method. The subsequent years target will be set 10% above or below the previous year as applicable. An alert will be triggered when the monitored level falls outside the third standard deviation once, the second standard deviation twice, or the first standard deviation three times. If an alert is triggered the GM: Safety will call an immediate meeting of the Safety Working Group to determine a course of action the results of which will be forwarded to the Executive Director and the SSP SteerCom.

3.3.0.3 The course of action may include

1. Increased or modified training,
2. Modified procedures

3. increased promotion,
4. regulation or AIP amendment,
5. AIC or Advisory Pamphlet publication, and
6. in cases of negligence or willful misconduct, enforcement actions.

3.3.0.4 A quarterly review of the target level compared with the achieved level will be conducted, if the target level is not met over two quarters, a review of action to be taken will be completed by the SSP SteerCom.

3.3.0.5 State Safety Performance Indicators and Targets will be extracted from the SDCPS and published annually in the NASP. Alert levels will be monitored via the SDCPS on a daily basis. All safety events shall be evaluated for their individual worth, regardless of whether a target has been met or exceeded.

3.3.0.6 The monitoring of these safety performance indicators will be done by the SPQ department. Alert triggers are monitored daily, and any alert breach therefore immediately notified to the SWG. A monthly safety review report is compiled (every end of the month, to be forward in the first week of the subsequent month) for the SWG to discuss at the next meeting. Safety reports on SPIs and SPTs and recommendations therefrom shall be collated to provide quarterly reports to the SSP SteerCom. A de-identified monthly bulletin will be provided to service providers and the general public for improved safety awareness.

3.3.0.7 Safety recommendations from the completed occurrence reports will be logged in the occurrence register by SPQ for follow up and tracking at the monthly safety working group meetings. Mitigating actions will be monitored by monthly safety meetings including ensuring any change does not produce a negative effect, in terms of TGM Volume 9 Part 4 Risk Management Manual.

3.3.0.8 Safety promotional material will be created based on the recommendations and the identified high-risk areas from the SDCPS.

3.3.0.9 The findings of accident investigations are recorded in the DAAll database, including recommendations on industry safety issues, and required corrective actions. DAAll will document on the annual report the risks identified by investigations and the associated safety actions undertaken in the previous year.

3.3.1. Safety Data Driven Targeting for Oversight of Areas of Greater Concern

3.3.1.1 NCAA will establish a procedure to prioritize inspections, audits, and surveys towards those areas of greater safety concern or need, as identified by the analysis of data on hazards, their consequences in operations, and the assessed safety risks.

3.3.1.2 Based on the analysed accident/incident data, hazard reporting, and surveillance reports, NCAA will review existing oversight procedures and, if necessary, define new procedures that will prioritize auditing of those identified areas of greater safety concern or need. This data including information from aviation industry and other aviation safety agencies will be used to identify existing and emerging risks in Namibia.

3.3.1.3 NCAA will ensure that service providers' hazard identification and safety risk management processes follow established regulatory requirements and that safety risk controls are appropriately integrated into the service providers' SMS. This will be achieved through oversight activities that include inspections, audits, and surveys.

3.3.1.4 Information from the analysed safety data will be used to prioritize and focus the oversight activities on specific areas including those areas of greater safety concern or need, as identified by the analysis of data on hazards, their consequences in operations, and the assessed safety risks.



4. STATE SAFETY PROMOTION

- 4.0.1 Through the Nssp, NCAA shall ensure that safety training, communication and dissemination of safety information takes place. This is a dual-track promotion; both within NCAA and DAAll as well as among the service providers they oversee.

4.1 INTERNAL TRAINING

- 4.1.1 NCAA provides training and fosters awareness of safety relevant information to support the development of an organizational safety culture that fosters an effective and efficient SSP.
- 4.1.2 Training of NCAA staff has been an ongoing undertaking and shall always receive the attention it deserves. The NCAA has determined the minimum professional qualifications for technical personnel performing aviation safety oversight functions and other related activities. To maintain the required competency levels the NCAA continues to provide initial and periodic theoretical and practical specialised training including supervisory courses under the relevant human resource programmes. However, it is recognised that additional specific safety training is required to oversight aviation safety effectively.

