PROCEDURE FOR NOTIFICATION OF PROPOSED CHANGES TO AERODROME PHYSICAL CHARACTERISTICS, FACILITIES OR EQUIPMENT

PURPOSE

This Advisory Circular (AC) provides procedures and guidance that may be used by an aerodrome operator for the notification of proposed changes to aerodrome physical characteristics, facilities or equipment.

2.0 REFERENCES

2.1 ICAO Annex 14
2.2 Civil Aviation (Aerodromes) Regulations 2007
2.3 Manual of Aerodrome Standards

3.0 GUIDANCE AND PROCEDURES

3.1 Aerodrome Reporting

3.1.1 Introduction

The Civil Aviation Authority (CAA) must be informed in advance of any development proposed at licensed aerodromes. In particular the aerodrome license conditions states, amongst other, issues:

a) Changes in the physical characteristics of the aerodrome, including the erection of new buildings and alterations to existing buildings or to visual aids, shall not be made without prior approval of the CAA.

b) The licensee shall, by the quickest means available, notify the CAA of any material change in the surface of the landing area, or in the obstruction characteristics of the approach, take-off or circuit in relation to the aerodrome.
3.1.2  Purpose

The aim of these procedures is to ensure that CAA and AIS are notified of any changes in the physical condition of the airport and of new obstacles that may affect the safety of aircraft operations.

3.1.3  Responsibilities

The Airport General Manager has overall responsibility for ensuring that procedures are established and resources provided to report changes to aerodrome physical characteristics, the OLS, or any other change that may affect the safety of aircraft operations.

The Airside Safety Manager is responsible for documenting reporting procedures and for advising AIS of permanent changes to airport information. He is also responsible for advising CAA of any significant changes to aerodrome information that may occur. The Airport Operations Supervisor is responsible for implementing the reporting procedures documented in this manual.

The Senior Operations Officers are responsible for reporting the day-to-day serviceability of the airport and notifying temporary changes to published aeronautical information to ATS and the CAA.

3.1.4  Legislation, Standards and Technical References

Regulation …(UCARS)…. requires operators to provide up to date information on airports and on hazards to air navigation. It does this through the Aeronautical Information Publications (AIP) and Notices to Airmen (NOTAM).

Regulation …(UCARS)…. requires the operator to notify CAA and AIS immediately of any changes in airport information or in the serviceability of airport facilities. Failure to do so may jeopardise the safety of aircraft operations.

Regulation …(UCARS)….. also imposes similar requirements in relation to obstacles that are detected during airport inspections.

AIP (AD) lists requirements for the publication of permanent airport information, and gives details of what, how and where to report, if there are changes to airport information, serviceability and obstacles.

Additional information can be found in the Manual of Aerodrome Standards (MAS) and in AIP (AD)
3.1.5 Reporting Procedures

Any situation that may have an immediate affect on the safety of aircraft operations will be reported in the first instance to ATC by radio or telephone. Confirmation by NOTAM, if applicable, will follow as soon as possible.

The designated ATC Reporting Centre for {name} Airport is:

a) For verbal reports to ATC – {name} Ground (nnn.nn MHz) or Senior Tower Controller by telephone;

b) For NOTAM action – NOTAM Office (NOF).

NOTE: Urgent messages conveyed by radio to the Control Tower will be confirmed by phone or fax to the NOF as soon as possible. Contact telephone/fax numbers for the Senior Tower Controller and the NOF are listed in ……….

In most cases airport conditions or new obstacles that need to be reported immediately will be detected during the daily serviceability inspections. The procedures for these inspections and requirements for logging the results of inspections are detailed in Part …. Section ….. of MOS.

All NOTAM action is recorded in the NOTAM Logbook that is maintained by the Senior Operations Officers. This logbook will be made available on request by authorised CAA officers for audit.

