

IOSA Repository User Guide

The IOSA Repository is the system used by IOSA Registered Operators to share IOSA Audit Reports and submit the IOSA Operator Questionnaire.

The link to access the site is: https://iataonline.sharepoint.com/sites/iosa-audit-reports

1. User Access

In order to access the site, users will need to have a Microsoft account with their business E-Mail address. It must be understood that all account management issues, including password resets will need to be done at the Microsoft account level.

Should a prospective user need to be registered for the site, a request needs to be sent to <u>iosa@iata.org</u>. In cases where the prospective user is not the one listed in the IOSA Audit Agreement, they will need to provide a request from their head of department/division or from a user who is already registered to the system.

			-
Sign in			
 username@iata.org			
Can't access your acco	unt?		
	Back	Next	
IATA Login			
ିର୍ଦ୍ଦୁ Sign-in optio	ns		

Once in the system, users will enter their Microsoft Account linked email address.

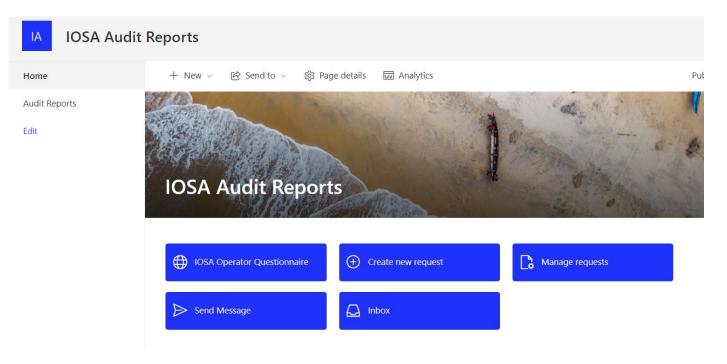
It must be noted that, at times, it is necessary for the user to be in an "incognito window" in order to successfully access the site.



If users change their email address or if they experience any difficulty trying to access the site, they will need to contact IATA at iosa@iata.org.

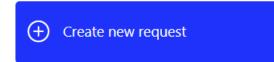
2. System Functionality

When users enter the site, they will see the following landing page.



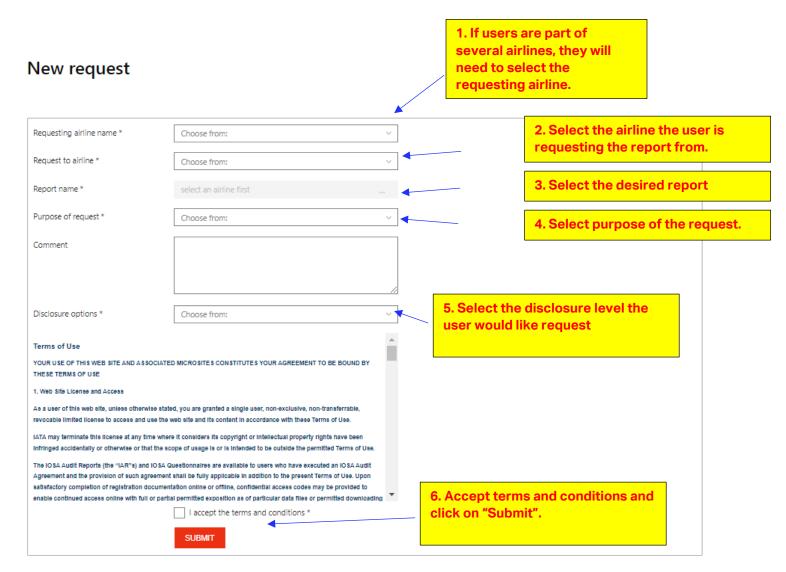
2.1. Request and IOSA Audit Report or IOSA Operator Questionnaire

Users will request the reports and questionnaires by clicking on the following link.





The user will then access the request form.