4.2 EXTERNAL TRAINING

- 4.2.1 The NCAA will foster a series of workshops and training seminars in key safety topics which will be available to all service providers. The seminars and workshops will be hosted by the Safety Promotion and Quality Department and developed in conjunction with the relevant departments of the safety division. Content and dates for the seminars will be decided by the Safety Working Group based on the safety data collection and processing system (SDCPS) review.
- 4.2.2 The NCAA will additionally provide SMS/SSP training to all those involved in SSP implementation on a regular basis. The training content will be as described in section 4.3.
- 4.2.3 As the coordinator of the SSP, NCAA will in consultation with the industry develop programmes on SSP training for staff of the Namibian aviation industry. These programmes will ensure that the appropriate personnel are qualified to perform SSP duties. The training programmes will be reviewed periodically to ensure they remain relevant to industry developments.
- 4.2.4 The NCAA will, in partnership with local and or international training institutions, develop and deliver the above-mentioned safety training programs. Safety training development will include an internationally recognised documented process to identify training requirements and training provided as well as to assess the effectiveness of training. Safety training will be delivered by persons with appropriate knowledge, skills, and experience in the applicable subject area.

4.3 TRAINING CONTENT

4.3.0.1 Internal and external safety training will be developed and maintained in the following six levels:

4.3.1. Safety Awareness Training (Introduction to SSP/SMS)

4.3.1.1 The target audience will be all relevant Civil Aviation Authority Staff including other State authorities and aviation organisation's relevant staff. The training objectives will be to introduce NSSP policy and objectives and SSP/SMS fundamentals. The training will include overview of safety roles and introduction to safety risk management, including hazard reporting.

4.3.2. Initial Safety Training

4.3.2.1 The target audience will be NCAA safety technical staff and relevant technical staff of other Namibia aviation organisations. The training objectives will include in-depth knowledge of safety risk management, with emphasis on hazard identification and safety risk assessment, and the functions of an SMS or SSP.

4.3.3. Recurrent Safety Training

4.3.3.1 The target audience will be NCAA safety technical staff and relevant technical staff of other Namibia aviation organisations and State authorities. The training objectives will include review of safety risk management, with emphasis on hazard identification and safety risk assessment, and surveillance of an SMS or SSP.

4.3.4. Advanced Safety Training

4.3.4.1 The target audience will be relevant safety specialists and NCAA middle and senior managers including relevant managers from other Namibia aviation organisations, service providers, and State authorities. The training objectives will be to develop in-depth knowledge of safety risk management and safety assurance, including safety roles, responsibilities, and accountabilities regarding the safety assurance and safety risk management component of an SMS or SSP.

4.3.5. High Level Executive Briefing

4.3.5.1 The target audience will be the General Manager: Safety, executive director, and executive committee. Prominent high level accountable persons in aviation of MWT and other State authorities involved in the SSP should also attend this briefing. The training objective will be to provide a broad perspective of the NSSP.

4.3.6. Refresher Training

4.3.6.1 Refresher safety training will be conducted once a year to all appropriate staff. This may be a one-day internal refresher training programme. Refresher

training may be delivered jointly with service providers as an SMS/SSP course. Attendance of relevant outsourced training may also be credited towards recurrent training depending on course content.

4.4 INTERNAL COMMUNICATION AND DISSEMINATION OF SAFETY INFORMATION

- 4.4.1 Collected safety information through the established mandatory and voluntary incidents and hazards reporting systems shall be communicated to the respective NCAA staff responsible for safety oversight of service providers. Occurrences will be forwarded directly to the department responsible. A monthly report on de-identified occurrences and occurrence statistics shall be shared with the Safety Working Group for discussion at the monthly or special meetings as required.

4.5 EXTERNAL COMMUNICATION AND DISSEMINATION OF SAFETY INFORMATION

- 4.5.1 NCAA will conduct a series of safety education and promotion activities with a view to maintaining the aviation industry and community increasingly informed and aware of safety issues, including emerging safety matters.
- 4.5.2 NCAA offers a series of safety promotion and educational materials, advisory pamphlets, and manuals, available for the industry and the public and has an active group of aviation safety advisors to provide assistance and advice to the industry. More information on the safety education and promotion activities of NCAA can be found on the NCAA website, <https://www.ncaa.com.na>.
- 4.5.3 NCAA will produce monthly safety bulletins from deidentified occurrence and investigations, safety statistics, and safety information which will be available on the website and an annual safety report which will be communicated to the regional aviation bodies and to ICAO as well as the Board of the NCAA.
- 4.5.4 DAAIL is also responsible for dissemination of safety information, especially that derived from the investigation of accidents and incidents. DAAIL publishes accident and incident investigation reports and delivers specific safety notices to service providers and their personnel and delivers safety messages to the aviation community of the State through coordination with NCAA. More information on the safety education and promotion activities of DAAIL can be found on the MWT website, <https://mwt.gov.na/directorate-of-aircraft-accident-and-incident-investigations>.

