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भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Directorate of Aviation Safety

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Date: 06/03/2023

Aviation Safety Advisory Circular No: 02/2023

Sub: Recommended Checklist for processing Safety Assessment Documents for Airport Operations and ATS service providers project/ change

1. Introduction

- 1.1. Management of change is a key element under the Safety Assurance component of ICAO SMS (Safety Management System) framework. DGCA Civil Aviation Requirements (CAR) on Establishment of a Safety Management System also follows a similar framework and directs all concerned aviation organizations to develop and maintain a formal process for the management of change.
- 1.2. Airports Authority of India (AAI) has described its SMS through the Corporate Safety Management System Manual (C-SMS Manual). Current version of C-SMS Manual (Version 3, Issue 3) which has been prepared in conformance with the DGCA CAR requires all concerned AAI service delivery units to carry out the change management process in a systematic manner. An Electronic Copy of current C-SMS manual (Version-3, Issue-III) is available on AAI website (<https://www.aai.aero/en/employee-corner/documents>)
- 1.3. All changes that have an impact on the safety of the systems, facilities or services provided by AAI require a formal safety assessment to be conducted, documented and reported, prior to any change implementation.

2. Purpose

- 2.1. This circular is intended to provide guidelines into the intricacies of change management in general and safety assessment processes in particular for projects at Airports operations and ANS. The purpose of this circular is to assist Accountable Executives/Project Managers/Safety Managers in complying with guidelines issued by AAI Aviation Safety Directorate for processing Safety Assessment documents for any change or new project.

3. Scope and Responsibility: -

- 3.1. This Circular is applicable to all AAI service delivery units at AAI owned Airports (including civil enclaves) and ATS units.

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4. Recommended Checklist for processing Safety Assessment documents for projects of Airport operations and ATS: -

- 4.1. Recommended Checklist for Concept/Design phase Safety Assessment is given as Attachment- I.
- 4.2. Recommended Checklist for Execution phase Safety Assessment is given as Attachment- II.
- 4.3. Recommended Checklist for Commissioning phase Safety Assessment as Attachment- III.

5. Guidelines for processing Safety Assessment documents for project/change at Airport operations and ATS are provided in:-

- 5.1. Guidelines for Safety Assessment of Projects and Changes are provided in Aviation Safety Advisory Circular NO: 01/2014.
- 5.2. Guidelines for completing SCARS Form are provided in Aviation Safety Advisory Circular NO: 02/2014.

6. References for processing Safety Assessment are provided in:-

- 6.1. DGCA CAR Section-I General Series C Part —I, Issue-3 Establishment of a Safety Management System (SMS).
- 6.2. DGCA Aerodrome Advisory Circular AD AC 1 of 2012, Rev.2, 27th January – 2017 Process for communicating with the DGCA on the planning, construction and commissioning of changes to airport infrastructure, and major maintenance programs.
- 6.3. DGCA SSP Division Circular No. 1 of 2012 — Hazard Log Template.
- 6.4. AAI C-SMS Manual —Version 3, Issue 3.


7. Clarifications

Requests for clarifications to this circular may be addressed to Executive Director (Aviation Safety) at edas@aaai.aero on following address:

Executive Director
Directorate of Aviation Safety
Airports Authority of India
Rajiv Gandhi Bhavan
Safdarjung Airport New Delhi — 110003

8. Validity: -

- 8.1. This Circular shall remain in force until further notice.


06/03/2023.

(O.S. Ekka)
Executive Director (Aviation Safety)

Distribution: As per standard list.

Attachment- I

Recommended Checklist for Concept, Design phase Safety Assessment:

Sl. No	Documents required	Yes/ No	Remarks
1.	System description of the project/change		Refer para 2.3 of C-SMS manual.
2.	Annexure-I (Form for communicating with DGCA for any Project/Change in an Aerodrome).		Refer Para 8 of Aviation Safety Advisory Circular 01/2014 on Guidelines for Safety Assessment of new projects and Change.
3.	<i>Safety Assessment meeting</i>		
(a)	(SCARS form AAI-SAF-103)		SCARS form shall be filled up only once in the beginning considering all phases of the project lifecycle. Refer para 4.1-4.11 of Aviation Safety Advisory Circular 02/2014 and para 6.1-6.2 of Aviation Safety Advisory Circular 01/2014
(b)	AAI-SAF-105 (Haz ID form)		Refer para 10 of Aviation Safety Advisory Circular 01/2014 and Attachment on AAI-SAF-105 in C-SMS Manual.
(c)	Minutes of Meeting (as per Aviation Safety Advisory circular 02/2020)		Refer para 5.2 – 5.7 of Aviation Safety Advisory Circular 02/2014
(d)	Attendance sheet		Refer para 5.2 of Aviation Safety Advisory Circular 02/2014.
4.	<i>Haz ID workshop (if change is Moderate or Major).</i>		
(a)	AAI-SAF-105 (Haz ID form)		Ref para 6 of Aviation Safety Advisory Circular 01/2014 and para 5.8 of Aviation Safety Advisory Circular 02/2014. Note- HAZID exercise may be carried out in continuation with stakeholder meeting. The new hazards found should be documented.
(b)	Minutes of meeting		Refer para 5.2 – 5.7 of Aviation Safety Advisory Circular 02/2014
(c)	Attendance sheet		Refer para 5.2 of Aviation Safety Advisory Circular 02/2014.
5.	Safety case + Safety plan + Haz log (For Major change)		Refer Para 6.2 of Aviation Safety Advisory Circular No. 01/2014.
6.	AAI-SAF-127 (Hazlog Template)		Refer para 10 of Aviation Safety Advisory Circular 01/2014 and Aviation safety advisory circular 03/2014.

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Recommended Check List for processing of Safety Assessment Documents for Airport operations and ATS Service providers project/changes

7.	Hazlog entry in <u>AIMS portal</u>		Refer Aviation Safety Advisory Circular 01/2017 on Aviation Safety Portal in AIMS- Online centralized HAZLOG. <i>Printout of Hazlog entry in AIMS portal is to be submitted.</i>
8	Undertaking by Accountable Executive		DGCA requirement.
9	Any other document if required, NOC for height clearance of new site, SOP etc.		Copies to be attached-

Date:

(Signature)

Name:

Designation:

(Accountable Executive)

Attachment- II

Recommended Checklist for Execution phase Safety Assessment:

Sl. No	Documents required	Yes/ No	Remarks
1.	Annexure-I, Form for communicating with DGCA for any Project/Change in an Aerodrome.		Refer Para 8 of Aviation Safety Advisory Circular 01/2014 on Guidelines for Safety assessment of new projects and Change.
2.	<i>Safety Assessment meeting</i>		
(a)	AAI-SAF-105 (Haz ID form)		Refer para 10 of Aviation Safety Advisory Circular 01/2014 and Attachment on AAI-SAF-105 in C-SMS Manual.
(b)	Minutes of meeting		Stakeholders meeting on hazard identification for Execution phase.
(c)	Attendance sheet		Refer para 5.2 of Aviation Safety Advisory Circular 02/2014.
3.	AAI-SAF- 127 (Hazlog Template)		If any new Hazard identified at Execution phase, then it is to be filled/added up in Hazlog template form AAI-SAF- 127
4.	Hazlog entry in <u>AIMS portal</u> (https://aims.aai.aero)		Printout of Hazlog entry in AIMS Portal for hazards identified at execution phase is to be submitted.
5.	DGCA approval/AVS IONS of the previous phases.		Copies to be attached-
6.	Any other document if required, NOC for height clearance of new site, SOP etc.		Copies to be attached-

Date:

(Signature)

Name:

Designation:

(Accountable Executive)

Attachment- III

Recommended Checklist for Commissioning Phase Safety Assessment:

Sl. No	Documents required	Yes/No	Remarks
1.	Annexure-I, (Form for communicating with DGCA for any Project / Change in an Aerodrome).		Refer Para 8 of Aviation Safety Advisory Circular 01/2014 on Guidelines for Safety Assessment of new projects and Change.
2.	<i>Safety Assessment meeting</i>		
(a)	AAI-SAF- 105 (Haz ID form)		If any new Hazard is identified at Commissioning phase, then it is to be filled up in new HazID form AAI-SAF-105 in addition to hazards identified/filled earlier.
(b)	Minutes of Meeting (as per Aviation Safety Advisory circular 02/2020)		Stakeholders meeting on hazard identification for Commissioning phase.
(c)	Attendance sheet		Refer para 5.2 of Aviation Safety Advisory Circular 02/2014.
3	AAI-SAF-127 (Hazlog Template)		If any new Hazard identified Commissioning phase, then it is to be filled/added up in Hazlog template form AAI-SAF- 127
4	Hazlog entry in <u>AIMS portal</u> https://aims.aai.aero		Printout of Hazlog entry in AIMS Portal for hazards identified at Commissioning phase is to be submitted.
5	DGCA approval/AVS IONS of previous phases		Copies to be attached-
6.	Any other document if required, NOC for height clearance of new site, SOP etc.		Copies to be attached-

Date:

(Signature)
Name:
Designation:
(Accountable Executive)