

STATE SAFETY PROGRAMME FOR BERMUDA

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AMENDMENT RECORD

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1	April 2015	BDCA Initial
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FOREWORD

Annex 19 to the Chicago Convention (applicable November 2013) sets the standards for a State Safety Programme (SSP), placing the responsibility on all contracting States to implement such a programme. For the purposes of the Convention, the Overseas Territories (OTs) are an integral part of the United Kingdom. The United Kingdom has established legislation dealing with civil aviation in the OTs and the Governor as the appointed representative of the United Kingdom in Bermuda has specific responsibilities for fulfilling the obligations of the United Kingdom as defined in the Convention on International Civil Aviation. In this regard the Air Navigation (Overseas Territory) Order 2013 has been promulgated and sets out the provisions to enable the United Kingdom to comply with the Convention and in particular the Annexes to that Convention in the OTs.

The Governor discharges his responsibilities through the Director General of Civil Aviation who has been designated for implementation of all Annexes with the exception of Annex 9 – *Facilitation*, Annex 13 – *Aircraft Accident and Incident Investigation* and Annex 17 – *Security*. This document therefore describes Bermuda’s State¹ Safety Programme (SSP) for the implementation of Annex 19 SARPs.

The Bermuda Civil Aviation Authority (BCAA) has developed a Safety Oversight Management System (SOMS) to implement the SSP in Bermuda. The SOMS was developed to improve the effectiveness and sustainability of the BCAA’s regulatory and oversight programmes. It is made up of a comprehensive set of policies, each of which is supported by procedures. These policies are designed to continuously identify and establish priorities, to improve the administration of the Authority’s mandate, and to guide BCAA’s regulatory and oversight programmes. I would welcome any comments on this document to be sent for my attention to info@bcaa.bm.



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¹ Bermuda, as an Overseas Territory of the United Kingdom, is not an ICAO Contracting State in its own right. The use of the term “State” in this paper reflects that Bermuda is exercising state functions on behalf of the United Kingdom.



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OVERVIEW

- A. 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 the means by which it is expressed remains at the discretion of the State. Safety Performance Indicators (SPIs) are still currently evolving alongside service providers’ safety management systems.
- B. The requirement for an 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).
- C. Currently, ICAO standards for an SSP are contained in Annex 19 which became applicable on 14 November 2013 with Amendment 1 to be applicable on 7 November 2019.
- D. ICAO standards also require that the ALoSP to be achieved is established by State(s) concerned. The concept of establishing an ALoSP attempts to complement the current regulatory compliance approach to safety management with a performance based approach. Some guidance on what constitutes an ALoSP is provided by ICAO. In summary the ALoSP consists of 4 components: a start point, a SPI, an in-year safety performance target (SPT) and the safety requirements to achieve the target.
- E. Bermuda’s SSP has been developed using the material within ICAO Document 9859 i.e. the SSP framework and guidance material, including the SSP gap analysis. Where possible, the headings proposed by ICAO in its framework SSP document have been adopted in this document.
- F. The ICAO framework SSP document structure in Chapter 1 and the early sections of Chapter 2 describe the State’s high level overview along with the underpinning legal structures. The latter sections of Chapter 2, Chapters 3, 4 and 5 focus more on the aviation regulatory work.



ABBREVIATIONS AND ACRONYMS

AAIB	UK DfT Air Accidents Investigation Branch
AIP	Aeronautical Information Publication
ALARP	As Low As Reasonably Practicable
ALoSP	Acceptable Level of Safety
ANO	Air Navigation Order
ASSI	Air Safety Support International
ATM	Air Traffic Management
BCAA	Bermuda Civil Aviation Authority
CAA	UK Civil Aviation Authority
DCA	Department of Civil Aviation
DfT	UK Department for Transport
FCO	Foreign and Commonwealth Office
ICAO	International Civil Aviation Organisation
MOR	Mandatory Occurrence Report
MoU	Memoranda of Understanding
OTs ¹	UK Overseas Territories
OTAA	Overseas Territories Aviation Authorities
OTACs	Overseas Territories Aviation Circulars
OTARs	Overseas Territories Aviation Requirements
SAFA	Safety Assessment of Foreign Aircraft
SAR	Search and Rescue
SARPs	ICAO Standards and Recommended Practices
SMS	Safety Management System
SPI	Safety Performance Indicator
SPT	Safety Performance Target
SSP	State Safety Programme
USOAP	ICAO Universal Safety Oversight Audit Programme

¹ References to OTs in this document are to the OTs of Bermuda, Cayman, Falklands, and Turks and Caicos.



