

Change Management

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Aerodromes inspector's classroom training and on-the-job training
together with review of handbooks and procedures - Bilateral Course

22 – 31 July Myanmar

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Change management

- Documentation of reference
- Introduction
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Change management

Documentation of reference

Change management

Documentation of reference

- Regulation (EC) No 216/2008 of the European Parliament and of the Council of 20 February 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency and repealing Council Directive 91 / 670 / EEC, Regulation (EC) No 1592/2002 and Directive 2004/36 / EC.
- Commission Regulation (EU) No 139/2014 of 12 February 2014 laying down the requirements and administrative procedures relating to aerodromes in accordance with Regulation (EC) No 216/2008 of the European Parliament and of the Council the advice.

Change management

Introduction

Change management

Introduction

- With the entry into force of Commission Regulation (EU) No 139/2014 of 12 February 2014, appeared the need to develop and approve a formal procedure for the process and management of airport changes.
- The *General Technical Instruction for the Management of Change in Airports*, which establishes the conditions and particularities of the management and process of the changes by the aerodrome operator.
- The publication of this *Instruction* implies the specific adaptation of the change management procedure established at each airport within its Safety Management System.

Change management

Requirements established in the European regulation

Change management

Requirements established in the European regulation

Authority requirements

The change management procedure must be approved by the Competent Authority.

ADR.AR.C.035 Issuance of certificates

Regulation (EU) No 139/2014

- (h) To enable an aerodrome operator to implement changes without prior approval of the Competent Authority in accordance with [ADR.OR.B.040\(d\)](#), the Competent Authority shall approve a procedure defining the scope of such changes and describing how such changes will be managed and notified.

Change management

Requirements established in the European regulation

Authority requirements

The authority must develop a procedure to assess the changes proposed by the aerodrome operator.

AMC1 ADR.AR.C.035(h) Issuance of certificates

ED Decision 2014/012/R

APPROVAL OF THE PROCEDURE FOR THE MANAGEMENT AND NOTIFICATION OF CHANGES

The Competent Authority should establish and document its process to be followed by the aerodrome inspectors when assessing the scope of the changes in the procedure proposed by the aerodrome operator to be followed for the management and notification of the changes. Criteria to be used include, but are not limited to:

- (a) frequency of changes;
- (b) magnitude of changes;
- (c) complexity of the aerodrome and type of operations;
- (d) density of traffic at the aerodrome;
- (e) time required to assess the documentation of the changes notified by the aerodrome operator;
- (f) reasonable reaction times in relation to types of changes for the Competent Authority to object to a notification;
- (g) need for the timely publication of the changes and their notification by the AIRAC system;
- (h) previous conduct of the aerodrome operator; and
- (i) effectiveness of the safety management system of the aerodrome operator.

Change management

Requirements established in the European regulation

Authority requirements

Changes requiring prior approval

ADR.AR.C.040 Changes

Regulation (EU) No 139/2014

- (a) Upon receiving an application for a change, in accordance with [ADR.OR.B.40](#), that requires prior approval, the Competent Authority shall assess the application and, if relevant, notify the aerodrome operator of:
 - (1) the applicable certification specifications issued by the Agency, which are applicable to the proposed change and which are effective on the date of the application, unless:
 - (a) the applicant elects compliance with later effective amendments; or
 - (b) the Competent Authority finds that compliance with such later effective amendments is necessary;
 - (2) any other certification specification issued by the Agency that the Competent Authority finds is directly related to the proposed change;
 - (3) any special condition, and amendment to special conditions, prescribed by the Competent Authority in accordance with point [ADR.AR.C.025](#), the Competent Authority finds is necessary; and
 - (4) the amended certification basis, if affected by the proposed change.

Change management

Requirements established in the European regulation

Authority requirements

Changes requiring prior approval

- (b) The Competent Authority shall approve the change when the aerodrome operator has demonstrated, to the satisfaction of the Competent Authority, compliance with the requirements in [ADR.OR.B.040](#) and, if applicable, with [ADR.OR.E.005](#).
- (c) If the approved change affects the terms of the certificate, the Competent Authority shall amend them.
- (d) The Competent Authority shall approve any conditions under which the aerodrome operator shall operate during the change.
- (e) Without prejudice to any additional enforcement measures, when the aerodrome operator implements changes requiring prior approval without having received Competent Authority approval as defined in (a), the Competent Authority shall consider the need to suspend, limit or revoke the certificate.

The conditions under which the aerodrome operator shall operate during the change must be approved by the Competent Authority

Change management

Requirements established in the European regulation

Authority requirements

Changes

- (f) For changes not requiring prior approval, the Competent Authority shall assess the information provided in the notification sent by the aerodrome operator in accordance with [ADR.OR.B.040\(d\)](#) to verify their appropriate management and verify their compliance with the certification specifications and other appropriate requirements applicable to the change. In case of any non-compliance, the Competent Authority shall:
- (1) notify the aerodrome operator about the non-compliance and request further changes; and
 - (2) in case of level 1 or level 2 findings, act in accordance with point [ADR.AR.C.055](#).

Change management

Requirements established in the European regulation

Authority
requirements

Changes

AMC1 ADR.AR.C.040(a) Changes

ED Decision 2014/012/R

EFFECTIVE CERTIFICATION SPECIFICATIONS FOR CHANGES

- (a) The certification specifications that the Competent Authority should use to assess the application for or the notification of a change, should be those which were effective on the date of the notification of the change by the aerodrome operator.
- (b) Notwithstanding paragraph (a) above, at any point of the process the aerodrome operator may request to use certification specifications that came into force after the filing of the application for, or notification of a change. In such cases, the Competent Authority should examine if it is necessary to also notify the aerodrome operator of other certification specifications, which also came into effect after the date of the application for, or the notification of the change by the aerodrome operator, and which are, in the opinion of the Competent Authority, directly related to those already identified as being affected by the change.
- (c) Notwithstanding paragraph (a) and (b) above, the Competent Authority may at any time, after the application or notification of a change by the aerodrome operator, decide to notify the aerodrome operator of any certification specifications that it deems necessary for the proposed change.