CONTINUOUS IMPROVEMENT

- 4.6.1 All documents within the safety system are subject to periodic internal and external review to ensure continuous improvement of the safety system.
- 4.6.2 The following review periods apply:
1. State Safety Policy – Reviewed at a minimum every two years;
 2. National Aviation Safety Plan – Annually updated, reviewed every three years;

3. SSP Manual – Reviewed at a minimum every two years.
- 4.6.3 The SSP SteerCom meets at a minimum quarterly in accordance with the SSP Steer Com terms of reference. The Safety Working Group (SWG) meet monthly in terms of the requirements in TGM Volume 1 Part 2. The SSP SteerCom is acting as the high-level body, and the SWG acting as the implementation tool work together to achieve continuous improvement of the safety system. Identifying deficiencies in the SSP are part of the terms of reference of the SSP SteerCom. When deficiencies are identified the action points are provided to the SWG for follow up on implementation.
- 4.6.4 An annual audit of the SSP will be conducted to determine levels of implementation and address any shortcomings. The annual audit will be conducted with the assistance of NCAA Compliance and Regulatory Risk (CRR) department.



5. CHALLENGES AND PRIORITIES

- 5.0.1 The SSP recognizes challenges and from these develops policy on priorities and objectives. The policies included herein have been the basis for a more in-depth analysis and detailed plan created in the NASP.

5.1 CHALLENGES

5.1.1. Aviation Market

- 5.1.1.1 The international, domestic, and regional passenger market of the main airlines of Namibia has grown significantly during the last decade. While the industry has suffered contraction with the COVID pandemic, it is expected to bounce back once the threats to international and national travel are diminished with current vaccination programs.
- 5.1.1.2 It is foreseen that the aviation market of Namibia will continue to grow during the next 10 years, although at a slightly more conservative pace compared to the last few years and with variations among the different sectors of the industry.
- 5.1.1.3 Competition in the aeronautical market of Namibia and the levelling of regional growth exert equal pressure on aircraft operators and government agencies, which translates into additional efforts to maximise operational efficiency and to reduce costs without affecting safety results.

5.1.2. Operational Complexity

- 5.1.2.1 The safety system of Namibia will continue to be complex because of the addition of different types of aircraft, which go from turbojets to be operated by international, domestic, and regional airlines, to piston engine propeller aircraft on low level VFR flights, helicopters operating in the high seas, sport and recreational aircraft, balloons, and remotely piloted aircraft systems (RPAS).
- 5.1.2.2 Recreational and commercial RPAS are already in operation and a very fast expansion of these systems is envisaged in the future. In addition to privacy issues, it will be necessary to address safety and air traffic issues to safely integrate RPAS operations into the airspace of Namibia.
- 5.1.2.3 The complexity of the industry poses continuous challenges to regulatory, investigation, and air service organisations. Therefore, the allocation of resources to these organisations, as well as staff retention, will need to be carefully planned.

5.1.3. Infrastructure / Technology

- 5.1.3.1 The continuous growth foreseen, especially at the main airports of Namibia, will increase the demand for a whole range of infrastructure and airport, air

traffic, rescue, and firefighting services, resulting in larger investments in resources by the State's responsible authorities to maintain or improve safety.

5.1.3.2 Technology will also continue playing a vital role in the fulfilment of future safety, efficiency, and capacity requirements of Namibia. Modern aircraft and air traffic management give access to more precise communications, navigation, and surveillance.

5.1.3.3 Namibia is introducing satellite-based technologies in its airspace to improve safety oversight precision and reliability throughout the country, whereupon navigation is increasingly based on the Global Navigation Satellite System (GNSS) in PBN and RNAV/RNP procedures.

5.1.3.4 These technologies are supplemented by robust ground surveillance and navigation systems, including a modern radar surveillance network for en-route and terminal areas.

