

Issued: 06 March 2015

## Changes to CAA Aerodrome and ANSP Audit Format

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information

| Applicability:                        |                                      |
|---------------------------------------|--------------------------------------|
| <b>Aerodromes:</b>                    | All Certificated/Licensed Aerodromes |
| <b>Air Traffic:</b>                   | All Air Navigation Service Providers |
| <b>Airspace:</b>                      | Not primarily affected               |
| <b>Airworthiness:</b>                 | Not primarily affected               |
| <b>Flight Operations:</b>             | Not primarily affected               |
| <b>Licensed/Unlicensed Personnel:</b> | Not primarily affected               |

### 1 Introduction

- 1.1 As part of its transformation programme, the CAA is introducing new tools and systems to enable us to work more effectively and efficiently. One such tool being introduced will change the way that the CAA operates involves QPulse, a tool used to plan and record audits and other oversight activities. The purpose of this IN is to inform industry of this change.

### 2 Scope

- 2.1 The content of this IN applies to all UK Certificated/Licensed aerodromes and Air Navigation Service Providers.

### 3 Information

- 3.1 From 11 March 2015 the Airspace, ATM and Aerodromes Division of SARG will be using a new system to generate audit notifications and audit reports in a format that has been standardised across the CAA.
- 3.2 These will appear different from documents previously issued to you, but still perform the same function. On the occasion of the next audit due at your unit or organisation after 11 March, you will be briefed on the new style of report, its content presentation and how to record your actions and respond to the report once it has been received.
- 3.3 In some areas not all types of audit report will immediately migrate across to the new style; where this is the case the original format will continue to be used until further development work has been completed and you will be advised of this difference at the audit in-brief.

## 4 Queries

- 4.1 Any queries or requests for further guidance as a result of this communication should be addressed to:

Airspace, ATM and Aerodromes  
Safety & Airspace Regulation Group  
Aviation House  
Gatwick Airport South  
West Sussex  
RH6 0YR

E-mail: [asddocs@caa.co.uk](mailto:asddocs@caa.co.uk)

## 5 Cancellation

- 5.1 This Information Notice will remain in force until further notice.