1.1 INTRODUCTION

1.1.1 This chapter sets out the legislative structure which applies to Bermuda as an Overseas Territory (OT) of the UK.

1.2 THE UK OTS

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

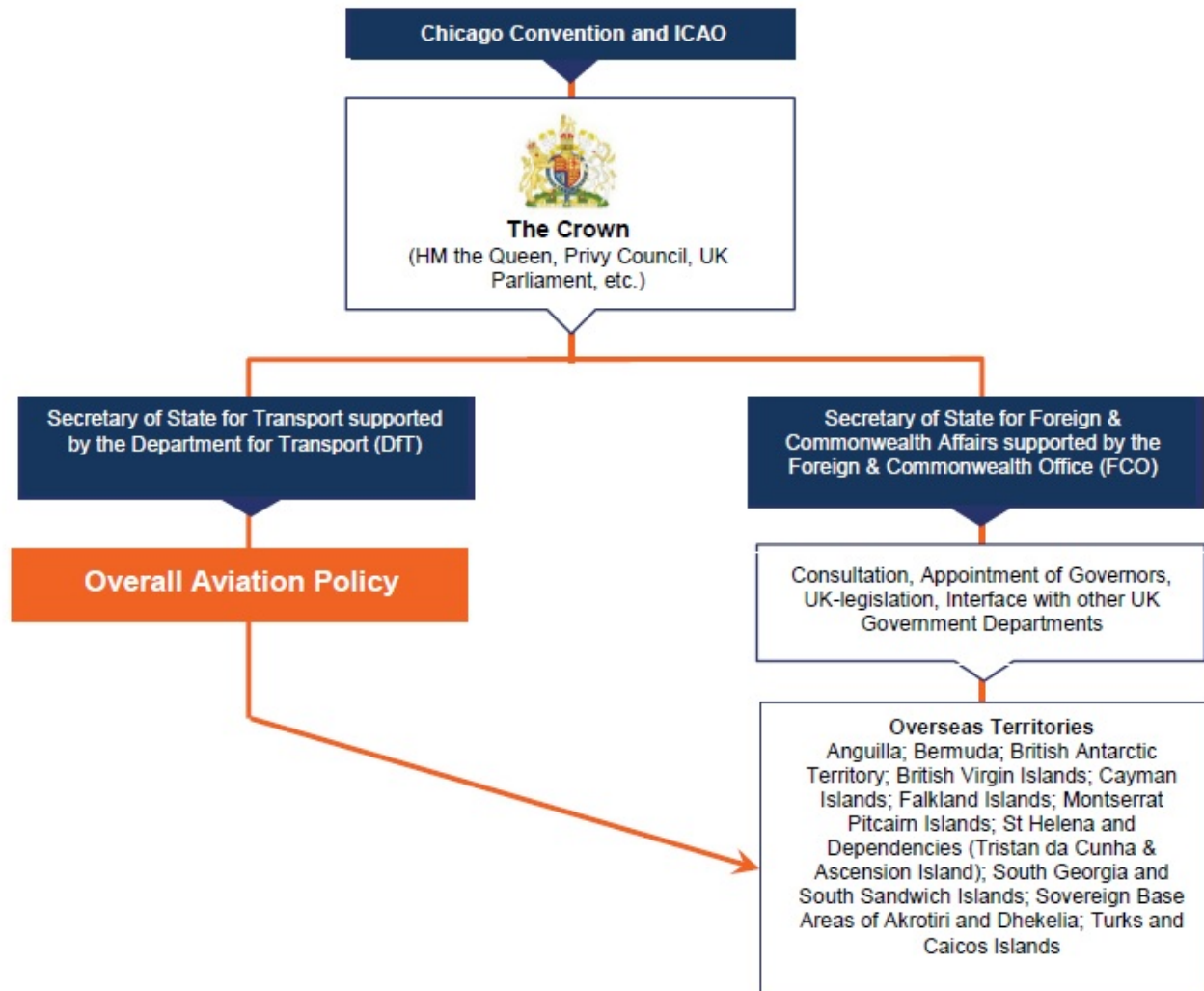


Figure 1- The UK as a Contracting State to ICAO (Simplified constitutional relationship between ICAO, UK and its OTs, note that not all have aviation activity)



- 1.2.2 The UK Department for Transport (DfT) is the primary governmental body responsible for civil aviation in the UK and for upholding the UK's compliance with the Convention. As such, the DfT establishes overall aviation policy in the UK, in cooperation with the Foreign and Commonwealth Office (FCO) for the Overseas Territories. It should be noted that the UK CAA has no direct regulatory responsibility for the safety oversight of aviation in the UK OTs.
- 1.2.3 There are fourteen UK Overseas Territories, which retain a constitutional link with the UK. All have separate constitutions made by a UK Order in Council. The UK remains responsible, however, for discharging its obligations under the Chicago Convention in respect of civil aviation in the OTs.
- 1.2.4 Parts of the 1949 and 1982 Civil Aviation Acts have been extended to the OTs by Orders in Council. The 1949 Act provides for Her Majesty the Queen to make an Air Navigation Order (ANO) to implement the Annexes to the Chicago Convention and to regulate air navigation generally. The Air Navigation (Overseas Territories) Order (AN(OT)O) gives the Governor of each OT powers and responsibilities in respect of aviation safety oversight.
- 1.2.5 The AN(OT)O 2013 (as amended) provides for the Governor to designate the majority of his powers, which he does to the Director General of the Bermuda Civil Aviation Authority. The Governor is required to consult with ASSI before making (or revoking) any such designation.
- 1.2.6 In the Civil Aviation Authority (Overseas Territories) Directions 2003, the Secretary of State directed the CAA to establish ASSI as a subsidiary company to oversee aviation safety regulation in the OTs and to ensure compliance with the requirements of the Convention. The current Directions are the Civil Aviation Authority (Overseas Territories) Directions 2014 (as amended by the Civil Aviation Authority (Overseas Territories) (Variation) Directions 2015, a consolidated copy of which is available on the ASSI website. These Directions extended ASSI's responsibilities to include aviation security oversight and regulation but exclude Annex 9 from ASSI's responsibilities. ASSI has been charged with developing and maintaining the AN(OT)O and producing Overseas Territories Aviation Requirements (OTARs) to support it.