5.1.3.5 The growing use of technology creates the need for government organisations, the industry, and the aeronautical community in general to make a safe and effective transition to new procedures and processes, to be implemented over several years to facilitate a more effective change.

5.1.3.6 Clear and appropriate regulatory requirements will also be established to support the use of new technology and infrastructure.

5.1.3.7 Namibia will pursue its commitment to ICAO, and other international organisations concerning the development of standards and recommended practices to facilitate safe adoption of new and improved technologies and infrastructure at global, regional, and national level.

5.1.4. Personnel Capabilities

5.1.4.1 The addition of new aircraft, satellite-based navigation systems, and other new technologies requires adequate and duly trained, experienced, and skilled personnel to operate these aircraft, systems, and equipment in a safe and effective manner.

5.1.4.2 Training and development of skilled personnel will be key factors to make sure that aviation safety performance in Namibia is maintained and improved.

5.1.4.3 The use of system and risk-based approaches by the industry will require planning strategies for the selection, recruitment, and retention of trained and skilled personnel.

5.1.4.4 Increased use of performance-based rules and risk-based oversight concepts in safety oversight approaches will require a change in the way in which NCAA

performs its regulatory oversight functions, which in turn will require different sets of skills for its personnel.

5.1.5. Commercial Aviation, Aerial Work, Training and General Aviation (GA) Operations with Aircraft Weighing 5,700 kg or Less

5.1.5.1 Operations that pose a challenge to the aviation industry of Namibia are commercial aviation, aerial work, training, and general aviation (GA) operations with aircraft weighing 5,700 kg or less. The accident rate in these segments remains high in comparison to other sectors, posing a big challenge to regulatory and administrative bodies that are part of the SSP.

5.1.5.2 Based on trends, contributing factors, latent conditions, deficiencies, findings, and threats, the SSP SteerCom working groups will establish mitigation plans for each critical case, with direct participation of each industry segment involved.

5.1.5.3 The SSP SteerCom will promote the respective authorities and groups it comprises to maintain educational and sensitisation programmes to continue highlighting safety hazards and risks and will provide guidance to facilitate compliance with regulatory and performance requirements by the industry in order to ensure that hazards and risks continue to be addressed in a responsible manner.

5.2 PRIORITIES

5.2.1. Global Priorities

5.2.1.1 The ICAO GASP, 2020-2022 edition, establishes the following six global aviation safety priorities:

1. Reduce accident rates in categories of higher risk to aviation;
2. Improve effective implementation (EI) by States;
3. Implement SSP and SMS;
4. Regional collaboration;
5. Use of industry programmes; and
6. Availability of the appropriate infrastructure to support safe operations.

5.2.1.2 Namibia is focused on the global aim of reduction in accident and serious incident rates. To this extent Namibia has developed safety objectives, goals, and safety enhancement initiatives to align with these global priorities, which are detailed in the National Aviation Safety Plan (NASP).

5.2.1.3 All global priorities are relevant for the aviation industry of Namibia, in maintaining a safety record as low as reasonably practicable in all sectors of our aviation industry operations and effective implementation of the USOAP CMA.

5.2.1.4 During the last decade, Namibia has maintained a low rate of occurrence in the following high aviation risk categories: Runway excursion (RE), loss of control in flight (LOC-I), and controlled flight into terrain (CFIT).

5.2.1.5 Nevertheless, Namibia has taken and will continue to take a series of measures to maintain a low accident rate in the aforementioned accident categories and other Safety Performance Targets (SPTs) identified in the NASP.

