

Procedures for changes to aerodrome infrastructure

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Enquiries regarding the content of this publication should be addressed to: asddocs@caa.co.uk

Aerodrome Standards Department,
Safety Regulation Group,
Civil Aviation Authority,
Aviation House,
Gatwick Airport South,
West Sussex,
RH6 0YR

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Revision history

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Version	Date	Change
2	30/08/2016	Changes within this first amendment comprise: Chapter 1 Introduction of EU Regulation requirements. Chapter 2 Multiple changes to include guidance on engagement with the CAA for certificated aerodromes Chapter 4 Multiple changes to include guidance on project planning and preparation for certificated aerodromes Chapter 5 Multiple changes to include guidance on the submission process to the CAA for certificated aerodromes Chapter 6 Multiple changes to include guidance on maintenance projects including those classified as significant maintenance projects for certificated aerodromes

Executive summary

Introduction

1. The purpose of this document is to give guidance on the procedures to be used to notify the CAA of changes at an aerodrome, covering both infrastructure and management system changes. Additionally, it includes guidance to help ensure that changes comply with licensing and certification criteria and are managed safely. Further information can be found at the CAA Airports Change Management webpage (<http://www.caa.co.uk/Commercial-Industry/Airports/>).
2. Throughout this document the CAA refers to both licensed and certificated aerodromes. To clarify the difference it should be noted that 'licensed' aerodromes are those issued with a UK national licence, whereas certificated aerodromes are those issued with an EASA certificate.
3. The 4 categories are defined as follows:

Development

Where new or upgraded infrastructure is to be provided. Examples include new or extensions to buildings, aerodrome infrastructure (such as taxiways and aprons), visual aids and navigation aids. Developments are classified as major or minor, details of which are provided in Chapter 3.

Changes

Where existing aerodrome infrastructure or physical characteristics are being changed, for example reconfiguration of stands, changes to the runway or declared distances. Changes include projects that involve removing or amending existing aerodrome non-conformities.

Maintenance

Where existing infrastructure is being repaired, refurbished or replaced but without changing the characteristics of the piece of infrastructure. See Chapter 8.

Management system

Significant changes to the management system, involving organisational structure changes. It is not intended that changes to personnel need prior approval from the CAA, however where it is intended that an individual role takes on additional responsibility or the current structure's reporting line changes, it is likely this will need prior approval. This requirement applies to certificated aerodromes only.

Chapter 1

Regulation requirements

Aerodrome certification – EASA aerodromes

- 1.1 The certification of an aerodrome is governed by Commission Regulation (EU) No 139/2014 (Aerodromes) ‘the Aerodrome Regulation’. When an aerodrome receives its certificate, it is granted on the basis that it meets aerodrome certification criteria including the establishment of a Certification Basis (CB) and a management system.
- 1.2 The aerodrome regulation requires that all changes to aerodrome facilities and those procedures and policies that have the potential to affect the aerodromes continuing basis for certification need to be notified to the CAA. This procedure applies to changes that affect the Aerodrome Manual, as well as the CB.
- 1.3 However, the regulation requires that some changes require prior approval by the CAA. This publication defines those changes, in addition to those changes that do not require prior approval (see Chapter 7).

Aerodrome licensing – National aerodromes

- 1.4 The grant of an aerodrome licence is governed by the Air Navigation Order, which requires the CAA to grant a licence in respect of any aerodrome in the United Kingdom if it is satisfied that the aerodrome is safe for use by aircraft, having regard in particular to the physical characteristics of the aerodrome and of its surroundings. When an aerodrome receives its licence, it is granted on the basis that it meets aerodrome licensing criteria, unless variations to these criteria have been agreed by the CAA.
- 1.5 An aerodrome licence condition requires that changes in the physical characteristics of the aerodrome, including the erection of new buildings

and alterations to existing buildings or the visual aids, shall not be made without prior approval of the CAA. The purpose of this is to ensure that the CAA is satisfied that changes in the physical characteristics meet licensing criteria and do not present a safety hazard.

- 1.6 Project proposals should comply with the criteria contained within the appropriate regulations. Additionally, some proposals provide an opportunity to review existing non-compliances, with the intention of removal, where possible. Where a non-compliance cannot be removed, a supporting risk assessment should be carried out, taking into account current and foreseeable operations, and the outcome of the analysis acted upon accordingly.