



ISPM Edition 4
Temporary Revision 1


Reference:	ISPM.ED4.TR1
Issue date:	11 APR 2022
Effective date:	31 Mar 2022

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General Overview

This Temporary Revision ISPM.ED4.TR1 (TR) to the ISSA Program Manual (ISPM) Ed 4 updates provisions related to organizational changes within IATA. It also updates and clarifies currency and qualification requirements related to ISSA Auditors.

This TR only contains changed provisions or sub-provisions. Unchanged provisions have been omitted for brevity. Unless an item is clearly marked as changed or deleted, it remains in effect as published in ISPM Ed 4.


The changes introduced also have an impact on various Figures. These Figures will be updated with the next scheduled revision of the ISPM. Changes to provisions are also applicable to respective Figures.

Effective and Validity Date of This Temporary Revision

This TR shall become effective on 21 March 2022 and shall remain valid until further notice.

Glossary of Symbols

- Addition of a new item.
- △ Change to an item.
- ⊗ Deletion of an item.

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Introduction

5) Manual Revision - Regular, Temporary & Corrections

- △ (i) *unchanged, omitted for brevity.*
- △ (ii) (c) a new Edition of the ISPM becomes effective on the first day of the third month following the month of publication (e.g. an Edition published in November 2017 is effective on the first day of february 2018).
- △ (iii) (i) – (iii) *unchanged, omitted for brevity.*
- △ (iv) the date of the approval by the Head IOSA.

6) Manual Approval Process

- (i) – (iv) *unchanged, omitted for brevity.*
- △ (v) The Head of IOSA is the final approving authority for new editions or temporary revisions for this manual;

Figures

The following Figures have been updated and are contained at the end of this document:

Figure 7.7

Figure 7.8

Figure 9.1

- △ **1.1.7** The Head of IOSA reserves the right to allow exemption(s), taking into account all circumstances and escalating specific matters to the Director Safety as required, and is responsible for authorizing any such exemption(s). IATA shall log all exemptions granted by the Head of IOSA in accordance with this provision.
- △ **1.2.11** IATA shall have an ISAR quality oversight process for a detailed examination of selected ISARs for integrity and consistency to include but not limited to:
 - (i) details of the Assessment are accurately described;
 - (ii) documents comprising the ISAR contain all required information and signatures;
 - (iii) checklists are completed and all items are appropriately addressed;
 - (iv) information is documented in the English language, and in a manner understandable to any reader of the report;
 - (v) checklist items of conformity have documented supporting references from controlled documents;
 - (vi) checklist items of nonconformity (Findings and Observations) have documented supporting factual evidence;
 - (vii) checklist items of non-applicability (N/As) have a documented explanation;
 - (viii) if applicable, the application of Active Implementation (AI) is correctly documented;
 - (ix) closure of Findings in each Corrective Action Record (CAR) includes an accurate description and justification of the method(s) used by the AO to verify implementation of corrective action, to include, if applicable, interim corrective action.



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- △ **1.2.12** IATA shall have a process to ensure any discrepancies found in an ISAR as a result of implementation of the quality oversight process in accordance with IPM 1.2.11 are conveyed to the AO that conducted the Assessment for subsequent procedural and performance improvements, as applicable.
- △ **1.7.1** IATA shall have a process for the effective management of all standards contained in the ISSA Standards Manual (ISSM) and the ISPM to ensure ISSA is responsive to and meets the needs of the airline industry. Standards management processes shall be managed by IATA to ensure applicable changes and upgrades to the IOSA Standards Manual (ISM) shall be reflected in the ISSM in a timely manner. ISSA standards are published in a timely manner, following IATA approval.
- △ **1.9.3** IATA shall evaluate and determine the validity of a claim of extenuating circumstances submitted in accordance with ISPM 7.5.6, to ensure:
- (i) The applicable Operator and AO are consulted when making a final decision as to the validity of a claim of extenuating circumstances.
 - (ii) A claim of extenuating circumstances is granted by the Head, IOSA.
- △ **6.5.1** Following an Assessment, the declaration of Assessment closure by the AO is not the final step in the registration process. The ISSA Assessment Report (ISAR) must then be:
- (i) quality control checked by the AO;
 - (ii) reviewed and then released by IATA.
- 8.8.2** The Lead Auditor shall ensure the Operator understands that findings and observations presented in a “Summary of Findings and Observations” during the on-site closing meeting:
- (i) shall not be revised or withdrawn, except in accordance with IPM 8.12.5 or ISAR quality control processes in accordance with ISPM 9.2;
 - (ii) & (iii) *unchanged*
- 8.13.1** The AO shall have a process to:
- (i) *unchanged*
 - (ii) issue an Assessment closure notice to the Operator, that shall include language to inform the Operator that, although the Assessment has been declared closed, the Assessment is not valid for initial registration, registration renewal or registration reinstatement as applicable, until the ISAR has been released by IATA.
- 9.2.2** The AO shall ensure the ISAR quality control process, as specified in IPM 9.2.1, has been completed prior to:
- (i) *unchanged*
 - (ii) submission of an ISAR to IATA.
- △ **Figure**