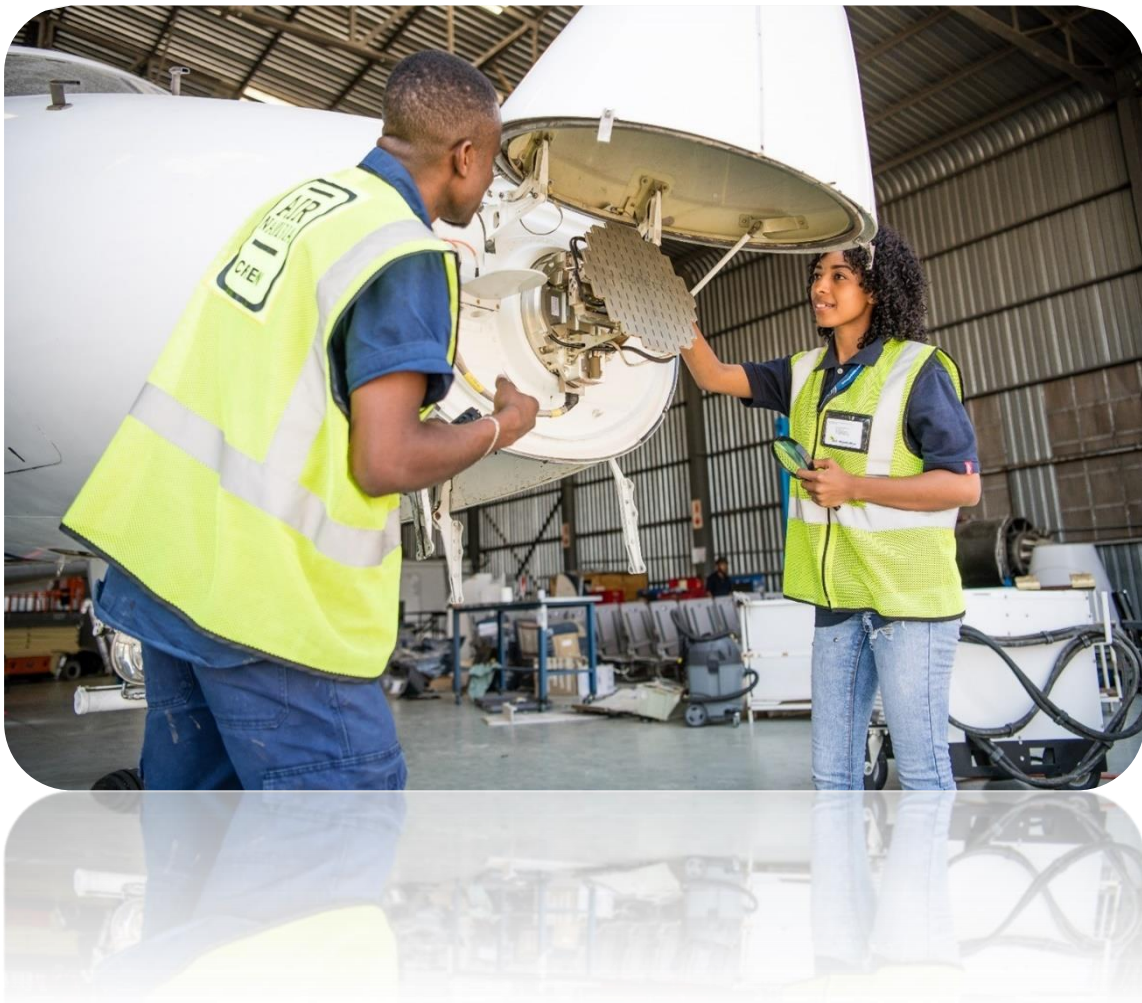
5.2.1.6 Namibia also prioritises the goals of the ICAO GAsEP, Doc 10118, 2017 edition, to enhance the effectiveness of global and national aviation security. The GAsEP seeks to unite the international aviation security community and inspire action in this direction, taking into account that the threats and risks continue to evolve. These priorities derive from the main challenges that Namibia may face in delivering this objective. They are:

1. Enhance risk awareness and response;
2. Develop security culture and human capability;
3. Improve technological resources and foster innovation;
4. Improve oversight and quality assurance; and
5. Increase cooperation and support.

5.2.2. Regional Priorities

5.2.2.1 The regional priorities of the State will be updated once the Regional Aviation Safety Plan is developed. Namibia participates actively in the development of regional aviation safety priorities and policies through forums such as:

1. African Civil Aviation Council (AFCAC);
2. ICAO ESAF Regional Office
3. The meeting of air navigation and safety directors;
4. The meeting of directors general of civil aviation of the ESAF Region; and
5. The regional aviation safety group (RASG-AFI).



