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# PRESENTATION ON ICAO DOC 9060 REPORTING REQUIREMENTS NAMIBIA'S APPROACH

PRESENTED BY  
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# NCAA

Namibia Civil Aviation Authority



# ***OBJECTIVE***

- To discuss the process of obtaining statistics from the service providers for Doc 9060 reporting requirements.





# ***INTRODUCTION***

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NCAA was alerted to the need for ICAO reporting in 2022.



Prior to that the National Airline had been submitting reports.



The task was given to the Safety Promotion and Quality Data Analyst, who began collating data from the service providers.



# Collaboration with Data Administrators

## Strategic Actions Undertaken:

- Identified Data Administrators within each service provider organisation as primary reporting contacts.
- Convened targeted workshops to explain ICAO Doc 9060 requirements, roles, and timelines.
  - *Focused on capacity building and alignment with national reporting strategies.*
- Delivered hands-on training on form completion, data quality standards, and submission protocols.
  - *Reinforced through follow-up technical support and FAQs.*
- Established regular check-ins and feedback loops through email groups, MS Teams, and quarterly meetings.

## Outcomes Achieved So Far:

- ✓ Improved understanding of reporting roles
- ✓ Increased data accuracy and timeliness
- ✓ Strengthened ownership by participating entities



# ***TABULATING THE NEEDS***

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Service Provider	Form	Cycle	Due by	Service Provider	Form	Cycle	Due by
Airports	Form I	monthly	2 months	Airlines	Form A	Monthly	2 months
	Form I-S	annual	6 months		Form B	Quarterly	2 months
	Form J	annual	6 months		Form A-S	Annual	6 months
ANSP	Form K	Annual	6 months		Form C	Annual	2 months
	Form L	Annual	4 months		Form D	Annual	4 months
PEL	Form N	Annual	4 months		Form E-F	Annual	4 months
AIR	Form H	annual	2 months		Form M	Annual	2 months

# ***ICAO REPORTING***

As forms were received by service providers they were saved in a secure file and emailed directly to ICAO and AFCAC.

Reporting has been successfully implemented pre and post Air Namibia.



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# ***The Way Forward***

NCAA will continue to monitor the submission of forms from service providers to ensure timely updates to ICAO and AFCAC on our industry data.

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# THANK YOU !!

We look forward to working with you

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