Permanent changes in airport information will be advised directly to CAA. Changes may be advised by email to {email address}

The Airside Safety Manager will also forward significant changes to information to CAA’s Regional Office. The Airside Safety Manager will keep copies of amendments requested on file. The file will be made available for audit on request by authorized CAA officers.

Note: Contact List & Organizational Structure for the telephone numbers of those persons identified as having responsibility for implementing the procedures are to be detailed in this procedure.

3.1.6 NOTAM

NOTAM are used to advise pilots and other persons concerned with flying operations about matters of an urgent nature that may affect the safety of aircraft operations. In relation to an airport this includes temporary changes in published information, unserviceabilities, or newly detected obstacles.
At {name} Airport the delegation to originate a NOTAM is restricted to the Airport General Manager, the Airside Safety Manager, the Airport Operations Supervisor, and Operations Officers listed in Part …. Section …. of the Manual of Aerodrome Standards.

NOTAM will be originated in the standard NOTAM format for any of the following circumstances:

a) A change in the serviceability of the manoeuvring area;

b) □ □ A change in the operational information contained in Part …. of this manual and published in the AIP;

c) □ Airport works effecting the manoeuvring area or penetrating the OLS;

d) □ New obstacles which effect the safety of aircraft operations;

e) □ Bird or animal hazards on or in the vicinity of the airport; or.

f) □ A change in the availability of airport visual aids, i.e. markers and markings, runway lighting, etc.

g) □ Any change in aerodrome information published in AIP, which exceed the limits detailed in paragraph ……. of this section.

NOTAM information must be provided by fax. Where urgent advice is given by telephone in the first instance, it must be confirmed by fax as soon as possible.

Reporting Officers raising a NOTAM must subsequently check the issued NOTAM for accuracy. Normally this is done when the NOF fax back a copy of the issued NOTAM as per the request on the standard NOTAM form. If the NOF fail to do this, current NOTAM information may be obtained through the ATC system.

3.1.7 Incident Reporting

Any significant object found on the movement area such as an aircraft component or bird carcass will be reported.

Operations Officers who find aircraft parts will immediately advise ATC, and then attempt to identify the part through various airline engineering sections. ATC may choose to alert the pilot of the aircraft that may have been involved.

Operations Officers will report bird strikes in accordance with the procedures detailed in Part …. Section …., of Wildlife Hazard Management.

All incidents are to be recorded in the Operations Officers Logbook. Where necessary an additional written Incident Report will be raised.
The Airport General Manager or Airside Safety Manager will determine if an Air Safety Incident Report (ASIR) needs to be completed and submitted to Accident Investigation Branch. The Airport General Manager will initiate and coordinate internal investigations into aviation incidents of interest to the Airport.

### 3.1.8 AIP Changes to be promulgated by NOTAM

a) **Aerodrome Coordinates** - Change exceeds 0.5 nautical miles.

b) **Aerodrome Elevation - Alterations** in excess of 20 FT for

c) **Aerodromes with an instrument approach**, or 100 FT for other aerodromes.

d) **Runway Bearing** - Change of 5 degrees or greater

e) **Pavement Rating** - Any reduction

f) **Runway or Runway Strip Width** - Any change

g) **Runway Slope** - Any change

h) **Runway Surface** - Any change

i) **Declared Distances** - Any change greater than 10 metre decrease or 30 metre increase

j) **TODA Gradient** - 0.05% change or greater
SUBMISSION PROCEDURE FLOWCHART

Aerodrome Licence Holder

Submit Initial Notification To Aerodrome Standards (AS)

INFRASTRUCTURE CHANGES

Submit Part 1

DEVELOPMENT

Submit Part 1

CAA Confirmation of Major / Minor status from AS

Major

Submit Fee to AS

Minor

Unacceptable

CAA Assessment of Part 1

Acceptable

Part 1 Approval Letter from AS

Return to Aerodrome Licence Holder

Unacceptable

CAA Assessment of Part 2

Acceptable

Part 2 Approval from AS

Submit Part 3

Letter confirming acceptability from ADT

MAINTENANCE PROJECTS

See Chapter 6

Initial Development Meeting (if required)
# Notification of Changes to the Physical Characteristics