The users can check the status of the request by clicking on



My airline(s) requests

tab, where the submitted requests and their

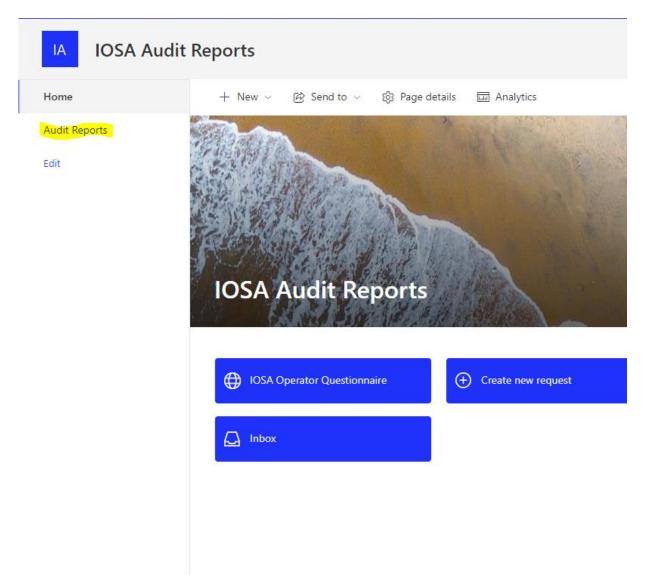
Once in "Manage Requests", the user will click on the status are listed.



ivianage requests

Pending requests to my airline(s)	My airline(s) requests Archive	d requests				
RequestingAirline ↑	RequestedToAirline ↑	RequestPurpose ↑	Comment ↑	Status 个	Created ↑	ReportCategory ↑
	,	Code-share (evaluation, monit	Monitoring of cooper	Approved	12.06.2023 01:35:59	Allow requestor to disclose inf
		Code-share (evaluation, monit		Pending	11.06.2023 21:26:03	The requestor is not allowed t

Once the report is approved the user will be able to find the requested report in the Audit Report section.



Once in this section, the user will look at the folder for the operator in question.



2.2. Approve requests from other Airlines

When a request for a report or questionnaire is submitted, the owner of the report will receive an email notification, advising that a request has been received.

Users can see the list of requests pending their approval by going into:



The user should click on "Approve/Reject" for each request they would like to action.

Manage requests

Pending requests to	my airline(s) My airline(s) requests	Archived requests				
Approve/Reject	RequestingAirline ↑	RequestedToAirline ↑	RequestPurpose ↑	Comment ↑	Status 🕆	Created ↑
Approve/Reject			Code-share (evaluation, monit		Pending	11.06.2023 21:26:03
Approve/Reject			Code-share (evaluation, monit		Pending	08.06.2023 18:48:02

Once the approver is in the approval form, the user should proceed as follows:



IOSA report approval IOSA report request approval Requesting airline name Requested to airline name Purpose of request Requestor's comment Disclosure options * Comment Allow requestor to disclose information of IAR to regulators Allow requestor to disclose information of IAR to regulators The requestor is not allowed to disclosed information or give a copy of the IAR to regulators Comment APPROVE REJECT

Once the request has been approved, the requestor will receive an email notification.

2.3. Send and receive messages to other IOSA Operators.

This functionality should be used to follow up on pending requests or to advise the owner of a report that a request is forthcoming.

2.3.1 Send messages

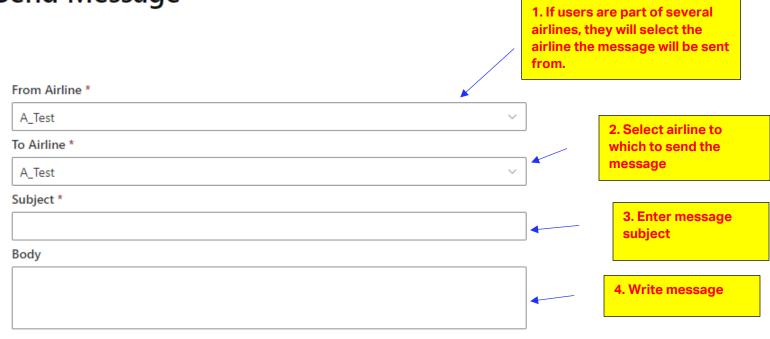
The user will click on



Once in the form



Send Message





2.3.2 Receive and reply to messages.

Once a message is sent to an operator, users will receive a notification by E-mail.

Dear Colleague,		
Please be advised that you have received a message from Repository site. Kindly <u>Log in</u> to your account to see the message in your Inbox. Should you have any questions, please do not hesitate to contact	Name of sender	on the IOSA
Sincerely, The IOSA Team		
This is an automated email. Please do not reply. In case of difficult	ty, please contact the site administrator by e	mail.