- 1.2.7 The AN(OT)O also requires the Governor to publish the detailed requirements which applicants for certificates and licences have to meet. Such requirements are primarily the OTARs developed by ASSI in conjunction with the Overseas Territories Aviation Authorities (OTAAAs).



2.1 BCAA SAFETY & QUALITY POLICY

- 2.1.1 In support of the BCAA Safety and Quality Policy, we actively promote aviation safety within Bermuda's civil aviation industry. We are committed to developing and implementing sound aviation regulations, procedures and standards to ensure aviation activities regulated by the authority achieve the highest practicable level of safety performance. Bermuda's Safety & Quality Policy is regularly reviewed and available via the BCAA website, the BCAA Intranet and contained in Appendix A.
- 2.1.2 It is BCAA's goal that the safety-risks within Bermuda's civil aviation industry be managed to a level as low as reasonably practicable.

2.2 SAFETY PROGRAMME RESPONSIBILITIES AND RESOURCES

- 2.2.1 Each OT is responsible for providing its own specific SSP. The accountable executive has responsibility for the effective and efficient performance of a State's SSP. The Director General is the accountable executive of the BCAA. The Director General ensures that Safety and Quality Policy objectives are met through the provision of resources and adequate oversight of subordinates to improve the performance of the organization. The Director General may delegate some of his duties to a qualified official when appropriate and is responsible for:
- Implementation of the SSP
 - Approving changes to controlled documents
 - Administering the audit program
 - Overseeing the implementation of corrective and preventive actions
 - Leading the development and implementation of improvement plans

2.3 PERFORMANCE MEASUREMENT

- 2.3.1 BCAA proactively measures the effectiveness of its regulatory programme and of the aviation industry's safety-risk management so it can systematically implement priorities to sustain or improve the Authority and industry's performance.