Change management

Requirements established in the European regulation

Authority
requirements

Changes

AMC2 ADR.AR.C.040(a) Changes

ED Decision 2014/012/R

CHANGES REQUIRING PRIOR APPROVAL

- (a) Upon receiving an application for a proposed change that requires a prior approval, the Competent Authority should, in due time:
 - (1) assess the proposed change in relation to the certification basis, and the applicable requirements of [Part-ADR.OR](#), [Part-ADR.OPS](#), as well as any other applicable requirements;
 - (2) assess if the aerodrome operator has identified all the applicable certification specifications, applicable requirements of [Part-ADR.OR](#), [Part-ADR.OPS](#), or other applicable requirements which are related to or affected by the change, as well as any proposal of the applicant for the demonstration of an equivalent level of safety;
 - (3) assess the actions proposed by the aerodrome operator in order to show compliance with (1) and (2) above;
 - (4) review and assess the content of proposed changes to the aerodrome manual; and
 - (5) evaluate the safety assessment that has been submitted by the aerodrome operator, in accordance with [GM3 ADR.AR.C.035\(a\)](#) and verify its compliance with [ADR.OR.B.040\(f\)](#).

Change management

Requirements established in the European regulation

Authority
requirements

Changes

- (b) The Competent Authority should also determine, in due time:
 - (1) if the proposed change is directly related to any other certification specification which had been included in the certification basis. If the Competent Authority finds such a relationship, it should include these related certification specifications amongst those to be notified to the applicant; and
 - (2) if the proposed change is such that a special condition, or an amendment to an existing special condition is required.
- (c) The Competent Authority should document and notify, in writing, the aerodrome operator, in due time, of:
 - (1) the certification specifications that it has identified to be applicable in accordance with the previous paragraphs (a) and (b);
 - (2) any provisions for which the Competent Authority has accepted the applicant to demonstrate an equivalent level of safety; and
 - (3) any special conditions, or amendments to special conditions it finds necessary.

Change management

Requirements established in the European regulation

Authority requirements

Changes

- (a) Changes in nominated persons: The Competent Authority should be informed of any changes to nominated persons (see [ADR.OR.D.015](#)) that may affect the certificate or the terms of approval attached to it. When an aerodrome operator submits the name of a nominee for the nominated persons, the Competent Authority should assess his/her qualifications, and may interview the nominee, or call for additional evidence of his/her suitability. (see [GM1 ADR.AR.C.035\(a\)](#)).
- (b) The Competent Authority should receive from the aerodrome operator each management system documentation amendment, including amendments that do not require prior approval by the Competent Authority. A documented systematic approach should be used for maintaining the information on when an amendment was received by the Competent Authority and when it was approved.
- (c) Where the amendment requires the Competent Authority's approval, the Competent Authority, when satisfied, should indicate its approval in writing. Where the amendment does not require prior approval, the Competent Authority should acknowledge receipt in writing within the time limits existing under the relevant national legislation.
- (d) For changes requiring prior approval, in order to verify the aerodrome operator's compliance with the applicable requirements, the Competent Authority should consider the need to conduct an audit of the operator, limited to the extent of the changes. If required for verification, the audit should include additional interviews and inspections carried out at the aerodrome operator's facilities.

Changes in nominated persons: possible interviews

Changes requiring prior approval: conduct an audit?

Change management

Requirements established in the European regulation

Aerodrome
requirements

Changes requiring
prior approval

ADR.OR.B.040 Changes

Regulation (EU) No 139/2014

- (a) Any change:
 - (1) affecting the terms of the certificate, its certification basis and safety-critical aerodrome equipment; or
 - (2) significantly affecting elements of the aerodrome operator's management system as required in [ADR.OR.D.005\(b\)](#)shall require prior approval by the Competent Authority.
- (b) For other changes requiring prior approval in accordance with Regulation (EC) No 216/2008 and its Implementing Rules, the aerodrome operator shall apply for and obtain an approval issued by the Competent Authority.
- (c) The application for a change in accordance with point (a) or (b) shall be submitted before any such change takes place, in order to enable the Competent Authority to determine continued compliance with Regulation (EC) No 216/2008 and its Implementing Rules and to amend, if necessary, the certificate and related terms of the certificate attached to it.

The change shall only be implemented upon receipt of formal approval by the Competent Authority in accordance with [ADR.AR.C.040](#).

During the changes, the aerodrome operator shall operate under the conditions approved by the Competent Authority.

Change management

Requirements established in the European regulation

Aerodrome requirements

Changes not requiring prior approval

- (d) Changes not requiring prior approval shall be managed and notified to the Competent Authority as defined in the procedure approved by the Competent Authority in accordance with [ADR.AR.C.035\(h\)](#).

Change management

Requirements established in the European regulation

Aerodrome requirements

Changes requiring prior approval: documentation to be provided by the aerodrome operator

The aerodrome operator should ensure that prior to initiating any change to the aerodrome or its operation, which requires prior approval, an application is submitted to the Competent Authority. The applicant should provide documentation containing a description of the proposed change, in which the following are identified:

- (a) the terms of the certificate, and/or the elements of the certification basis, and/or the safety-critical aerodrome equipment and/or aerodrome operator's management system (as required by [ADR.OR.D.005\(b\)](#)), and the parts of aerodrome manual, which are affected by the change, including relevant appropriate detailed design drawings;
- (b) the certification specifications with which the proposed change has been designed to comply with, including the certification specifications for which the applicant proposes to show compliance in a different manner in order to demonstrate an equivalent level of safety (for such cases see [AMC1 ADR.OR.B.015\(b\)\(1\);\(2\);\(3\);\(4\)](#), paragraph (c)(1));
- (c) the requirements of [Part-ADR.OR](#) and [Part-ADR.OPS](#), and any other applicable requirements that have to be complied with as a result of the proposed change, including the way in which compliance is intended to be demonstrated; and
- (d) the safety assessment required under [ADR.OR.B.040\(f\)](#).