The user should then log onto the IOSA Repository and click on:

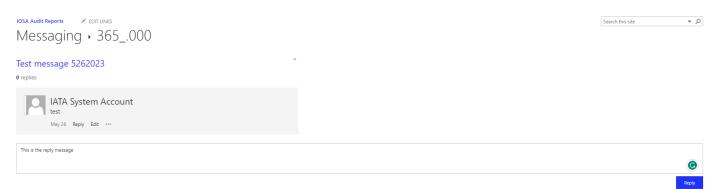


The list of messages will be visible as follows:

Inbox

Airline *		MailBox Type *			
Test	~	Inbox	~		
Action	Subject ↑	Created ↑	From Airline ↑	To Airline ↑	Body ↑
5	Test message 5262023	26.05.2023 07:47:07	Test Airline 5	Test	test
	C	lick on "Subject"			

Once the user is in the reply form, they can write their message in the text box and click on "Reply".





2.4. Complete and Submit the Operator Questionnaire

To access the questionnaire section of the IOSA Repository, the user will click on

IOSA Operator Questionnaire

The user will fist need to deal acknowledge the disclaimer page and click on "Next".

IOSA Operator Questionnaire - Disclaimer
IATA does not warrant, validate or express any opinions whatsoever as to the accuracy, origin, tracing, completeness and timeliness of the information contained in this questionnaire, nor do we guarantee the reliability and good standing of the source of the information. We make no representations, warranties or other assurances, express or implied, about the accuracy, sufficiency, relevance and validity of the information captured. By completing or reading this questionnaire, you acknowledge and agree that the information provided is subject to significant uncertainties and contingencies, and we disclaim any warranty of merchantability, quality or fitness for a particular purpose. Nothing contained in this questionnaire is intended to replace your own assessment and evaluation of a situation, or the opinions and expert advice you may receive from third parties.
You consent to the inclusion of the questionnaire in the IOSA Database etc. completing or reading this questionnaire, you acknowledge and agree that the information provided is subject to significant uncertainties and contingencies, and we disclaim any warranty of merchantability, quality or fitness for a particular purpose. Nothing contained in this questionnaire is intended to replace your own assessment and evaluation of a situation, or the opinions and expert advice you may receive from third parties.
I hereby acknowledge that I agree with the above-written information.
● Yes ◯ No
I agree to receive related communications providing information on IOSA-related content of new or related products & services. I understand that I may opt-in or opt-out of receiving these communications at any time.
○ Yes ○ No
Next

After clicking next on the disclaimer page, the user will begin completing the Questionnaire form. It is important to notice that the entries in the form will autosave, so that when users log back on to the site for subsequent submissions, the previously entered information will be pre-populated.

2.4.1 Section 1- Operator Information:

Operator shall submit operator related information such as State of Registry, Headquarter, Operational Bases, AOC Number, AOC Expiry. Alliance etc.



IOSA Operator Questionnaire - Operator Information					
Operator Name *	ICAO Code *	IATA Code	Country *		
IOSA Admins 🗸					
State of Registry *	Headquarter *	Operational Bases *	AOC Number *		
AOC Expiry	Alliance	Number of Employees *	Avg. Experience in Company (Years)		
Wed Feb 15 2023	×)				
Staff Turnover Percentage/Year					
0.00 %					
1 2 3 4 Previous)-5-6-7-8-(9-10-11-12-13-	14-15-16-17 Next		

2.4.2 Section 2- Operational Information:

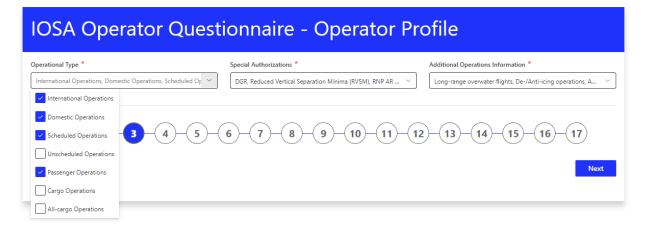
Operator shall submit operational information such as number of weekly flights (domestic, international), number of destinations, number of codeshare partners, wet lease operations etc. If the Operator has wet lease operations, details are required to be defined in the wet lease details field.