2.4 HUMAN RESOURCES

- 2.4.1 BCAA fulfills its mandate by employing a sufficient number of qualified staff who work in an environment that is conducive to their personal and professional development. The Authority is structured to consistently and efficiently achieve its objectives. Performance standards, responsibilities, and accountabilities are clearly defined and adhered to. Managers and staff are skilled, competent, equipped and supported in the fulfilment of their responsibilities. Succession planning aims to sustain performance. Changes in priorities are anticipated so that staffing requirements can be addressed efficiently.



2.5 FINANCE

- 2.5.1 Business priorities are determined by the risk profile and guide the Safety Plan and the implementation of the regulatory programme. Business planning looks out three years, and changing priorities are examined for their implications on long term financial requirements.

2.6 SAFETY PLANNING

- 2.6.1 Safety planning enables long-term improvements in safety management and safety performance. Planning and reporting is proactive, transparent, risk-based and data driven, and is a key mechanism by which BCAA manages, measures and is held accountable for its performance.
- 2.6.2 BCAA publishes an Annual Safety Plan that contains formal performance goals and objectives. The Safety Plan highlights the areas it has determined need improving, so that initiatives by ASSI, BCAA and the aviation industry can be coordinated. The Safety Plan enables the necessary resources to be budgeted, and for responsibilities to be assigned, and activities coordinated. In this way, the Authority's safety management is integrated with business planning. Achievements and improvements in BCAA's performance are measured and reported every year as part of the published Safety Plan.

2.7 CHANGE MANAGEMENT

- 2.7.1 BCAA proactively manages aviation safety hazards resulting from changes to its processes or services. In this way, the Authority optimises its performance during periods of change. BCAA systematically manages the risks associated with change, by planning thoroughly and mitigating the associated hazards and risks.

2.8 BERMUDA SSP IMPROVEMENT/REVIEW

- 2.8.1 The SOMSCOM will review the progress of Bermuda's implementation plans at each meeting. As the implementation plans progress, a revised SSP gap analysis is conducted at regular intervals. A record of Bermuda's current SSP gap analysis is held within the ICAO iSTARS system.

2.9 BERMUDA ACCIDENT AND INCIDENT INVESTIGATION

- 2.9.1 In Bermuda the Governor has made accident investigation regulations under Section 75 of the Civil Aviation Act 1982, as extended to the OTs by Order in Council, which empower him to appoint investigators to investigate accidents and serious incidents.
- 2.9.2 A Memorandum of Agreement is in place between the Governor and the UK Air Accident Investigation Branch (AAIB). A letter of Appointment has been signed by the Governor of Bermuda, pursuant to the MoA, appointing the Chief Inspector of the AAIB as the Chief



Inspector of Air Accidents for Bermuda. The Letter of Appointment empowers the Chief Inspector to appoint individual inspectors from within the AAIB for the purposes of undertaking any investigation required under the Regulations and in accordance with such Regulations.

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

2.10 BERMUDA ENFORCEMENT POLICY

- 2.10.1 It was agreed by the OTAAAs and ASSI that a common enforcement policy would be adopted by all OTAAAs. The policy is based on ICAO 9859 Safety Management Manual guidance and the associated process was reviewed in 2017.
- 2.10.2 The enforcement procedure that accompanies the policy recognizes that enforcement covers a range of activities from routine everyday oversight, to powers that enable the prevention of flight, suspension, variation or revocation of a licence or certificate, and ultimately, prosecution. In line with the AN(OT)O, the procedure provides a right of review. The policy and procedure support a consistent approach to enforcement that takes into account the performance of the service provider's Safety Management System (SMS), voluntary reporting, and each case's circumstances. It is based on the overall aim of achieving compliance and safe operation.
- 2.10.3 Should a case escalate to prosecution, it is handed over to the local Bermuda criminal prosecution service. A failure to comply with the AN(OT)O and its related regulation may be a criminal offence. Care must be taken to not prejudice any prosecution case, but adequately address the safety issue.