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- △ **9.2.3** The AO shall have a process to address Assessment issues and amend an ISAR as necessary to resolve discrepancies that have been identified during the ISAR quality control processes conducted by the AO. The AO may be required to conduct further assessment of the operations of an Operator in order to resolve discrepancies involving an omission, error or misapplication of an ISSA checklist provision by the Assessment Team during the original on-site Assessment.

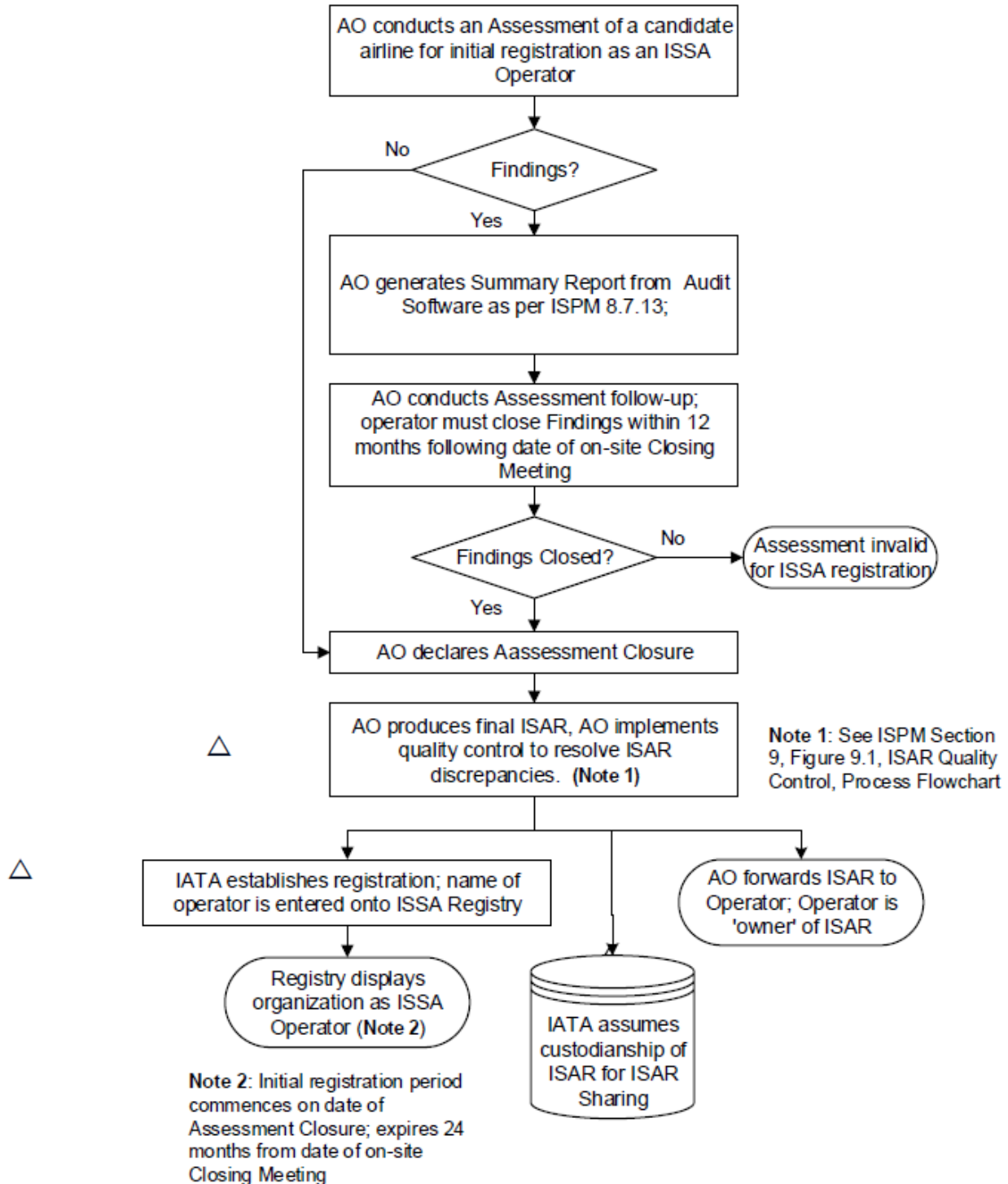
- ⊗ **11.2.1** Provision unchanged
Note 1: *deleted*