Change management

Requirements established in the European regulation

Aerodrome requirements

Changes requiring prior approval: list of items which should be granted prior approval

- (a) Use of alternative means of compliance as required by [ADR.OR.A.015](#) Means of Compliance.
- (b) Changes to the management and notification procedure for changes not requiring a prior approval, as required by [ADR.OR.B.015\(b\)\(4\)](#) Application for a certificate.
- (c) Changes to the certification basis, or the terms of the certificate, as required by [ADR.OR.B.040\(a\)\(1\)](#) Changes.
- (d) Changes to safety-critical aerodrome equipment as required by [ADR.OR.B.040\(a\)\(1\)](#) Changes.
- (e) Changes significantly affecting elements of the aerodrome operator's management system as required by [ADR.OR.B.040\(a\)\(2\)](#) Changes.
- (f) Changes to the level of protection of rescue and firefighting services as required by [ADR.OPS.B.010\(a\)\(1\)\(2\)](#) Rescue and firefighting services.
- (g) Changes to low visibility procedures as required by [ADR.OPS.B.045\(b\)](#) Low Visibility Operations.
- (h) Operation of aircraft with higher code letter as required by [ADR.OPS.B.090\(a\)](#) Use of the aerodrome by higher code letter aircraft.

Change management

Purpose and Application

Change management

Purpose and Application

PURPOSE

- The purpose of the *Technical Instruction for Airport Change Management* is to establish the **conditions and particularities of the management and process of changes** by those aerodromes operators that are subject to the certification requirement in accordance with current legislation.
- It establishes **references and acceptable means** for the Authority in relation to the Management of the Change, as well as the notifications to be made by the Aerodrome Operator, the established deadlines and the cases in which AESA's explicit prior approval is required to the implementation and entry into service of the change.

Change management

Purpose and Application

APPLICATION

- The *Technical Instruction* is applicable to **airports subject to certification** according to the current legislation.
- Each airport shall adapt the existing *Change Management Procedure* of their SMS to the references and contents of the *Instruction* (*a similar procedure was already implemented, developed according to prior Spanish Certification Regulation*).

Change management

Change Management Procedure

Change management

Change Management Procedure

OBJETIVE

To describe the methodology to be followed to manage changes at the airport, from their planning to the entry into service, defining its registration and control, and the responsibilities of each player regarding the actions to be performed.



Change management

Change Management Procedure



ANALYSIS OF CHANGE - DEFINITION OF CHANGE

According to the *General Technical Instruction for Airport Change Management*, "**change**" is defined as any **planned action** in the organization, infrastructures or equipment, including the introduction of new procedures and modifications of existing procedures, or the entry into force of new regulations which:

- Affect the safety of the airport (above a minimum level) and
- its management is not established in advance in the day to day operation of the airport operator.

Minor changes ("amendments or corrections") will not be considered changes in this regard.

Change management

Change Management Procedure

ANALYSIS OF CHANGE – CLASSIFICATION OF CHANGE

- **Type 1 / Type 1A:**

Changes subject to explicit prior approval by AESA, before to its implementation.

- **Type 2:**

Changes that require prior notification before being implemented.

- **Type 3:**

Changes registered and periodically notified (before or after their implementation)

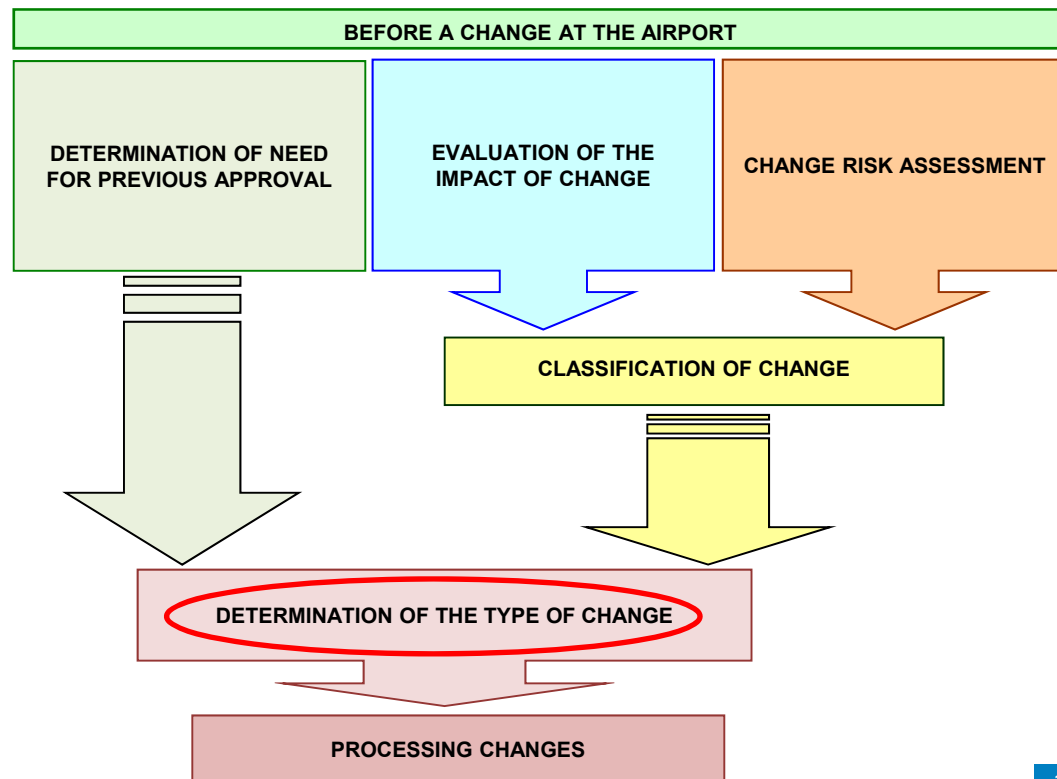


Change management

Change Management Procedure

ANALYSIS OF CHANGE – DETERMINATION OF THE TYPE OF CHANGE

Facing a change, the
aerodrome operator should
first define the type of change.