3.1 RISK MANAGEMENT

- 3.3.1 The BCAA proactively identifies systemic safety management and performance issues pertaining to the aviation industry, and to the manner in which the Authority fulfills its mandate. This enables resources to be appropriately allocated so that risks in the Bermuda civil aviation system are mitigated to a level as low as reasonably practicable.
- 3.3.2 Performance data are analysed to identify and prioritize information related to hazards, system safety deficiencies and other forms of performance deficiencies. This information is used to update the BCAA risk profile – a documented, high-level overview of the management challenges that BCAA faces in the fulfilment of its mandate. The profile is used to populate the hazard register; to assist managers to set priorities in their day-to-day activities; and to help determine longer-term goals and objectives to improve the performance of the Authority and the aviation industry.

3.2 APPLICATION OF RISK MANAGEMENT

- 3.2.1 Risk management influences all decisions and activities by the BCAA. Some processes are conducted periodically (e.g. annual updates to the risk profile and risk register); others on an as-required basis (e.g. a hazard analysis); and others as part of the Authority's day-to-day activities (e.g. hazard reports, etc.).
- 3.2.2 There are four key risk management processes:
- Hazard reporting – a programme to manage information about perceived hazards and system safety deficiencies provided voluntarily by BCAA staff and the aviation industry;
 - Hazard analysis - proactive, formal process to identify potential system safety deficiencies, hazards and risks associated with a change being considered by BCAA;
 - Risk assessments – formal and informal processes to determine the appropriateness and effectiveness of planned or existing mitigation; and
 - Risk profile - a documented, high-level overview of the risk management challenges that BCAA faces in the fulfilment of its mandate.

3.3 BCAA SAFETY PLAN

- 3.3.1 Safety improvements cannot be delivered without the BCAA's engagement with all stakeholders. BCAA develops and publishes an annual Safety Plan as a public document. By outlining the priorities for the Authority and for Bermuda's aviation industry, and by highlighting the Authority's accomplishments, the Safety Plan achieves two important results. First, it provides information that allows the various organizations that make up Bermuda's aviation industry to align their activities with each other and with their regulator. In this way, the effectiveness and efficiency of the civil aviation system will be improved. Second, it holds the Authority accountable to the Governor, to Air Safety Support International (ASSI) and to the industry for achieving its objectives. Each contributes to the continued strengthening of Bermuda's safety oversight system and to ongoing improvements in the SSP.



3.4 SAFETY OVERSIGHT MANAGEMENT COMMITTEE (SOMSCOM)

3.4.1 BCAA has established a committee to review the effectiveness of the SSP and develop initiatives to improve them. The committee meets each month to review safety data and analysis and develop initiatives to improve BCAA management of safety risks. In addition, short-term action plans are developed to aid the aviation industry in managing hazards and reducing safety-risk.

3.5 OVERSEAS TERRITORIES SAFETY AND PERFORMANCE COUNCIL (OTSPC)

3.5.1 The OT Safety and Performance Council (OTSPC) is a mechanism by which advice from ASSI and the OTAAs is provided on aviation safety performance within the OTs to UK Government. It supplements the SOMSCOM initiatives to manage safety risk in Bermuda. The objectives of the OTSPC pertinent to BCAA are:

- a. To identify clear desired safety outcomes, action plans to deliver those outcomes and measures to determine success.
- b. To make recommendations to the ASSI Board on priorities in the implementation of regulatory procedures and practices and thus enable ASSI Board to make informed judgements on risk and liabilities arising from aviation activity across all the OTs.
- c. Establish common specific goals with regards aviation regulations.
- d. Recommend amendments to the OTARs and OTACs based upon international standards and recommended practices.
- e. Act as liaison and/or conduit for operators/industry and other stakeholders in the OTs.
- f. To develop the principles of SMS in the OTs to promote a positive safety culture in all areas of aviation activity.