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Figure 7.7 Initial ISSA Registration, Process Flowchart

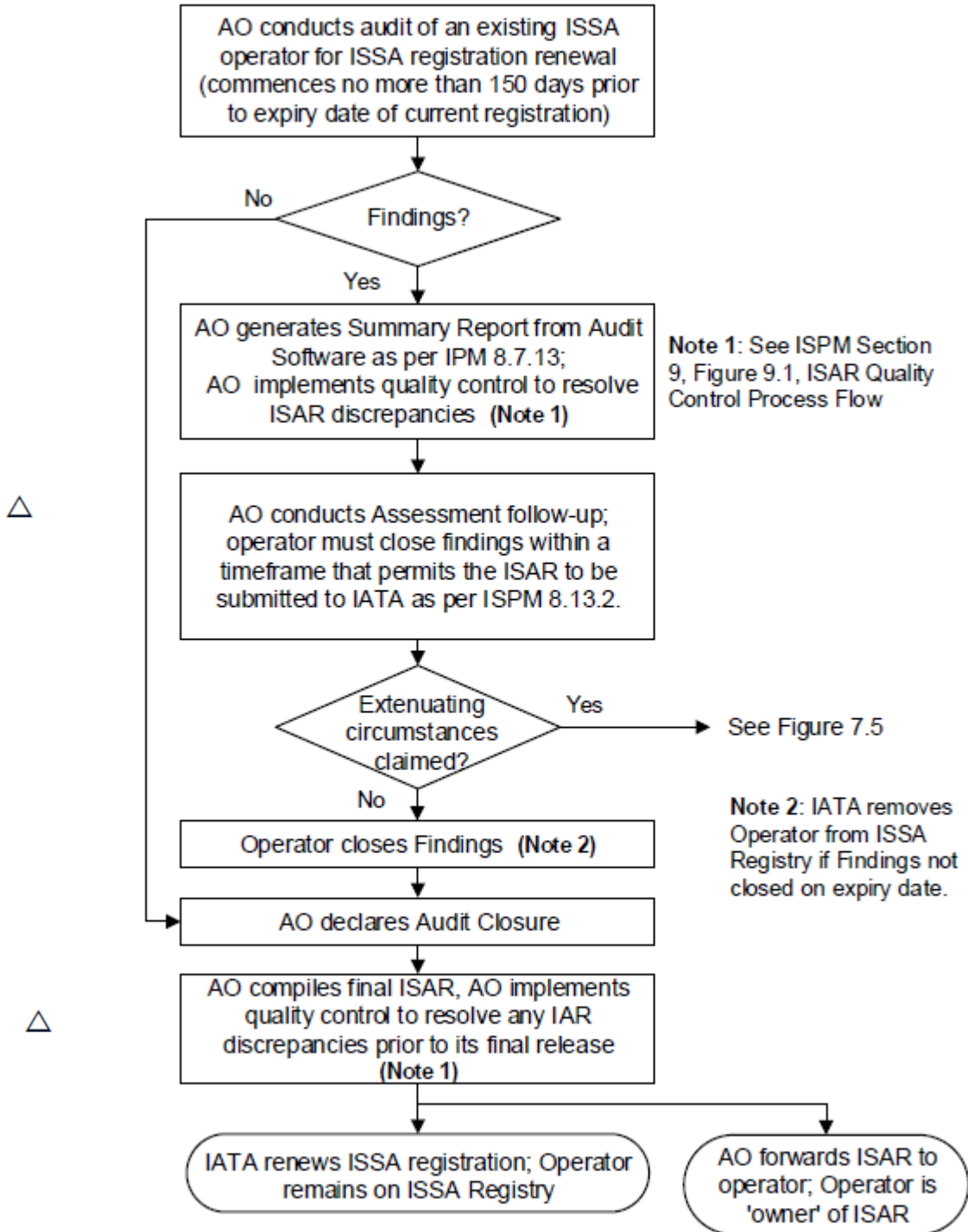




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Figure 7.8 ISSA Registration Renewal, Process Flowchart

