

## AIRLINE MEMBERSHIP ELIGIBILITY

### 1. CURRENT SITUATION

ALTA requires its member and associate airlines to be certified under IOSA/ISSA:

- IOSA: IATA Operational Safety Audit
- ISSA: IATA Standard Safety Assessment

IOSA/ISSA airlines are eligible for membership automatically.

The membership process for these airlines will remain the same.

### 2. NON-IOSA/ISSA AIRLINES MEMBERSHIP ELIGIBILITY CRITERIA

STEP	ACTIONS
1	Non-IOSA/ISSA airline requires de membership (full or associate)
2	ALTA Executive Director and CEO informs the Executive Committee (EC)
3	EC decides if the airline needs a Safety Assessment carried out by ALTA or not
4	If the EC says the Safety assessment is not necessary, ALTA Executive Director and CEO informs the other full members about the new member, as usual
5	If yes, ALTA proceeds with the Safety assessment and informs the result to the EC
6	Based on the Safety assessment, the EC decides if the airline can become or not
7	ALTA Executive Director and CEO informs the other full members about the new member or deny the membership

### 3. AIRLINE SAFETY ASSESSMENT

- ALTA Safety Department will assess the airline Safety Management System (SMS) based on relevant ICAO requirements and industry best practices.

- The assessment will be composed by (for example but not limited to):

<b>Airline Safety GAP Analysis</b>	<p>A Safety GAP Analysis is a form of an internal Safety audit that measures airline current Safety procedures against its Safety requirements.</p> <p>The Safety GAP Analysis must cover at least:</p> <p><b>SAFETY POLICY AND OBJECTIVES</b></p> <ul style="list-style-type: none"><li>- Management commitment and responsibility</li><li>- Safety accountabilities</li><li>- Appointment of key Safety personnel</li><li>- Emergency response planning (ERP)</li><li>- SMS documentation</li><li>- Communication</li></ul> <p><b>SAFETY RISK MANAGEMENT</b></p> <ul style="list-style-type: none"><li>- Hazard identification</li></ul>
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	<ul style="list-style-type: none"> <li>- Safety risk assessment and mitigation</li> </ul> <p><b>SAFETY AND QUALITY ASSURANCE</b></p> <ul style="list-style-type: none"> <li>- Safety performance monitoring and measurement</li> <li>- The management of change</li> <li>- Continuous improvement of the SMS</li> <li>- Quality Assurance Program</li> </ul> <p><b>SAFETY PROMOTION</b></p> <ul style="list-style-type: none"> <li>- Training and education</li> <li>- Safety communication</li> </ul> <p><b>* ALTA will provide a GAP Analysis form template</b></p>
<b>Safety questionnaire</b>	<p>The questionnaire will complement the gap analysis, and must include at least:</p> <ul style="list-style-type: none"> <li>- Airline key personal information</li> <li>- Compliance, Safety and ERP key personal information</li> <li>- Fleet information</li> <li>- Organization questions (significant changes in organizational and management structure of the company in last 3 years, significant fleet changes etc.)</li> <li>- Accident and Incident information (last 5 years)</li> <li>- Training and maintenance facilities</li> </ul> <p><b>* ALTA will provide the questionnaire</b></p>
<b>Documents check</b>	<ul style="list-style-type: none"> <li>- Air Operator Certificate (AOC) with Operations Specifications (OpsSpecs)</li> <li>- Internal audits reports</li> <li>- External audits reports (excluding IOSA/ISSA)</li> </ul>