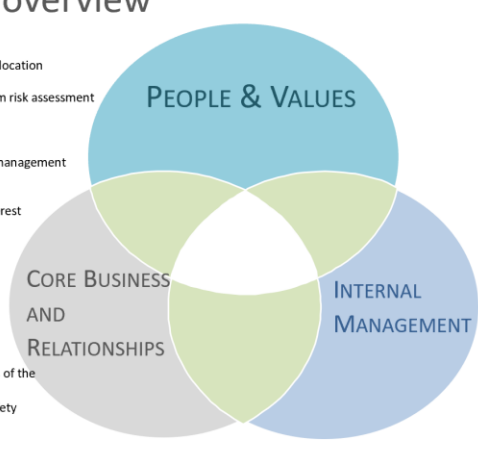


**NAA MANAGEMENT SYSTEM IMPLEMENTATION BEST PRACTICES AND TOOLS
Workshop 1**

NAA Structure

→ Organisational overview



PEOPLE & VALUES

- Human resources
 - Availability & stability
 - Planning/staff allocation
 - Training and Competency
 - Ability to perform risk assessment
 - Behaviours
- Leadership and Culture
 - Strategy
 - Commitment of high level management
 - Safety culture
 - Transparency
 - Dealing with Conflict of interest


CORE BUSINESS AND RELATIONSHIPS

- Oversight, certification
 - Enforcement
- External Interfaces
 - Participation in a mutual exchange of information
 - Interaction with aviation industry
- Management of external safety risks
 - Identification and analysis of the risks of the industry
 - Contribution to European Aviation Safety System
 - Safety Intelligence
 - Occurrence Management
 - Safety Performance measurement – Risk profiling

INTERNAL MANAGEMENT

- Organisational structure
 - Responsibilities/task allocation
 - Subcontracting of tasks
 - Control of QEs (if any)
- Processes, Procedures, & Tools
 - Internal Knowledge management
- Internal performance management
 - Internally risks of the authority
 - Compliance Monitoring Function and Feedback System
 - Management of changes
 - Learning and adapting

This project is funded by the European Union and implemented by EASA

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The 5-day workshop covered the following topics, emphasising practical EU National Supervisory Authority's experience illustrated by examples:

- organizational structure setup, description incl. tasks and responsibilities
- general policies
- management system compliance monitoring, safety risk management processes, safety promotion
- documented policies and procedures
- staff qualifications and training (incl. training programmes concepts and how compliance with implementing rules is ensured)
- personnel and resources planning
- management of changes in the management system
- record keeping
- EU rules implementation plans development

The activity was implemented from 12 to 16 April 2021.

In total 29 participants from 6 project beneficiary National Aviation Authorities attended the workshop.