IOSA Operator Questionnaire - Operational Information						
Number of Weekly Flights	Number of Weekly Domestic Flights	Number of Weekly International Flights				
Number of Destinations	Number of Codeshare Partners	Wet Lease Operations *				
Wet Lease Details * Please provide wet-lease details.						
1-2-3-4-5-(6-7-8-9-10-11-12	2-13-14-15-16-17				
Previous		Next				

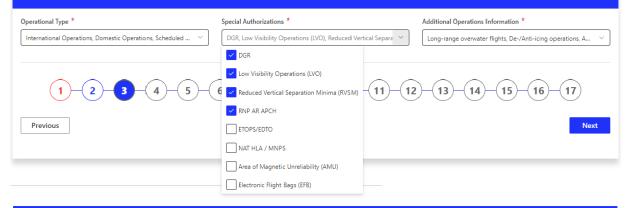


2.4.3 Section 3- Operational Information:

Operator shall submit "Operational type", "Special Authorizations" and "Additional Operational Information" through multiple selection dropdown fields as depicted in below figures:



IOSA Operator Questionnaire - Operator Profile



IOSA Operator Questionnaire - Operator Profile Special Authorizations * Additional Operations Information * Operational Type * International Operations, Domestic Operations, Scheduled ... DGR, Low Visibility Operations (LVO), Reduced Vertical Sepa.. PBN Operations, Long-range overwater flights, De-/Anti-icing PBN Operations Long-range overwater flights 2 5 6 8 (1) 4 7 9 10 11 12 De-/Anti-icing operations 16 17 AQP/ATQP Previous Next EBT Special Airports None of the above



2.4.4 Section 4- Key Contacts:

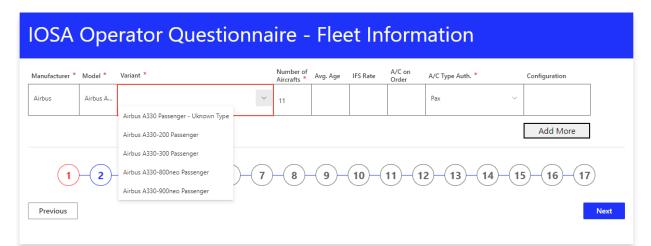
The next section is intended to provide key contacts within the organization.

IOSA Operator (Questionnaire - I	Key Contacts
CEO First Name	Last Name	E-Mail
Accountable Manager First Name	Last Name	E-Mail
COO / Head of Operations	S Last Name	E-Mail
Head of Safety First Name	Last Name	E-Mail
Head Of Quality / Complia	Last Name	E-Mail
OCC Contact First Name	Last Name	E-Mail
ERP Contact First Name	Last Name	E-Mail
1 2 3 4 Previous	5-6-7-8-9	9 10 11 12 13 14 15 16 17 Next



2.4.5 Section 5- Fleet Information:

In this section fleet information may be provided. When the Repository user selects the manufacturer, applicable types/models are populated in the related field and similarly when the user selects the type/model, applicable variants are also populated.



For each variant, the user must select authorizations specific to the variant such as Pax, Cargo, DG etc. as depicted below.

IOSA Operator Questionnaire - Fleet Information								
Manufacturer *	Model *	Variant *	Number of Aircrafts *	Avg. Age	IFS Rate	A/C on Order	A/C Type Auth. *	Configuration
Airbus	Airbus A	~	11				Pax	~
							Pax .	
							Cargo	Add More
							DG	
1	⊢(2) -	-3-4-5-6-7	-(8)-	-(9)-	(10)-(11)-(1	LVO	-(15)-(16)-(17)
\smile	\smile		\bigcirc	\bigcirc			ETOPS/EDTO	
Previous							RVSM	Next
							NAT HLA/MNPS	



2.4.6 Section 6- Quality / Compliance:

This section is intended to provide information related to the number of FTEs and Auditors, as well as the number of audits conducted every year for each scope.

IOSA Operator Questionnaire - Quality / Compliance					
Number of Quality / Compliance FTE *	Number of Auditors *				
Number of Internal Audits / Year - ORG	Number of Internal Audits / Year - FLT	Number of Internal Audits / Year - DSP			
Number of Internal Audits / Year - CAB	Number of Internal Audits / Year - MNT	Number of Internal Audits / Year - GRH			
Number of Internal Audits / Year - CGO	Number of Internal Audits / Year - SEC				
1-2-3-4-5	6 7 8 9 10 11 12	2-13-14-15-16-17			
Previous		Next			

2.4.7 Section 7- Safety Management:

Similarly, the Safety Management section allows an Operator to share the number of FTEs used for SMS, the number of safety reports submitted, and the number of accidents/incidents within the last 3 years.