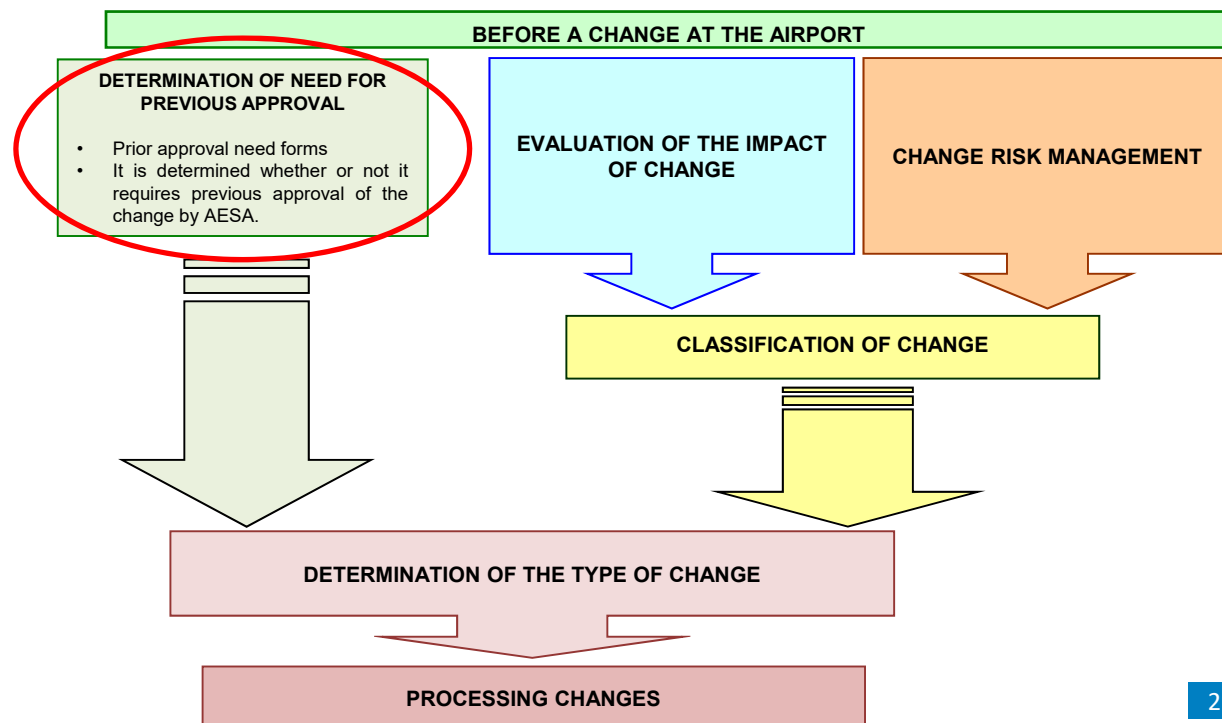


Change management

Change Management Procedure

1. First step: Determination the need for previous approval

ANALYSIS OF CHANGE –
DETERMINATION OF THE
TYPE OF CHANGE



Change management

Change Management Procedure

ANALYSIS OF CHANGE – DETERMINATION OF THE TYPE OF CHANGE

1. First step: Determination of the need for previous approval

Does the change affect any of the elements contained in the following prior approval forms?:

- Changes in the terms of the certificate (*F-GC-AP-TC-APTO-v2014.1*)
- Changes in regulatory requirements (*F-GC-AP-TC-APTO-v2014.1*)
- Changes to Safety-Critical Equipment (*F-GC-AP-TC-APTO-v2014.1*)
- Changes to the SMS elements (*F-GC-AP-TC-APTO-v2014.1*)
- Changes in other requirements that require prior approval (*F-GC-AP-TC-APTO-v2014.1*)

If so, approval will be required for its implementation and entry into service.

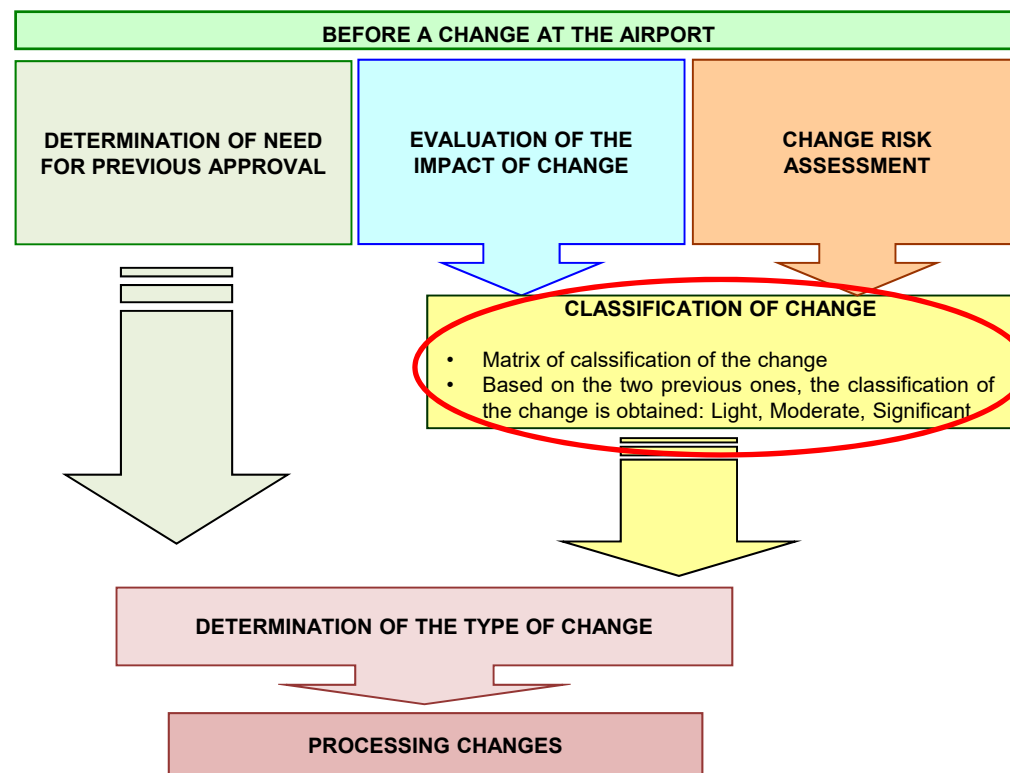


Change management

Change Management Procedure

ANALYSIS OF CHANGE –
DETERMINATION OF THE
TYPE OF CHANGE

**2. Second step:
Classification of change**



Change management

Change Management Procedure

ANALYSIS OF CHANGE –
DETERMINATION OF THE
TYPE OF CHANGE

2. Second step: Classification of change

In order to determine the classification of the change, it's necessary to proceed as follows:

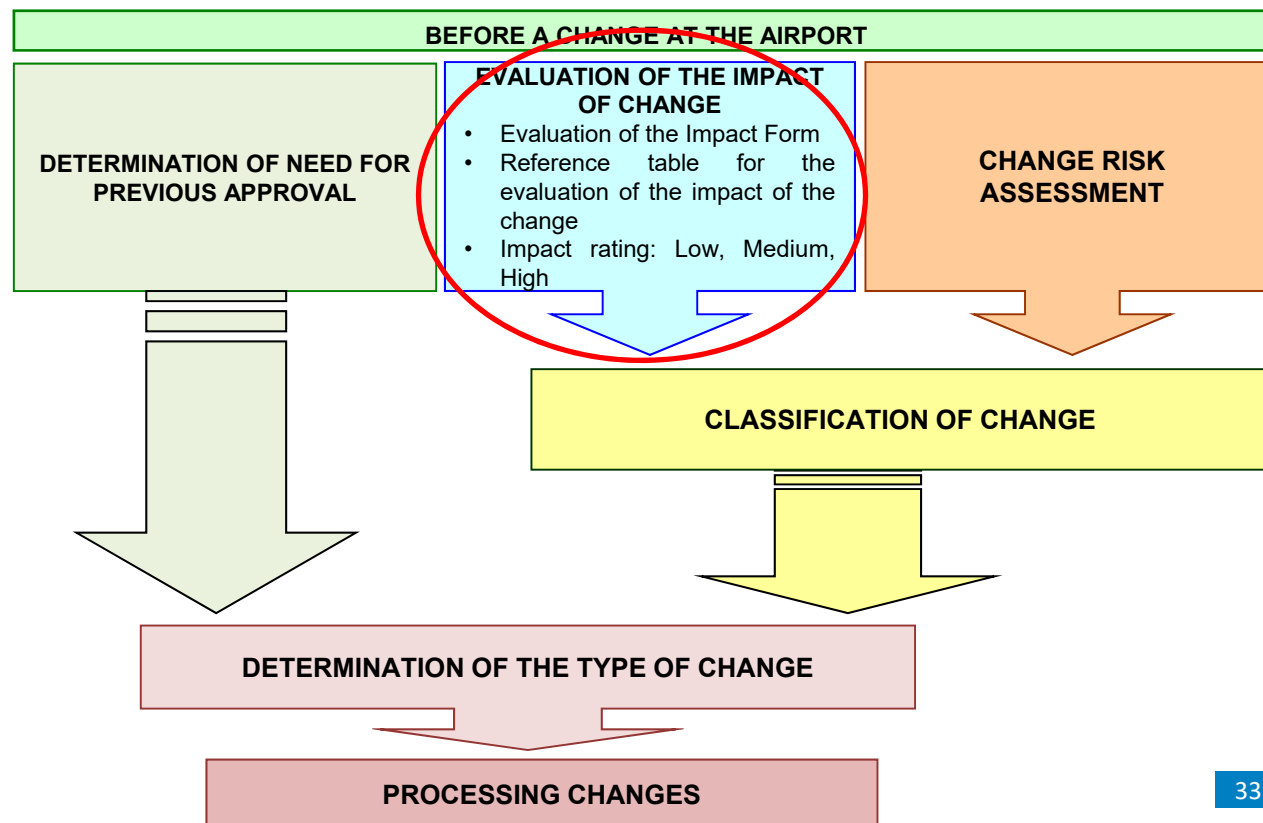
- Evaluation of the impact of the change.
- Change risk assessment.
- Based on the above, classification of change.

Change management

Change Management Procedure

ANALYSIS OF CHANGE –
DETERMINATION OF THE
TYPE OF CHANGE

2. Second step:
Classification of change



Change management

Change Management Procedure

2. Second step: Classification of change

ANALYSIS OF CHANGE –
DETERMINATION OF THE
TYPE OF CHANGE

2.1 EVALUATION OF THE IMPACT

The Aerodrome Operator will assess the impact of the change through the evaluation of the impact form, taking into account the criteria set out in the evaluation of the impact Criteria Table and the Level Table for Change Impact Rating.

