

Appendix 1 to AMC 10 SKPI — Just Culture Questionnaire — ANSP level

Name	
Organization	
State	
Job Title	

Just Culture Questionnaire

Policy and its implementation

Policy elements related questions		
ANSP.P.1	Is there an explicit Just Culture policy, which is formally endorsed by management and staff representatives and made public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Justification and remarks for selected answer		
ANSP.P.2	Does the Just Culture policy contain a description of what is considered to be unacceptable behaviour?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Justification and remarks for selected answer		
ANSP.P.3	Does the Just Culture policy guarantee that no disciplinary action will be taken regarding the reporter by the service provider for self-reported occurrences (except for the cases defined above in question ANSP.P.2)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Justification and remarks for selected answer		

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ANSP.P.4	Does the ANSP provide legal support for its own staff in case of prosecution / legal action related to a safety occurrence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Justification and remarks for selected answer</i>		

ANSP.P.5	Is there an established and well known Critical Incident Stress Management programme?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Justification and remarks for selected answer</i>		

ANSP.P.6	Are safety actions taken in respect to staff after an occurrence without impact on pay of the staff member concerned until the end of the investigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Justification and remarks for selected answer</i>		

Roles and Responsibilities clearly defined and implemented		
ANSP.P.7	Are the service provider's safety investigators completely independent and separate from any line, competency or ops management?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Justification and remarks for selected answer</i>		

ANSP.P.8	Do the service provider's safety investigators have full, unimpeded access to all relevant data for investigations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<i>Justification and remarks for selected answer</i>		
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ANSP.P.9	Is access to safety data clearly defined and confidentiality ensured?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<i>Justification and remarks for selected answer</i>		
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ANSP.P.10	Are the staff providing Critical Incident Stress Management clearly nominated and adequately trained?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<i>Justification and remarks for selected answer</i>		
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Training

ANSP.P.11	Is there regular training and/or briefings on relevant legislation for safety in the context of Just Culture?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<i>Justification and remarks for selected answer</i>		
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ANSP.P.12	Are the principles of Just Culture included in all training curricula (ab-initio and recurrent training)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<i>Justification and remarks for selected answer</i>		
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ANSP.P.13	Are qualifications and training requirements as regards Just Culture for the ANSP's safety investigators clearly defined?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Justification and remarks for selected answer</i>		

Legal/Judiciary		
Judicial procedures and specific aviation legislation		
ANSP.L.1	Is the spirit of Directive 2003/42/EC on occurrence reporting in civil aviation and in particular the provisions of its Article 8 (Protection of information) fully transposed into internal procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Justification and remarks for selected answer</i>		

Formal agreement		
ANSP.L.2	Is there any agreement between ANSPs and judicial/police authorities to ensure protection of reported incident data and involved individuals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Justification and remarks for selected answer</i>		

ANSP.L.3	Is there an agreed process to deal with incident matters between the ANSP and its national aviation authorities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<i>Justification and remarks for selected answer</i>		
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Occurrence reporting and investigation

Occurrence reporting and investigation

ANSP.O.1	Is the identity of personnel involved in occurrences protected by staff regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<i>Justification and remarks for selected answer</i>		
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ANSP.O.2	Does staff subject to investigations based on occurrence reports have access to related information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<i>Justification and remarks for selected answer</i>		
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ANSP.O.3	Is there a requirement for staff subject to investigation to sign their agreement / disagreement with the findings of investigations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<i>Justification and remarks for selected answer</i>		
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ANSP.O.4	Is there a formal procedure to inform staff having reported an occurrence of the progress of the investigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<i>Justification and remarks for selected answer</i>		
ANSP.O.5	Does the ANSP provide regular feedback to staff based on occurrence reports?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Justification and remarks for selected answer</i>		
ANSP.O.6	Does the public annual report of the service provider provide statistical feedback on occurrence reports?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Justification and remarks for selected answer</i>		
ANSP.O.7	Has automated reporting been accepted by staff and implemented by the service provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Justification and remarks for selected answer</i>		
ANSP.O.8	Is there a separate body, involving nominated Subject Matter Experts, making the decision on whether a case is an “honest” mistake or it falls under the “unacceptable behaviour” category?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Justification and remarks for selected answer</i>		