3.6 SAFETY REQUIREMENTS FOR THE SERVICE PROVIDER'S SMS

3.6.1 The purpose of an SMS is to provide service providers with a systematic approach to managing safety. It is designed to continuously improve safety performance through: the identification of hazards; the collection and analysis of safety data and safety information; and the continuous assessment of safety risks. The SMS seeks to proactively mitigate safety risks before they result in aviation accidents and incidents. It allows service providers to effectively manage their activities, safety performance and resources, while gaining a greater understanding of their contribution to aviation safety.

3.6.2 Annex 19 identifies that a safety management system should be commensurate with the size of the service provider and the complexity of its aviation products or services however all elements of the SMS framework apply. Some of the processes within a safety management system, as noted by ICAO 9859 Safety Management Manual, can be integrated into existing systems such as quality management or security management systems which may already be employed by service providers. The approach to fully implement SMS is to evolve elements over time and, where possible, integrate these into other established systems.



3.6.3 Regulatory oversight inspections review services providers' systems and processes. Hazard logs, safety meetings and reporting are the continued core focus.

3.7 AGREEMENT OF OPERATOR OR AVIATION SERVICE PROVIDER'S SAFETY PERFORMANCE

3.7.1 BCAA continuously evolves its processes to collate and evaluate data to assess the safety performance of Service Providers. This includes reviews across different aviation disciplines related to each Service Provider using audit findings, ramp checks, and any enforcement action history and occurrence reports. International and local incident data is regularly reviewed and shared at the SOMSCOM meetings.

3.7.2 BCAA has not, at this time, established acceptable levels of safety for service providers. The BCAA Safety Plan is expected to be used by service providers to monitor and measure actions and safety performance. An SMS evaluation will assess service providers' management of risk to ensure it is effective.

3.8 PERIODIC ASSESSMENT OF THE PRODUCT OR SERVICE PROVIDER'S SMS

3.8.1 BCAA requires all Operators, Option 2 Aircraft Maintenance Organisations (AMOs), Air Navigation Service Providers (ANSPs), and Aerodrome Operators to establish an SMS. BCAA has focused substantial resources on ensuring service providers develop a plan to facilitate effective SMS implementation. This is in the form of BCAA guidance material and SMS assessments.

3.8.2 BCAA continuously reviews the relevance of all guidance material and the assessment tool and amends these to align with ICAO Annex 19 and related guidance material.



4.1 SAFETY OVERSIGHT

4.1.1 There are a number of processes employed to issue certificates, approvals, permissions and licences. These are either issued by BCAA or validated by BCAA based on the issue of such documents by another competent National Aviation Authority. These processes may include inspections and examinations. A number include time based re-certification and re-licensing criteria.

4.2 SAFETY OVERSIGHT OF PRODUCT AND SERVICE PROVIDERS

4.2.1 Regulatory oversight is conducted through inspections and audits, together with provision of advice and guidance, to ensure that industry meets the appropriate standards. Staff are specialists in the functional area which they regulate and regulatory competencies are defined for each role within BCAA.

4.2.2 Within some areas, expertise is pooled across the UK OTs via the Pool of Experts (PoE) mechanism. The PoE can be used to provide additional resources for oversight where required. Each expert is sponsored by an OTAA with specified functions, records of competency, scope of expertise and any records of work.

4.2.3 Ramp checks of foreign aircraft are conducted by airworthiness and flight operations staff. Although not part of the programme, the ramp checks are based upon the Safety Assessment of Foreign Aircraft (SAFA) process established by EASA.

4.2.4 Regulatory shortcomings are subject to corrective action through the raising of findings. An audit may also include observations where there is the potential for a non-compliance to develop if no action is taken, or there is an opportunity for a safety improvement.

4.3 INTERNAL SSP REVIEW/ QUALITY ASSURANCE

4.3.1 Whilst the focus is still on developing the SSP based on Annex 19 and the ICAO Doc 9859 Safety Management Manual, the gap analysis created the implementation plan that has been the basis for our focus and is periodically reviewed. This analysis is shared with other members of the OTSPC. The aims and objectives derived from the plan are under regular review.