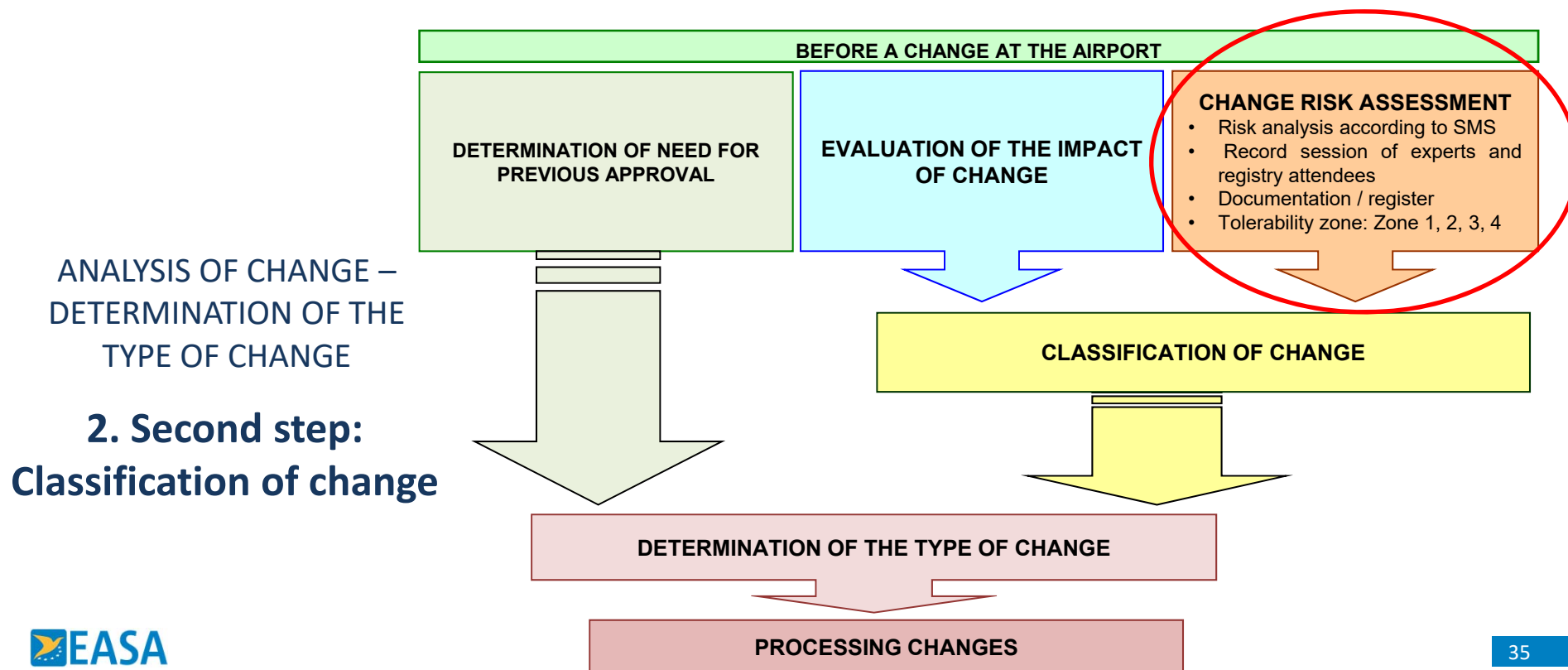
LOW

MIDDLE

HIGH

Change management

Change Management Procedure



Change management

Change Management Procedure

ANALYSIS OF CHANGE – DETERMINATION OF THE TYPE OF CHANGE

2. Second step: Classification of change

2.2 CHANGE RISK ASSESSMENT

- According to the risk management procedure of the airport SMS.
- The assessment must have into consideration both the implementation of the change and the regular operation once the change has been implemented.

The phase of implementation includes the transition period while the works related to the change are being carried out, and the afterwards adaptation period until the regular operation is reached.

- Risk classification: Tolerability matrix.

Change management

Change Management Procedure

ANALYSIS OF CHANGE – DETERMINATION OF THE TYPE OF CHANGE

2. Second step: Classification of change

2.2 CHANGE RISK ASSESSMENT

PROBABILITY SEVERITY	EXTREMELY IMPROBABLE (1)	IMPROBABLE (2)	REMOTE (3)	OCCASIONAL (4)	FREQUENT (5)
CATASTROPHIC (A)	TOLERABLE (1A)	UNACCEPTABLE (2A)	UNACCEPTABLE (3A)	UNACCEPTABLE (4A)	Unacceptable (5A)
DANGEROUS (B)	ACCEPTABLE (1B)	TOLERABLE (2B)	UNACCEPTABLE (3B)	UNACCEPTABLE (4B)	UNACCEPTABLE (5B)
IMPORTANT / MAJOR (C)	ACCEPTABLE (1C)	ACCEPTABLE (2C)	TOLERABLE (3C)	UNACCEPTABLE (4C)	UNACCEPTABLE (5C)
NOT IMPORTANT / MINOR (D)	ACCEPTABLE (1D)	ACCEPTABLE (2D)	ACCEPTABLE (3D)	TOLERABLE (4D)	TOLERABLE (5D)
INSIGNIFICANT (E)	ACCEPTABLE (1E)	ACCEPTABLE (2E)	ACCEPTABLE (3E)	ACCEPTABLE (4E)	ACCEPTABLE (5E)

Change management

Change Management Procedure

ANALYSIS OF CHANGE – DETERMINATION OF THE TYPE OF CHANGE

2. Second step: Classification of change

2.2 CHANGE RISK ASSESSMENT

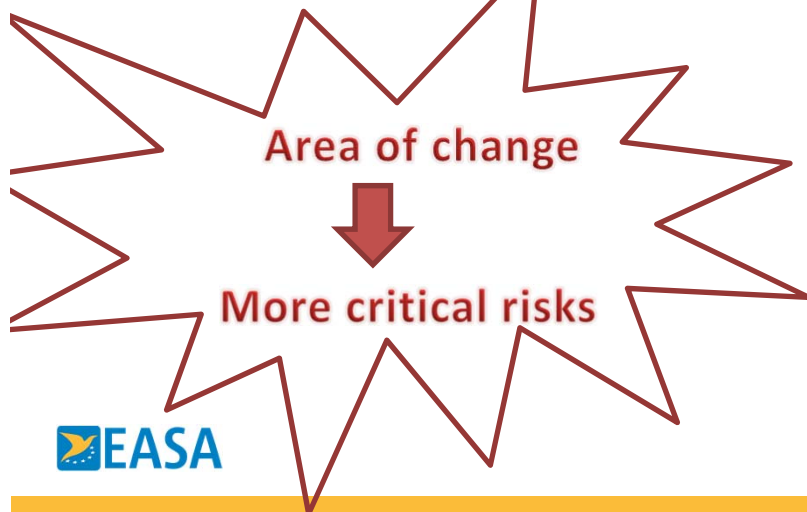
PROBABILITY SEVERITY	EXTREMELY. IMPROBABLE	IMPROBABLE	REMOTE	OCASSIONAL	FREQUENT
CATASTROPHIC	Area 4				
DANGEROUS	Area 3	Area 4			
IMPORTANT / MAJOR	Area 3	Area 3	Area 4		
NOT IMPORTANTE / MINOR	Area 1	Area 1	Area 1	Area 2	Area 2
INSIGNIFICANT	Area 1	Area 1	Area 1	Area 1	Area 1

Tolerability of Change Areas

Change management

Change Management Procedure

- Acceptable Risk with Low Severity
- Tolerable Risk with Low Severity
- Acceptable Risk with Medium-High Severity
- Tolerable Risk with Medium-High Severity



ANALYSIS OF CHANGE – DETERMINATION OF THE TYPE OF CHANGE

2. Second step: Classification of change

PROBABILITY	EXTREMELY. IMPROBABLE	IMPROBABLE	REMOTE	OCASSIONAL	FREQUENT
SEVERITY					
CATASTROPHIC	Area 4				
DANGEROUS	Area 3	Area 4			
IMPORTANT / MAJOR	Area 3	Area 3	Area 4		
NOT IMPORTANTE / MINOR	Area 1	Area 1	Area 1	Area 2	Area 2
INSIGNIFICANT	Area 1	Area 1	Area 1	Area 1	Area 1

Change management

Change Management Procedure

ANALYSIS OF CHANGE – DETERMINATION OF THE TYPE OF CHANGE

2. Second step: Classification of change

Based on the results obtained, the categorization of the change will be obtained:

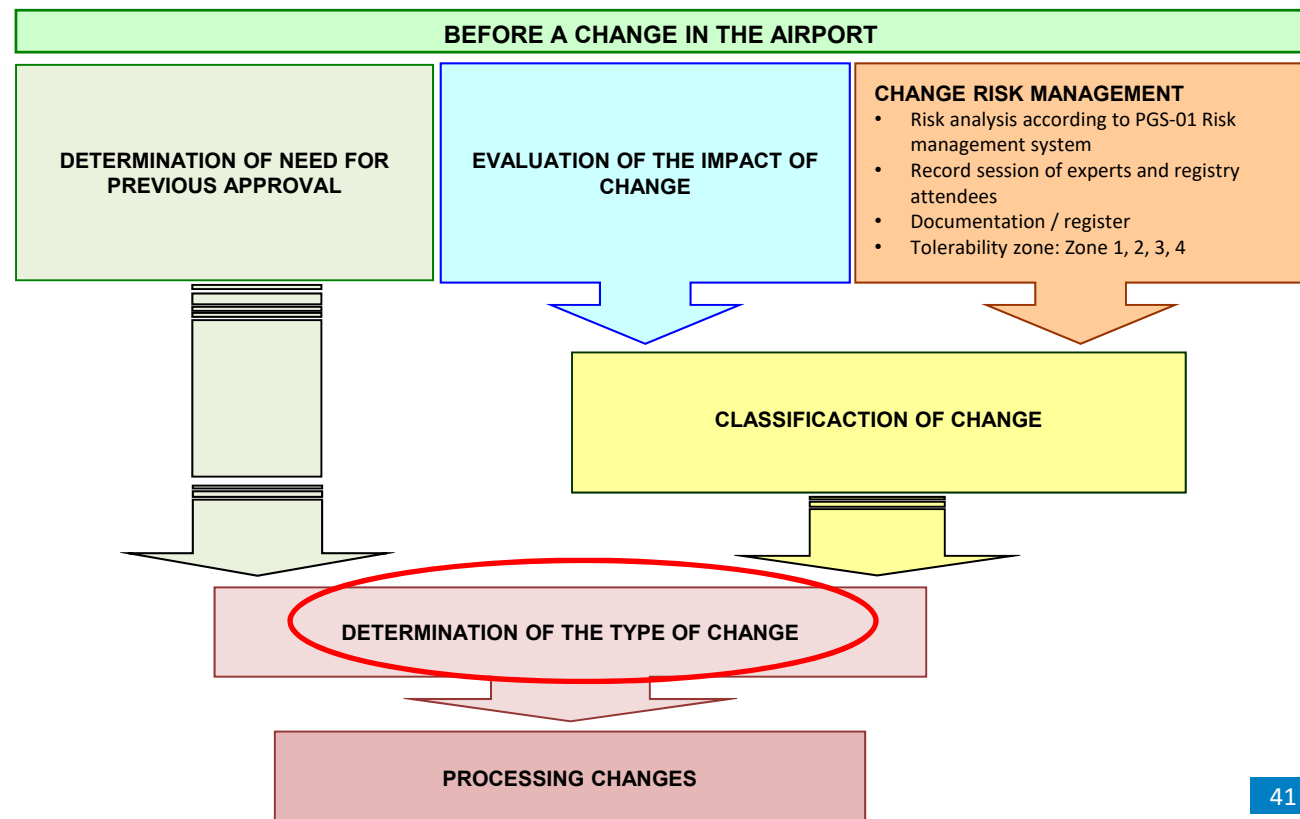
Impact Assessment	Area 1	Area 2	Area 3	Area 4
LOW	NEGLIGIBLE	NEGLIGIBLE	MODERATE	MODERATE
MIDDLE	NEGLIGIBLE	MODERATE	MODERATE	SIGNIFICANT
HIGH	MODERATE	MODERATE	SIGNIFICANT	SIGNIFICANT

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Change Management Procedure

ANALYSIS OF CHANGE – DETERMINATION OF THE TYPE OF CHANGE

3. Third step: TYPE OF CHANGE



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Change Management Procedure

ANALYSIS OF CHANGE –
DETERMINATION OF THE TYPE OF
CHANGE

3. Third step: TYPE OF CHANGE

CHANGE CATEGORY	NO PREVIOUS APPROVAL REQUIRED	REQUIRES PREVIOUS APPROVAL
NEGLIGIBLE / NON SIGNIFICANT	TYPE 3	TYPE 1A
MODERATE	TYPE 2	TYPE 1
SIGNIFICANT		

Change management

Change Management Procedure

CHANGE TYPES – Treatment

a) Changes requiring prior approval:

Type 1 - Full approval procedure.

Type 1A - Abbreviated approval procedure.

b) Changes that do not require prior approval:

Type 2 - Pre-implementation notification.

Type 3 - They do not require notification prior their implementation. Joint registration and periodic notification.

ANALYSIS OF CHANGE – DETERMINATION OF THE TYPE OF CHANGE

CHANGE CATEGORY	NO PREVIOUS APPROVAL REQUIRED	REQUIRES PREVIOUS APPROVAL
NEGLIGIBLE/ NON SIGNIFICANT	TYPE 3	TYPE 1A
MODERATE	TYPE 2	TYPE 1
SIGNIFICANT		

Modifications and revisions in the interests of safety may be published and implemented immediately, provided that it has been made known to AESA.

Change management

Change Management Procedure

CHANGE LOG

1. General record of a change
2. Individual record of change
3. Application for approval (Type 1 / 1A)
4. Previous notification of changes not submitted for approval (Type 2)
5. Periodic reporting for changes that do not require prior approval or notification (Type 3)
6. Executive summary of the description of change

Change management

Change Management Procedure

PROCESSING OF CHANGES

- Documentation required for processing the change.
- Deadlines for sending the change documentation (if applies) to AESA.
- The Airport Operator must have all the supporting documentation associated with the change and generated in the management process of it.



Change management

Change Management Procedure

PROCESSING CHANGES TYPE 1

- The **communication to AESA** must be made at least **3 months before** the starting date of the change.
- For changes that require modification of the certificate, if after completing the forms and Risk Assessment it results of Type 1A, it will be processed with the information required for Type 1A changes, but must be communicated with the required deadline for Type 1 changes.
- Type 1 changes or those changes that require modification of the certificate, must be requested for approval by submitting the following documentation (next slide).