IOSA Operator Questionnaire - Safety Management						
Number of Safety Management FTE *	Number of Safety Reports per Year *	Number of Accidents in Last 3 Years *				
Number of Serious Incidents in Last 3 Years *						
]					
	-					
1-2-3-4-5-	6 7 8 9 10 11	12-13-14-15-16-17				
Previous		Next				



2.4.8 Section 8- Crews – Pilot in Command:

This section is to share the information related to the number/average experience of the PICs, as well as qualification and training requirements.

IOSA Operator Que	estionnaire - Crews -	Pilot in Command
PIC Minimum Qualification (Hour)	PIC Minumum Type Qualification (Hour)	Number of PIC *
PIC Average Experience (Years)	PIC Recurrent Training Total Hours	PIC Recurrent Training SIM Sessions
PIC Monthly Average Flight Time (Hours)		
PIC Training Details		
1-2-3-4-5	6-7-8-9-10-1	I) - 12 - 13 - 14 - 15 - 16 - 17
Previous	0.0	Next

2.4.9 Section 9- Crews – First Officer:

This section is to share the information related to the number/average experience of First Officers, as well as qualification and training requirements.

IOSA Operator Ques	tionnaire - Crews - Firs	t Officer
FO Minimum Qualification (Hour)	FO Minumum Type Qualification (Hour)	Number of FO *
FO Average Experience (Years)	FO Recurrent Training Total Hours	FO Recurrent Training SIM Sessions
FO Monthly Average Flight Time (Hours)]	
FO Training Details		
1-2-3-4-5-	6-7-8-9-10-11-1	12-13-14-15-16-17
Previous		Next



2.4.10 Section 10- Crews – Cabin Crew:

This section is to share the information related to the number/average experience of Cabin Crew, as well as qualification and training requirements.

IOSA Operator Ques	stionnaire - Crews - Ca	bin Crew
Cabin Crew Minimum Qualification (Hour)	Cabin Crew Number *	Cabin Crew Average Experience (Years)
Cabin Crew Recurrent Training Total Hours	Cabin Crew Monthly Average Flight Time (Hours)	
Cabin Crew Training Details		
		b
1-2-3-4-5	6-7-8-9-10-11-	12-13-14-15-16-17
Previous		Next



2.4.11 Section 11- Management / Organizational Changes:

Sections 11 to 16 shall be used to report to IATA every reportable circumstance or event as outlined in IPM 6.8.3 (IPM Ed 14 TR1). Each section may be skipped if there is no change to report as per the list of changes outlined in the section.

IOSA Operator Questionnaire - Changes	Management / Organizational
Significant Management / Organizational Changes ြ Yes	
 Merger / Take-over Complete re-organization Departmental re-organization New CEO / Accountable Manager New Postholder(s) 	 New Quality / Compliance / Safety Manager Significant staff-turnover Significant changes in subcontracted services Commencement of new subcontracted services Addition of new operational base
1-2-3-4-5-6-7-8-	9 10 11 12 13 14 15 16 17
Previous	Next

If the user selects the option to report a management/organizational change, the change can be reported as depicted in the following example.

Merger or Take-over	🔿 Yes 💿 No		
Complete Re-organization	• Yes • No		
Complete Re-organization Details *			
			2
Departmental Re-organization	🔿 Yes 💿 No		
New CEO / Accountable Manager	🔿 Yes 💿 No		
New Postholder(s)	🔿 Yes 🧿 No		
New Quality / Compliance / Safety Manager	🔿 Yes 🧿 No		
Significant Staff-turnover	🔿 Yes 🧿 No		
Significant Changes in Subcontracted Services	🔿 Yes 💿 No		
Commencement of New Subcontracted Services	🔿 Yes 🧿 No		
Addition of New Operational Base	🔿 Yes 💿 No		



2.4.12 Section 12- Operational Change:

Section 12 shall be used to report to IATA any Operational Changes as per IPM 6.8.3 (IPM Ed 14 TR1). The section may be skipped if there is no change to report as per the list of changes outlined in the section.

