



CIVIL AVIATION ADVISORY PUBLICATION

CAAP 59

AERODROME PROJECTS

GUIDANCE AND INFORMATION FOR AERODROME OPERATORS

CHAPTER 1 – INTRODUCTION

1 General

The General Civil Aviation Authority (GCAA), as the UAE Competent Authority responsible for civil aviation safety and security, has the primary objective to protect the UAE population and travelling public. Whilst the GCAA conducts its safety and security oversight functions to the highest standard, Aerodrome Certificate Holders should also be aware of any requirements for acceptance/approval from local authorities such as departments of civil aviation or municipalities.

2 Purpose

This Civil Aviation Advisory Publication (CAAP) provides guidance on the procedures to notify the GCAA of aerodrome related developments and guidance to help ensure that physical changes comply with UAE Civil Aviation Regulations (CARs) and are managed safely and securely.

3 Status of this CAAP

This is the second issue of CAAP 59 "Aerodrome Projects" previously titled "On-Aerodrome Projects." It will remain current unless withdrawn or superseded. The CAAP has been reissued based on NPA 02-2013 and the subsequent NPA comments received as published in the Comments Response Document. The intent of the re-issue is to reflect a streamlined three-step submission process, project location assessment with supporting Aerodrome Development Map and clarifications regarding required coordination for safety, security and other associated acceptances and approvals.

4 Applicability

This CAAP is applicable to all operators of Certificated Aerodromes further to UAE CAR Part IX and Aerodrome Certificate Part I – Standard Conditions numbers 3 and 9.

5 References

- CAR Part IX (Aerodromes)
- CAR Part X (Safety Management System Requirements)
- CAAP 25 (Air Navigation Facilities)
- CAAP 41 (Airspace Change Management Process)
- CAAP 50 (Safety Management System)
- National Civil Aviation Security Programme

6 Guidance and Policy

For guidance and policy on points that are not covered within this publication, advice should be sought from GCAA, Safety Affairs Sector, Air Navigation & Aerodromes Department.

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8 Abbreviations

ASP Airport Security Programme
AVSEC Aviation Security
CAR Civil Aviation Regulation
CAAP Civil Aviation Advisory Publication
GCAA General Civil Aviation Authority
IDM Initial Development Meeting
LONO Letter of No Objection (acceptance)
MOC Management of Change
SMS Safety Management Systems
UAE United Arab Emirates

9 Aerodrome Certification

9.1 The issue of an Aerodrome Certificate is governed by the powers granted to the GCAA under UAE Civil Aviation Law, Federal Act 20, Article 27.

9.2 The Aerodrome Certificate Part I – Standard Condition Number 3 states:
Changes in the physical characteristics of the aerodrome including the erection of new buildings and alterations to existing buildings or to visual aids/navigational facilities shall not be made without prior approval of the GCAA.

The purpose of Condition 3 is to ensure the GCAA is satisfied that changes to the aerodrome meet regulatory requirements and do not present safety or security hazards. Failure to notify the GCAA of changes may leave the aerodrome vulnerable to operational restrictions.

9.3 The Aerodrome Certificate Part I – Standard Condition Number 9 states:

All Security requirements must be approved by the GCAA.

The purpose of Condition 9 is to ensure the GCAA approves all relevant security requirements.

9.4 Proposed projects shall comply with the criteria contained within the CAR publications and the National Civil Aviation Security Programme. Aerodrome Certificate Holders should use projects as an opportunity to review and rectify existing deviations to certification criteria whenever possible.

9.5 AERODROME BOUNDARIES

9.6 An “Aerodrome” is defined as follows:

A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

9.7 An Aerodrome may have a number of defined boundaries related to land-ownership, operational areas, security restricted areas, custom controlled areas, etc. This CAAP addresses projects related to the aerodrome as follows:

a) Projects within an “Aerodrome Operations Area” which is described as follows:

The Aerodrome Operations Area is an area where aircraft operate and should therefore, include at least runways, taxiways, aprons, associated strips and, in most cases, the airside area adjacent to the terminal building. The defined area will be subject to aerodrome operations safety oversight by the GCAA following the issue of an Aerodrome Certificate or Landing Area Approval.

- b) Projects that are conducted in a “Security Controlled/Restricted Area” which is generally described as follows:

Any area containing aerodrome facilities or equipment, inside or outside the boundaries of an aerodrome, that are constructed or installed and maintained for the arrival, departure and movement of aircraft, passengers, baggage, catering or cargo including any area on or off the physical aerodrome which is related to airside/landside access control .