## 1. Aerodrome Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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</thead>
<tbody>
<tr>
<td>Aerodrome Name</td>
<td></td>
</tr>
<tr>
<td>Aerodrome Address</td>
<td></td>
</tr>
<tr>
<td>Accountable Manager: Name</td>
<td></td>
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**Accountable Manager:**
- Name: __________________________
- Tel: ____________________________
- Email: _________________________

**Project Manager:**
- Name: __________________________
- Tel: ____________________________
- Email: _________________________

## 2. Project Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>Title of Project</td>
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<tr>
<td>Reason for Change</td>
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<td>Brief Description</td>
<td></td>
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<tr>
<td>Planned Commencement Date</td>
<td></td>
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<tr>
<td>Planned Duration of Work</td>
<td></td>
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<tr>
<td>Estimated Completion Date</td>
<td></td>
</tr>
<tr>
<td>Aerodrome closed during Work in Progress?</td>
<td>YES/NO  (Delete as applicable)</td>
</tr>
<tr>
<td>Hours of Work</td>
<td></td>
</tr>
</tbody>
</table>
NOTIFICATION OF CHANGES TO THE PHYSICAL CHARACTERISTICS

3. SUPPORTING DOCUMENTS ATTACHED

List of Enclosed Documents:

4. IMPACT ON OBSTACLE LIMITATION SURFACES (OLS)

Grid Co-ordinates (Northings and Eastings) of Structure: ..............................................................................

Ground height at site location: ....................................................................................................................

Maximum height of Structure: ......................................................................................................................

Height of relevant OLS at Site Location: ........................................................................................................

5. STRIP CLEARANCES

Structure(s) outside Runway & Taxiway Strip: YES / NO (Delete as applicable)

Structure(s) outside Runway Cleared & Graded Area: YES / NO (Delete as applicable)

If ‘No’, please provide details below: ............................................................................................................

..........................................................................................................................................................

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6. FOR RUNWAY EXTENSIONS, DETAILS OF DECLARED DISTANCES

6.1 TODA: TORA: LDA: ASDA:

TODA: TORA: LDA: ASDA:

7. RUNWAY STATUS

7.1 Existing: Non-Instrument/Instrument* (Delete as applicable)

Proposed: Non-Instrument/Instrument* (Delete as applicable)

(*For example, ILS / MLS)
3.2 Evaluation of the impact of the changes on safety of existing operations

3.2.1 All development is expected at least to meet the criteria detailed in ……… which are minimum standards. During the planning process existing variations on the aerodrome licence should be examined to determine whether they can be removed or improved as part of the development.

3.2.2 However, there may be circumstances when a safety significant development is deemed essential but:

   a) it falls outside the scope of Manual of Aerodrome Standards or;
   b) the requirements of the Manual of Aerodrome Standards cannot be met; or
   c) an existing variation cannot be corrected.

3.2.3 In these circumstances an assessment of risk, showing clearly that the risk is at a level acceptable to both the aerodrome management and the CAA will be necessary. Provision and funding of the assessment is the aerodrome’s responsibility.

3.2.4 The type of risk assessment undertaken will vary depending upon the safety criticality of the development. If the possible consequences were a serious accident to an aircraft (significant damage or worse), a full quantitative analysis by risk assessment specialists might be required. However, in many circumstances where the severity of the potential hazards is not great or can be easily mitigated, the risk assessment can be carried out by a small group of local managers using their own experience and specialist knowledge. CAA can advise which of the two options may be the most appropriate. It should be noted that the submission of a risk or safety assessment does not automatically guarantee approval of a project.

3.2.5 Whatever the risk comparator chosen, aerodrome management should be aware that it would be most unwise to begin a development before the CAA has ensured there are no objections to it.

3.2.6 Further information on Risk Assessment is shown in Appendix …..