IOSA Operator Questionnaire -	Operational Change
Please review management and organizational changes listed	I below before selecting the option!
 Addition of new aircraft type Removal of an aircraft type Commencement / New special authorizations Significant changes in flight/crew training Significant changes in flight planning policies 	 Significant changes to external training providers Significant changes to operations control New major aircraft maintenance provider New Software / IT System
1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - Previous	9 10 11 12 13 14 15 16 17 Next

If the user selects the option to report an operational change, the change can be reported as depicted in the following example.

Addition of New Aircraft Type	• Yes	O No		
Addition of New Aircraft Type Details *				
				/i
Removal of an Aircraft Type	O Yes	No No		
Commencement or New Special Authorization	O Yes	No No		
Flight / Crew Training	• Yes	O No		
Flight / Crew Training Details *				
Flight Planning Policies Changes	O Yes	No No		
External Training Providers Changes	() Yes	No No		
Any Operations Control Changes	() Yes	No No		
New Major Aircraft Maintainance Provider Changes	() Yes	No No		
New Software / IT System Changes	() Yes	No No		



2.4.13 Section 13- Management System / QA / SMS Changes:

Section 13 shall be used to report to IATA any Management System / QA / SMS change as per IPM 6.8.3 (IPM Ed 14 TR1). The section may be skipped if there is no change to report as per the list of changes outlined in the section.

IOSA Operator Questionnaire - Management System / QA / SMS Changes

Please review management system / QA / SMS changes listed below before selecting the option!

- Significant changes in documentation system
- Significant change in ERP

- Significant organizational or procedural changes in QMS / Compliance
- Significant organizational or procedural changes in SMS / Risk Management

Significant Management System / QA / SMS Changes

🔿 Yes (No

1-2-3-4-5-6-7-8-9-10-11-12-13-14-15-16-(17
Previous	Next

If the user selects the option to report a management system / QA / SMS change, the change can be reported as depicted in the following example.

Significant Management System / QA / SMS Changes	• Yes No	
Significant Changes in Documentation System	● Yes O No	
Significant Changes in ERP	● Yes ◯ No	
Significant Organizational or Procedural Changes in QMS / Compliance	Yes No	
Organizational or Procedural Changes in QMS / Compliance Details *		
		,
		///
Significant Organizational or Procedural Changes in SMS / Risk Manageme	ent 💽 Yes 🔘 No	
Organizational or Procedural Changes in SMS / Rick Management Details *		



2.4.14 Section 14- Authority Relations

Section 14 shall be used to report to IATA any Authority relations as per IPM 6.8.3 (IPM Ed 14 TR1). The section may be skipped if there is nothing to report as per the list of changes outlined in the section.

IOSA Operator (Questionnaire ·	- Authority Relations
Please review authority relation	ns listed below before select	ing the option!
 Temporary surrender of AOC Temporary suspension of AOC I Revocation of AOC by authority 	· · ·	 Sanctions / restrictions / fines by any authority Refused authorization by any authority Significant findings from SAFA inspection
Authority Relations	Yes 💽 No	
1-2-3-4	-5-6-7-8	9-10-11-12-13-14-15-16-17
Previous		Next

If the user selects the option to report any Authority relation, this can be reported as depicted in the following example.

Temporary Surrender of AOC	Yes No	
Temporary Surrender of AOC by Authority	Yes No	
Revocation of AOC by Authority	Yes No	
Sanctions / Restrictions / Fines by Any Authority	Yes No	
Sanctions / Restrictions / Fines by Any Authority Details *		
Refused Authorization by Any Authority Refused Authorization by Any Authority Details *	• Yes No	
Significant Findings from SAFA / SANA Inspectior	Yes No	



2.4.15 Section 15- Operational Events

Section 15 shall be used to report to IATA any accidents and/or serious incidents as per IPM 6.8.3 (IPM Ed 14 TR1). The section may be skipped if there is nothing to report as per the list of changes outlined in the section.

IOSA Operator Questionnaire - Operational Events
Significant Operational Events O Yes O No
AccidentsSerious incidents
1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12 - 13 - 14 - 15 - 16 - 17
Previous

If the user selects the option to report any accidents and/or serious incidents, this can be reported as depicted in the following example. The user can remove the accident or serious incident that they previously added, or report one or more accidents or serious incidents.

