

## ASSP II Project

## QMS, SMS and HF Webinar Workshops June, July, August 2020

### ACTIVITY CALENDAR

Webinar	Topic	Date	Content
Module 1	SMS 1	1 July	<p>1.1 Introduction to SMS</p> <p>1.2 Justification and concept: Safety and Production; Legal framework; SMS Components; Safety culture.</p> <p>1.3 Safety Policy and objectives: Management commitment; Accountability; SMS staff; SAG &amp; SRB; ERP; SMS Documentation.</p>
Module 2	SMS 2	2 July	<p>2.1 Hazard Identification</p> <p>2.2 Risk (concept &amp; measurement)</p> <p>2.3 Tools explanation: BowTie</p>
Module 3	SMS 3	8 July	<p>3.1 Risk assessment and mitigation</p> <p>3.2 Monitoring and performance measurement</p> <p>3.3 Change management</p> <p>3.4 Continuous improvement</p>
Module 4	SMS 4	9 July	<p>4.1 Training and Education- Training Programs</p> <p>4.2 Safety communication</p> <p>4.3 Internal reporting</p> <p>4.4 Occurrence data base management</p> <p>4.5 Safety information distribution</p>
Module 5	QMS 1	15 July	<p>1.1 Objectives and Needs of the Audit System in the Aeronautical Sector: Need Framework</p> <p>1.2 General Concepts on Quality and Quality Management Systems</p> <p>1.3 Definitions, objectives, standardization bodies. ISO 9001, Justification and Concept</p> <p>1.4 Quality Systems Audits: General Concepts and Definitions</p> <p>1.5 Concept, objective, fundamental elements (quality policy, organization, responsible, training), system documentation (quality manual, procedures, instructions and records)</p> <p>1.6 Policy and Objectives</p>
Module 6	QMS 2	16 July	<p>2.1 Guidelines for conducting Audits: Conducting Audits</p> <p>2.2 Quality audits in the aeronautical sector</p> <p>2.3 Concepts, Types, Programming, Methodology and Auditor practices.</p> <p>Phases of an Audit: planning, initial and final meeting</p> <p>Phases of an Audit: realization, treatment of nonconformities</p> <p>Phases of an Audit: and Audit report</p> <p>Monitoring of an Audit</p>
Module 7	QMS 3	22 July	<p>3.1 Quality audits in the aeronautical sector Auditors' Competencies</p> <p>3.2 Case Study</p>
Module 8	HF 1	23 July	<p>1.1 Presentation</p> <p>1.2 Human Factors objectives</p> <p>1.3 Need to address Human Factors</p> <p>1.4 Human Error</p>
Module 9	HF 2	29 July	<p>2.1 Human Performance and Limitations</p> <p>2.2 Communication</p>



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			2.3 Teamwork
Module 10	HF 3	30 July	3.1 Safety Management System 3.2 Organisational factors and environment 3.3 Professionalism and integrity 3.4 Procedures and documentation
Module 11	HF 4	5 August	4.1 Human Factors Team 4.2 Reporting and preventive action 4.3 Incident and accident analysis 4.4 Implementation

**Times:** All Modules will start at 1000h Local time in Lusaka, and will last an average of three hours

**Platform:** The trainer will send the invitations before each session

**Course documents:** All documents are stored in the project website, [www.eu-assp-z.org](http://www.eu-assp-z.org)

**Delegates:** Staff from the **Zambian aviation regulator**.

**Note:** Please study carefully the course material before each session

Should you have logistical queries, please contact [gabriella.garaffa@easa.europa.eu](mailto:gabriella.garaffa@easa.europa.eu)

For technical questions please send them to the trainer Eng. Alberto Gonzalez before each working session  
[agonzalez@consultair.es](mailto:agonzalez@consultair.es)

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