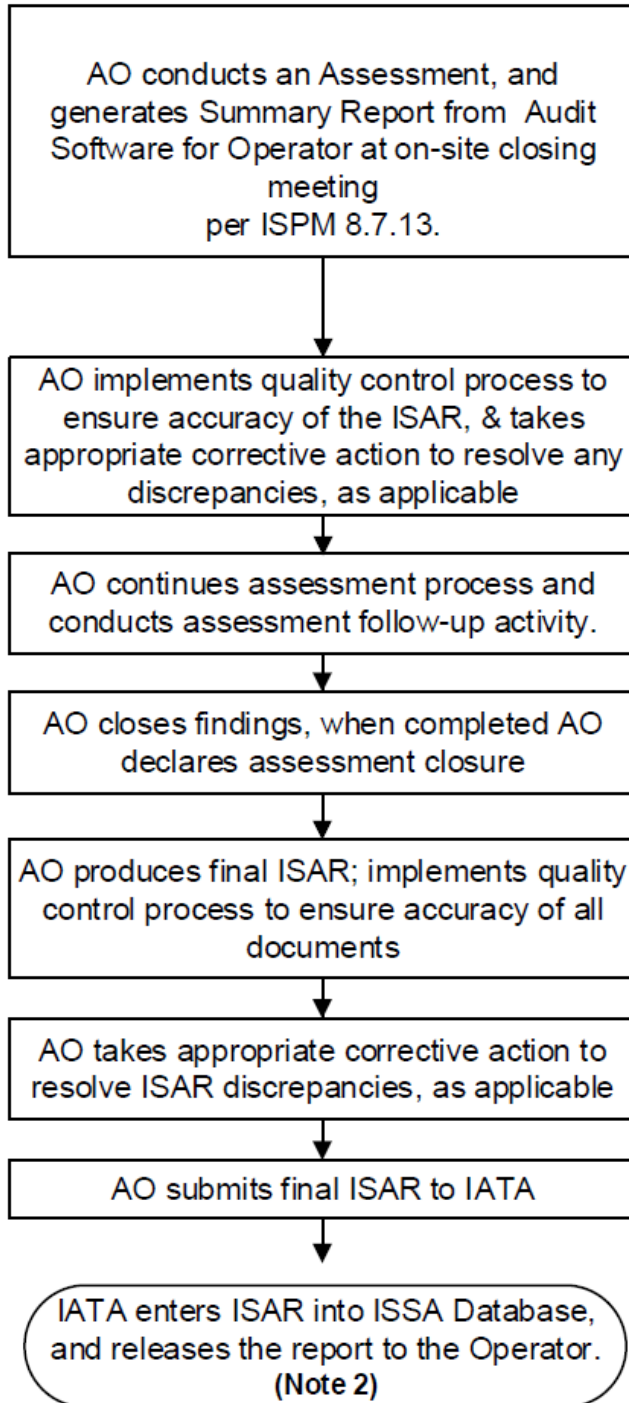




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Figure 9.1 ISAR Quality Control, Process Flowchart



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