4.3.2 BCAA has established a Safety & Quality Management Systems Manual (SQMS) which defines how BCAA achieves quality objectives and describes the Authority's quality standards and procedures. BCAA policy is to conduct an internal quality audit of each functional area every three years in accordance with the procedures outlined in the manual.

4.3.3 Performance indicators of both BCAA and its service providers' activities are still in development. This development step is captured in the SSP implementation plan.



4.4 EXTERNAL SSP REVIEW/AUDIT

4.4.1 ASSI conducts assessments of each OTAA as part of a programme which covers approximately a two-year period. The scope and areas assessed depends to a large extent on the scale of the responsibilities of the individual OTAA and the scale and complexity of the industry that it regulates. The objective of the audit is to determine whether Bermuda is complying with the United Kingdom's obligations under the Chicago Convention; on the standard of aviation safety regulation; on the adequacy of the resources employed; and on any remedial measures that may be necessary.

4.5 SAFETY DATA COLLECTION, ANALYSIS AND EXCHANGE

4.5.1 AN(OT)O article 174 establishes the requirement for mandatory occurrence reporting and OTAR 13 with its associated OTAC provides further detail. The sole objective of occurrence reporting is the prevention of accidents and incidents, not to attribute liability or blame.

4.5.2 Mandatory Occurrence Reports (MORs) are currently entered into the BCAA MOR database with the intent of sharing information between OTs. In addition to MORs, there are individual reporting arrangements for aircraft accidents and serious incidents which complies with ICAO Annex 13.

4.5.3 All MORs are processed and tracked by the Safety Oversight Officer until such time as they are closed by the relevant inspector. If an MOR of a serious or unusual nature occurs, it will be investigated and outcomes discussed at SOMSCOM.

4.5.4 The BCAA encourages voluntary reporting of incidents via the occurrence reporting process. The process combines all safety/security occurrences, wildlife strikes, dangerous goods, airprox and observations. There is no process differentiation between mandatory and voluntary reports.

4.5.5 Periodically BCAA collates, de-identifies and disseminates a selection of occurrences to the OT Human Factors focal group to raise awareness of hazards and provide feedback and examples of reports made. The intent is to share the final reports with service providers as appropriate.

4.5.6 In accordance with AN(OT)O Article 175 *The pilot-in-command of an aircraft must make a report to the Governor (BCAA) of any bird strike occurrence which occurs whilst the aircraft is in flight within the Territory (Bermuda)*. This may be achieved by submitting a report via the BCAA website.

4.6 SAFETY DATA DRIVEN RISK BASED TARGETING OF OVERSIGHT

4.6.1 In order to drive even greater improvements in safety, BCAA has introduced a risk-based approach to oversight. This approach has been established for private aircraft inspections and one of the Article 83 bis Operators and will eventually be established for all of BCAA's safety oversight programme. All inspection outputs are reviewed and the safety risk determined for these operators. The safety oversight programme is then developed based on



the safety risk. Prior to implementing these changes a hazard analysis and risk assessment was completed.

- 4.6.2 Additionally, audit/SAFA reports, occurrence reports, audit visit intelligence feedback, and any general day-to-day oversight data is shared during the SOMSCOM monthly meetings. This information is used to target oversight across all regulatory disciplines within the BCAA.
- 4.6.3 The BCAA review the annual reports issued by ICAO, IATA and UK safety data/publications including the AAIB Report along with appropriate industry publications to ensure that it remains abreast of developments that can or could impact both positively or adversely on safety within its area of responsibility.



5.1 INTERNAL TRAINING

5.1.1 BCAA staff positions are assessed for required levels of competency and knowledge. For new people joining the BCAA any gaps are identified on induction and then addressed via appropriate development and training programmes established for all staff. These are then regularly reassessed and addressed through staff development goals as part of the performance review process. The staff induction process covers an overview of all areas including the SSP. All BCAA staff have completed Initial HF training and all technical staff have completed SQMS training. Current projects aim to improve staff coaching skills, update human factors awareness and safety hazard/risk management.