APPENDIX A: SAFETY POLICY

1. POLICY OBJECTIVE

- 1.1 The State safety objectives define how Namibia will manage safety throughout its aviation infrastructure and users. This includes the determination of responsibilities and accountabilities of the NCAA, the different State organisations related to the State Safety Program (SSP), users, and service providers, as well as the determination of the broader safety objectives to be achieved by the SSP, as outlined herein. Further this policy aims to ensure the NCAA performs its functions in the most efficient and effective manner to ensure the preservation of safety of civil aviation in a way that contributes to the aim of achieving an integrated, safe, responsive, and sustainable transportation system

2. POLICY STATEMENT

- 2.1. NCAA is the juristic person established under the Civil Aviation Act of 2016, responsible for the promotion and regulation of aviation safety in Namibia. It's against this background that the NCAA commits to develop, implement, and consistently improve safety strategies and processes so that Namibian civil aviation achieves the highest practicable level of safety.
- 2.2. To this end the NCAA will:
- 2.2.1. Assist in providing a regulatory framework to maintain, enhance, and promote aviation safety;
 - 2.2.2. Set national standards that meet or exceed ICAO standards, recommended practices, and procedures, except where different standards are necessary in Namibia for specific operational purposes.
 - 2.2.3. Promote good safety practices and a positive organisational safety culture within the industry based on sound safety management principles.
 - 2.2.4. Clearly define for all aviation personnel their accountabilities and responsibilities for the development and delivery of aviation safety, strategy, and performance.
 - 2.2.5. Encourage safety information collection, analysis, and exchange amongst all relevant industry organizations and service providers, with the intent that such information is to be used for safety management purposes only.
 - 2.2.6. Adopt a data-informed and performance-based approach in safety regulation and industry oversight activities where appropriate.
 - 2.2.7. Ensure externally supplied systems and services that impact upon the safety of our operations meet appropriate safety standards.
 - 2.2.8. Collaborate and consult with the aviation industry to address safety matters and continuously enhance aviation safety.
 - 2.2.9. Promote and assist other State organisations in the effective use of other regulations and to address their roles and responsibilities in safety matters.
 - 2.2.10. Comply with and wherever possible exceed legislative and regulatory requirements and standards.
 - 2.2.11. Prioritize and ensure sufficient financial and human resources for safety management and oversight.
 - 2.2.12. Ensure that all aviation personnel are provided with adequate and appropriate safety information and training, are competent in safety matters, and are only allocated tasks commensurate with their skills.

- 2.2.13. Prioritize and ensure sufficient skilled and trained human resources are available to implement safety strategy and policy.
 - 2.2.14. Conduct safety and management reviews and ensure that relevant action is taken where required.
 - 2.2.15. Developing effective enforcement strategies to ensure compliance with aviation safety and security standards, where there is intentional regulatory breach, negligent actions, or willful misconduct.
 - 2.2.16. Conducting regular reviews of the systems of civil aviation safety to monitor the safety performance of the aviation industry, so as to identify safety related trends and risk factors and promote the development and improvement of such systems.
 - 2.2.17. Achieve the highest levels of safety standards and performance in all our activities.
- 2.3. NCAA will make resources available to conduct investigations of occurrences, incidents, and accidents. Such investigations will continue independently and, where applicable, in-parallel with the Directorate of Aircraft Accident and Incident Investigations' (DAAI's) investigations as much as possible.
- 2.4. The investigations conducted by NCAA are aimed to expeditiously determine safety gaps to prevent reoccurrence, assess breaches of regulations, develop guidance material, and identify improvement areas in the safety regulations and oversight processes.

3. EFFECTIVE DATE AND REVIEW

- 3.1 This Policy shall be effective from the 1st October 2022 and shall remain in effect until it is amended, withdrawn, or replaced.
- 3.2 This Policy shall be reviewed at a minimum every two years.
- 3.3 This Policy may at any time be amended as required in accordance with the NCAA Policy Development Framework.

4. REQUIREMENT

The need for a Safety policy is expressed in the NCAA Business and Financial Plan and the State Safety Program (SSP) Manual.

5. RESPONSIBLE OFFICE

The Safety Promotion and Quality department of the Authority has the overall responsibility for the drafting, implementation, and maintenance of this policy.

6. GENERAL PROVISIONS

- 6.1 The Civil Aviation Act. of 2016;
- 6.2 NAMCAR Part 140;
- 6.3 NAM-CATS-SMS-140;
- 6.4 State Safety Programme Terms of Reference;
- 6.5 State Safety Programme Manual
- 6.6 National Aviation Safety Plan
- 6.7 NCAA-DAAI Memorandum of Understanding.