Change management

Change Management Procedure

TYPE 1 CHANGES	
DOCUMENTATION TO SUBMIT	PRESENTATION MODE
Application for approval	F-GC-SAP-CÓDIGO OACI-v2014.1
General change register	F-GC-RGS-01-CÓDIGO OACI-v2014.1
Individual change record	F-GC-RGS-02-CÓDIGO OACI-v2014.1
Executive summary of change description	
Evaluation of the impact Form	F-GC-EPI-CÓDIGO OACI-v2014.1
Forms of prior approval need:	
• Changes to the terms of the certificate	F-GC-AP-TC-CÓDIGO OACI-v2014.1
• Changes in regulatory requirements	F-GC-AP-BC-CÓDIGO OACI-v2014.1
• Changes in safety critical equipment	F-GC-AP-ECS-CÓDIGO OACI-v2014.1
• Changes to the SMS elements	F-GC-AP-SMS-CÓDIGO OACI-v2014.1
• Changes in other requirements that require approval	F-GC-AP-IR-CÓDIGO OACI-v2014.1
Registration of key personnel training	As needed. Records of identified training needs.
About Change Risk Management:	
• Risk Management / ASS	
• Records of evidence of implementation of defences, mitigation measures, monitoring, etc. Available at the time of delivery of the documentation, indicating the records to be provided in advance to the entry into force	According to procedure PGS-01 Risk management system. Risk Management Results Paper Documentary evidence of the implementation of mitigation measures and their monitoring until the implementation of the change
• Minutes of the committee or expert meeting	Minutes of meeting or expert meeting Record of attendees to the expert session
• Registration of participants in the risk analysis session (or corresponding safety committee)	
Other associated SMS records, available at the time of delivery of the documentation, indicating the records to be provided in advance to the entry into force of the change.	SMS own records, as applicable.
Other supporting documentation	Optional
Changes in the Manual:	
• Registration of amendments to the Manual.	Change Sheet of the Airport Manual.
• Amendments to the Manual.	Documentation of the Airport Manual affected by the change.
In the case it is determined by the Airport that it may be necessary to modify the certificate.	As per art. 19 from RD 862/09, of May the 14th

Change management

Change Management Procedure

PROCESSING CHANGES TYPE 1A

- The communication of the change to AESA shall be made at least 1 month before the scheduled date of the entry into service of the change.
- Type 1A changes, which require prior approval and do not require modification of the certificate, must be requested for approval by submitting the following documentation (next slide).

Change management

Change Management Procedure

TYPE 1A CHANGES	
DOCUMENTATION TO SUBMIT	PRESENTATION MODE
Application for approval	F-GC-SAP-CÓDIGO OACI-v2014.1
General change register	F-GC-RGS-01-CÓDIGO OACI-v2014.1
Individual change record	F-GC-RGS-02-CÓDIGO OACI-v2014.1
Executive summary of change description	
Evaluation of the impact Form	F-GC-EPI-CÓDIGO OACI-v2014.1
Forms of prior approval need:	
• Changes in regulatory requirements	F-GC-AP-BC-CÓDIGO OACI-v2014.1
• Changes in safety critical equipment	F-GC-AP-ECS-CÓDIGO OACI-v2014.1
• Changes to the SMS elements	F-GC-AP-SMS-CÓDIGO OACI-v2014.1
• Changes in other requirements that require approval	F-GC-AP-IR-CÓDIGO OACI-v2014.1
About Change Risk Management:	
• Risk Management / ASS	According to procedure PGS-01 Risk management system
• Minutes of the committee or expert meeting	Risk Management Results Paper
• Registration of participants in the risk analysis session (or corresponding safety committee)	Minutes of meeting or expert meeting Record of attendees to the expert session
Changes in the Manual:	Change Sheet of the Airport Manual.
• Registration of amendments to the Manual.	
• Amendments to the Manual.	Documentation of the Airport Manual affected by the change.
Other supporting documentation	Optional



Change management

Change Management Procedure

PROCESSING CHANGES TYPE 2

- The communication to AESA will be made at least 1 month before the starting date of the change.
- The implementation of the change can be started on the scheduled date after 30 days from the date of the arrival of the request to AESA by formal means, unless during that period, an AESA's is received with some type of requirement that could condition the date of entry into service of the change.
- Type 2 changes, which do not require prior approval, must be notified to AESA prior to the implementation of the change by submitting the following documentation (next slide).

Change management

Change Management Procedure

TYPE 2 CHANGES	
DOCUMENTATION TO SUBMIT	PRESENTATION MODE
Prior notification	F-GC-NOT-CÓDIGO OACI-v2014.1
General change register	F-GC-RGS-01-CÓDIGO OACI-v2014.1
Individual change record	F-GC-RGS-02-CÓDIGO OACI-v2014.1
Executive summary of change description	
Evaluation of the impact Form	F-GC-EPI-CÓDIGO OACI-v2014.1
About Change Risk Management:	According to procedure PGS-01 Risk management system
<ul style="list-style-type: none"> Risk Management / ASS 	Risk Management Results Paper
<ul style="list-style-type: none"> Minutes of the committee or expert meeting 	Minutes of meeting or expert meeting
<ul style="list-style-type: none"> Registration of participants in the risk analysis session (or corresponding safety committee) 	Record of attendees to the expert session
Changes in the Manual:	Change Sheet of the Airport Manual.
<ul style="list-style-type: none"> Registration of amendments to the Manual. 	Documentation of the Airport Manual affected by the change.
<ul style="list-style-type: none"> Amendments to the Manual. 	
Other supporting documentation	Optional

Change management

Change Management Procedure

PROCESSING OF TYPE 3 CHANGES

Type 3 changes that, based on the low impact on safety, do not need to be notified in advance of their implementation, nor do they require prior approval, will be notified by submitting the following documentation:

TYPE 3 CHANGES	
DOCUMENTATION TO SUBMIT	PRESENTATION MODE
Periodic communication	F-GC-COM-CÓDIGO OACI-v2014.1
General change register	F-GC-RGS-01-CÓDIGO OACI-v2014.1
Individual change record	F-GC-RGS-02-CÓDIGO OACI-v2014.1

Change management

Change Management Procedure

IMPLEMENTATION OF CHANGE

- Type 1 / 1A changes may not be brought into service until the Aerodrome Operator does not receive communication of approval from AESA.
- Type 2 changes may be implemented on the scheduled date, provided that after 30 days from the date of reception in AESA, if no express notification of AESA is received with any type of requirement that could condition the date of entry into service of the change.
- Type 3 changes may be implemented in accordance with the Aerodrome Operator change management procedure.

Change management

Change Management Procedure



Thank you for your attention!

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