Accidents	● Yes ○ No		
Date *			Accident Type *
Wed Feb 15 2023		::*	CFIT ~
Event Details *			Actions Taken *
TBD			TBD
		11	
Date *			Accident Type *
Wed Feb 15 2023		::*	~
Event Details *			Actions Taken *
		4	
Remove the last accident	Report an accident!		
Serious Incidents	• Yes No		
Remove the last incident	Report a serious incident!		



2.4.16 Section 16- Financial Issues

Section 16 shall be used to report to IATA any financial issues as per IPM 6.8.3 (IPM Ed 14 TR1). The section may be skipped if there is nothing to report as per the list of changes outlined in the section.

IOSA Operator Questionnaire - Financial Issues				
Please review organizational events listed below before selecting the option!				
 Significant financial difficulties Chapter 11 / Creditor protection Company under Administration 				
Financial Issues O Yes O No				
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17				
Previous				

If the user selects the option to report any financial issues, this can be reported as depicted in the following example.

IOSA Operator Questionnaire - Financial Issues				
Please review organizational events listed below before selecting the option!				
 Significant financial difficulties Chapter 11 / Creditor protection Company under Administration 				
Financial Issues 💿 Yes 🔿 No				
Chapter 11 / Creditor Protection 💿 Yes 🔿 No				
Company under Administration 💿 Yes 🔿 No				
1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12 - 13 - 14 - 15 - 16 - 17 Previous				



2.4.17 Section 17- Blanked Disclosure

Section 17 shall be used to provide Blanket Disclosure to the listed Authorities. If the user provides a blanket disclosure, IATA may provide a copy of the submitted questionnaire to the selected Authorities.

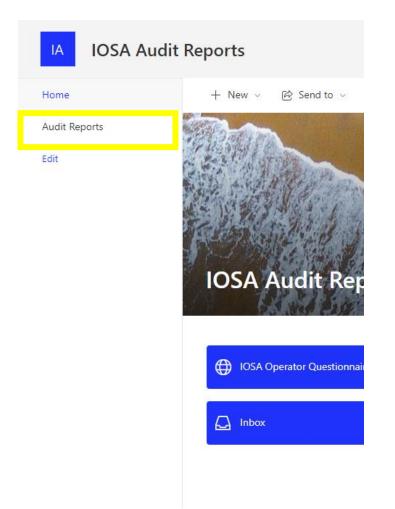
IOSA Operator Questionnaire - Blanket Disclosure					
BLANKET DISCLOSURE AUTHORIZATION					
For the benefit of complementing state safety oversight and the IOSA program, IATA has executed memorandums of understanding (MoU) with civil aviation organizations.					
In accordance with Section 9 of the IPM("IAR Access"), IATA requests the Candidate's blanket disclosure authorization to share this form with the below listed organizations.					
It the Candidate elects to provide a blanket disclosure authorization to IATA for this form, the Candidate understands and agrees that IATA may, provide a copy of this document to the specified organizations.					
Egyptian Civil Aviation Authority	Administración Nacional de Aviación Civil - Argentina				
Estonian Civil Aviation Administration (ECAA)	Agencia Nacional de Aviação Civil (ANAC) - Brazil				
European Union Aviation Safety Agency (EASA)	Civil Aviation Administration of China (CAAC)				
Finnish Transport Safety (Trafi Finland)	Civil Aviation Affairs of the Kingdom of Bahrain				
General Civil Aviation Authority (UAE GCAA)	Civil Aviation Authority of Mongolia				
Georgian Civil Aviation Agency (GAAC)	Civil Aviation Authority of Thailand (CAAT)				
Kuwait Directorate General of Civil Aviation	Civil Aviation authority of the Republic of Poland				
Rwandan Civil Aviation Authority	Civil Aviation Regulatory Commission CARC Jordan				
Spanish Aviation Safety and Security Agency (AESA)	Civil Aviation Safety Authority of Australia				
Civil Aviation Safety Authority of Singapore (CAAS)	Civil Aviation Safety Authority of Moldova				
Luftfahrt-Bundesamt Germany (LBA)	Civil Aviation Safety Authority of Macau SAR				
	All of the Above				
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 Previous					

When the IOSA Operator Questionnaire been fully completed, the section numbers, as shown below, will appear in blue.



Once the Questionnaire has been submitted, the user will be able find the .pdf versions of the form in their report library.





3. User Support

For additional user support, please contact IATA at iosa@iata.org.

Note: Users must not that the mailbox <u>iarrequest@iata.org</u> as it is no longer monitored.