APPENDIX B: ACRONYMS

ADREP	ICAO Common Taxonomy Reporting System
AloSP	Acceptable Level of Safety Performance
ALARP	As Low as Reasonably Practicable
ATM	Air Traffic Management
AIP	Aeronautical Information Publication
AMO	Approved Maintenance Organization
DAAIL	Directorate Aviation Accident Incident Investigation
CARCOM	Civil Aviation Regulations Committee
ECCAIRS	European Coordination Center for Accident and Incident Reporting System
ESAF	ICAO Eastern and Southern African Region
ICAO	International Civil Aviation Organization
NASP	National Aviation Safety Plan
RBS	Risk Based Surveillance
SEI	Safety Enhancement Initiatives
SRM	Safety Risk Management
SRBS	Safety Risk Based Surveillance
SSP	State Safety Program
SteerCom	State Safety Program Steering Committee



APPENDIX C: DEFINITIONS

Acceptable level of safety performance (ALoSP): The minimum level of safety performance of civil aviation in a State, as defined in its State Safety Programme, or of a service provider, as defined in its safety management system, expressed in terms of safety performance targets and safety performance indicators.

Accident. means an occurrence that is associated with the operation of an aircraft and takes place between the time any person boards the aircraft with the intention of flight and such time as all such persons have disembarked and the engine or any propellers or rotors come to rest, being an occurrence in which -

- (a) a person is fatally or seriously injured because of -
 - (i) being in the aircraft.
 - (ii) direct contact with any part of the aircraft, including any part that has become detached from the aircraft; or
 - (iii) direct exposure to jet blast -

except when the injuries are self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to passengers and crew.

- (b) the aircraft sustains damage or structural failure that -
 - (i) adversely affects the structural strength, performance, or flight characteristics of the aircraft; and
 - (ii) would normally require major repair or replacement of the affected component,

except engine failure or damage that is limited to the engine, its cowlings, or accessories, or damage limited to propellers, wing tips, antennas, tyres, brakes, fairings, small dents, or puncture holes in the aircraft skin; or

- (c) the aircraft is missing or is completely inaccessible.

Act of violence means an act which, if committed in Namibia, would constitute -

- (a) an assault constituting the crime, whether common law or statutory, of -
 - (i) aggravated assault.
 - (ii) assault with intent to injure.
 - (iii) assault on a child or by a male on a female.
 - (iv) common assault.
 - (v) assault with a weapon.
- (b) any of the following crimes whether common law or statutory -
 - (i) wounding with intent.

- (ii) injuring with intent.
- (iii) injuring by unlawful act.
- (iv) aggravated wounding or injury.
- (v) disabling.
- (vi) discharging a firearm or doing a dangerous act with intent.
- (vii) using any firearm against a law enforcement officer.
- (viii) commission of a crime with a firearm.
- (ix) acid throwing.
- (x) poisoning with intent.
- (xi) setting traps.
- (xii) endangering transport; or
- (xiii) kidnapping.

Note 1. — For statistical uniformity only, an injury resulting in death within thirty days of the date the accident is classified as a fatal injury by ICAO.

*Note 2. — An aircraft is missing when the official search has been **terminated** and the wreckage has not been located.*

Aerodrome certificate. A certificate issued by the appropriate authority under applicable regulations for the operation of an aerodrome.

Aeronautical Information Publication (AIP). A publication issued by or with the authority of a State and containing aeronautical information of a lasting character essential to air navigation.

Air operator certificate (AOC). A certificate authorizing an operator to carry out specified commercial air transport operations.

Air traffic control service. A service provided for the purpose of:

- a) preventing collisions:
 - 1. between aircraft, and
 - 2. on the manoeuvring area between aircraft and obstructions; and
- b) expediting and maintaining an orderly flow of air traffic.

Approved maintenance organization (AMO). An organization approved by a Contracting State, in accordance with the requirements of ICAO Annex 6, Part I, Chapter 8 — Aeroplane Maintenance, to perform maintenance of aircraft or parts thereof and operating under supervision approved by that State.

Note. — Nothing in this definition is intended to preclude that the organization and its supervision be approved by more than one State.

Approved training. Training conducted under special curricula and supervision approved by a Contracting State that, in the case of flight crew members, is conducted within an approved training organization.

Approved training organization (ATO). An organization that has been approved to perform aviation training by a State Civil Aviation Authority and operating under the supervision of that State.

Certification, A process performed by the appropriate authority to approve an established provider of Aviation related services.