5.2 INTERNAL COMMUNICATION AND DISSEMINATION OF SAFETY INFORMATION

5.2.1 Concerning the internal communication of safety-relevant information, a key element of this process is the SOMSCOM as previously described. All significant safety reports and issues are reviewed by SOMSCOM such as hazard reports, risk assessments and MORS requiring follow-up. SOMSCOM information is provided to all staff and ASSI.

5.2.2 BCAA Staff meetings, which are scheduled every other month, provide opportunities to educate and update staff to the progress and changes within the SSP, SQMS and Safety Promotion. Regular training events are facilitated through the BCAA Safety Oversight Section along with webinars and workshops hosted by ASSI.

5.3 EXTERNAL TRAINING

5.3.1 The BCAA supports the regular training events and webinars provided by ASSI and also participates in relevant regional training initiatives. The BCAA Safety Plan describes in more detail the Bermuda safety objectives and outlines the programme of work to achieve continuous safety improvement over the years to come.

5.4 EXTERNAL COMMUNICATION AND DISSEMINATION OF SAFETY INFORMATION

5.4.1 BCAA communicates with stakeholders via its website, Facebook page, LinkedIn account and documents such as Letters to Operators and Airworthiness Information to convey safety information to stakeholders along with contacting Operators/Service providers directly if needed. BCAA operates an e-mail alert system to which service providers can sign up to be advised of the availability of new or updated material.

5.4.2 ASSI issues an Overseas Territories Safety Bulletin on-line. It aims to provide topics, along with sources of information, for safety meetings, safety development and safety training discussions. It further aims to provide practical guidance on elements of safety management, current safety issues that may affect the aviation community within the UK Overseas Territories (OT) and information on ASSI and the Overseas Territories Aviation Authorities.



- 5.4.3 BCAA occasionally organises safety seminars to interact with stakeholders on specific topics. These seminars are normally convened in the Russian Federation where there is the largest number of Bermuda registered aircraft.
- 5.4.4 BCAA is a member of the ICAO EUR – Regional Expert Safety Team (IE-REST). The IE-REST is an ICAO led initiative in the Russian Federation/CIS sub-region which meets every six months to identify hazards and to develop safety enhancements to reduce safety risk. A large majority of Bermuda registered aircraft are located in this sub-region so it makes sense for BCAA to support this safety initiative.



- 6.1 The BCAA is committed to continuously improving its State Safety Programme. This document is a live document and will be periodically updated as the Programme evolves. Many of the gaps identified within the ICAO SSP Gap Analysis have already been addressed others are either underway or are planned for the future.
- 6.2 BCAA welcomes any questions, contributions or comments at: info@bcaa.bm.
- 6.3 For further information on the BCAA please visit our website at: www.bcaa.bm.



BCAA Safety and Quality Policy

The Bermuda Civil Aviation Authority (BCAA) actively promotes aviation safety within Bermuda's civil aviation industry with the assurance of quality being fundamental to all aspects of our operations. We are committed to developing and implementing sound aviation regulations, procedures and standards to ensure aviation activities regulated by the authority achieve the highest practicable level of safety performance and quality assurance.

To this end, the BCAA will:

1. Comply with all applicable regulatory requirements;
2. Ensure a healthy and safe workplace for all BCAA employees;
3. Ensure BCAA staff have the skills, expertise and resources needed to carry out their safety oversight and management responsibilities;
4. Deliver a sound regulatory programme that meets Bermuda's obligations to international safety standards;
5. Foster safety reporting and promote a just safety culture;
6. Implement an effective, performance-based safety oversight programme that addresses the diverse needs of Bermuda's aviation industry;
7. Identify safety trends within the aviation industry and adopt a risk-based approach to address areas of greater safety concern;
8. Develop safety performance indicators to continuously monitor and measure the safety performance of the BCAA's Safety Oversight Management System;
9. Consult and collaborate with Air Safety Support International (ASSI) and other Overseas Territories to address safety and regulatory matters to enhance aviation safety.