Certified aerodrome. An aerodrome whose operator has been granted an aerodrome certificate.

Flight data analysis. A process of analysing recorded flight data to improve the safety of flight operations.

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

Incident. An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.

Note. — The types of incidents which are of main interest to the International Civil Aviation Organization for accident prevention studies are listed in the Accident/incident Reporting Manual (ADREP Manual) (Doc 9156).

Investigation. A process conducted for the purpose of accident prevention which includes the gathering and analysis of information, the drawing of conclusions, including the determination of causes and, when appropriate, the making of safety recommendations.

Level of safety. Degree of safety of a system, representing the quality of the system, safety-wise, expressed through safety indicators.

Licensing Authority. The Authority designated by a Contracting State as responsible for the licensing of personnel.

Note. — In the provisions of Annex 1, the Licensing Authority is deemed to have been given the following responsibilities by the Contracting State:

- a) assessment of an applicant's qualifications to hold a license or rating.*
- b) issue and endorsement of licenses and ratings.*
- c) designation and authorization of approved persons.*
- d) approval of training courses.*
- e) approval of the use of flight simulation training devices and authorization for their use in gaining the experience or in demonstrating the skill required for the issue of a license or rating; and*
- f) validation of licenses issued by other Contracting States.*

Maintenance. The performance of tasks required ensuring the continuing airworthiness of an aircraft or ground based equipment in the service of the Aviation sector including any one or

combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair.

Maintenance organization's procedures manual. A document endorsed by the head of the maintenance organization which details the maintenance organization's structure and management responsibilities, scope of work, description of facilities, maintenance procedures and quality assurance or inspection systems.

Maintenance programme. A document which describes the specific scheduled maintenance tasks and their frequency of completion and related procedures, such as a reliability programme, necessary for the safe operation of aircraft or ground based equipment in the service of the Aviation sector to which it applies.

Maintenance release. A document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner, either in accordance with the approved data and the procedures described in the maintenance organization's procedures manual or under an equivalent system.

Operations specifications. The authorizations, conditions and limitations associated with the air operator certificate and subject to the conditions in the operations manual.

Performance criteria. Simple, evaluative statements on the required outcome of the competency element and a description of the criteria used to judge whether the required level of performance has been achieved.

Preliminary Report. A report which provides basic facts and initial safety recommendations, that is required whenever there are immediate safety concerns which cannot wait for the full report.

Quality assurance. Part of quality management focused on providing confidence that quality requirements will be fulfilled.

Quality control. Part of quality management focused on fulfilling quality requirements.

Quality management. Coordinated activities to direct and control an organization about quality.

Quality system. Documented organizational procedures and policies; internal audit of those policies and procedures; management review and recommendation for quality improvement.

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

Safety indicators. Parameters that characterize and/or typify the level of safety of the system.
Safety management system. A systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies, and procedures.

Safety programme. An integrated set of regulations and activities aimed at improving safety.

Safety risk. Assessment, expressed in terms of predicted probability and severity, of the consequences of a hazard, taking as reference the worst foreseeable situation.

Note. — Typically, safety risks are designated through an alphanumeric convention that allows for their measurement.

Safety risk management. A generic term that encompasses the assessment and mitigation of the safety risks of the consequences of hazards that threaten the capabilities of an organization, to a level as low as reasonably practicable (ALARP).

Safety risk probability. The likelihood that an unsafe event or condition might occur.

Safety risk severity. The possible consequences of an unsafe event or condition, taking as reference the worst foreseeable situation.

Safety targets. Concrete safety objectives to be achieved.

Service Provider. A generic term to mean anyone providing an aviation service, including AMOs, ATOs, AOC holders, AROs, the ANSP, and RPAS certificate holders.

State of Manufacture. The State having jurisdiction over the organization responsible for the final assembly of the aircraft.

State of Registry. The State on whose register the aircraft is entered.

Note. — In the case of the registration of aircraft of an international operating agency on other than a national basis, the States constituting the agency are jointly and severally bound to assume the obligations which, under the Chicago Convention, attach to a State of Registry. See, in this regard, the Council Resolution of 14 December 1967 on Nationality and Registration of Aircraft Operated by International Operating Agencies which can be found in Policy and Guidance Material on the Economic Regulation of International Air Transport (Doc 9587).

Target level of safety (TLS). A generic term representing the level of risk which is considered acceptable circumstances.