9.8 Projects that involve change to the aerodrome infrastructure in either an Aerodrome Operations Area or Security Controlled/Restricted Area fall into two categories:

- **Developments:** Major upgrade/refurbishment of existing infrastructure which could affect operations during work-in-progress and new infrastructure including but not limited to buildings, taxiways, aprons, visual aids or navigational aids
- **Changes to Existing Infrastructure:** Changes to existing infrastructure or physical characteristics including but not limited to reconfiguration of stands or changes to the runway.

CHAPTER 2 – COMMUNICATION WITH THE GCAA

1 General

- 1.1 Electronic versions of GCAA forms are available on the GCAA’s public website at www.gcaa.gov.ae under the Downloads tab in the expanded Aviation Safety Forms Manual (ASFM) folder under the Air Navigation & Aerodrome Forms (ANF) folder.
- 1.2 Send all electronic submissions and correspondence via e-mail to ana.approvals@gcaa.gov.ae with a copy to the Allocated Aerodrome Inspector.
- 1.3 Guidance on Supporting Document Best Practice for submitting notifications, applications and supporting documentation to the GCAA is included as **Appendix C**.

2 Essential Notifications

- 2.1 The Aerodrome Certificate Holder shall inform the GCAA of all forthcoming aerodrome related projects before commencing the project using the Aviation Project Notification Form (**ANF-OAD-001**). This will enable the GCAA to identify the level of specialist resources required to meet safety oversight objectives, to plan and to manage the work involved. As an aerodrome is a complex operation with many interactive disciplines and functions, even the simplest of developments may need inter-departmental coordination within the GCAA. The Aviation Project Notification Form includes designation of the aerodrome’s Project Compliance Coordinator, who will act as the focal point for the GCAA and liaise with the GCAA Approvals Coordinator. See Chapter 4 – Step 1 – Notification for more details.
- 2.2 At the conclusion of any project, the Aerodrome Certificate Holder must submit an Approval Application – Aerodrome (**ANF-ASP-005**). This confirms the project or some portion of the project is complete and includes verification of operational readiness and conformance to regulation. See Chapter 4 – Step 3 – Completion for more details.
- 2.3 If a project is withdrawn (cancelled) or deferred, the Aerodrome Certificate Holder must formally advise the GCAA Approvals Coordinator and their Allocated Aerodrome Inspector.
- 2.4 Once a project is withdrawn from the CAAP 59 process or if it has been deferred for more than 12 months, the Aerodrome Certificate Holder may need to re-initiate the CAAP 59 process and resubmit all documentation if the project is re-commenced. Please contact the GCAA Approvals Coordinator for further advice in these situations.

3 Development Meetings

- 3.1 The GCAA or the Aerodrome Certificate Holder may deem an Initial Development Meeting (IDM) necessary to brief the GCAA on the project. Where possible, the Aerodrome Certificate Holder should cover all aspects of the project at the IDM. A presentation, given by the aerodrome’s Project Compliance Coordinator, often proves the most successful way to brief all participants. A representative of the Aerodrome Certificate Holder should produce minutes of the meeting and circulate to all parties for acceptance that the minutes are a true reflection of the meeting.
- 3.2 The IDM is an opportunity for the Aerodrome Certificate Holder to outline the project and where the GCAA can detail their overall requirements.
- 3.3 The completed Aviation Project Notification Form (**ANF-OAD-001**) including attached time schedule and other supporting documentation as detailed in Chapter 4 must be made

available to the GCAA before the IDM, in sufficient time to allow the GCAA to review the submitted documents to ensure that the IDM achieves the maximum benefit.

- 3.4** Additional project meetings may be requested by the aerodrome's Project Compliance Coordinator or the GCAA, both whilst preparing for and during the development process. These may take the form of an aerodrome committee or steering group for complex projects.
- 3.5** The GCAA will liaise directly with the aerodrome's Project Compliance Coordinator, who will be expected to attend each project meeting. Aerodromes may also include consultants, contractors and other relevant stakeholders in these meetings.

CHAPTER 3 – PROJECT PLANNING AND PREPARATION

1 General

The Aerodrome Certificate Holder needs to consider the points in this chapter. However, it is stressed that these items are not exhaustive and it is recognised that these elements may not be available or fully developed in early project stages.

- 1.1 It is essential to establish whether the proposed projects will result in a change to the established operating or security procedures at the aerodrome. It is therefore imperative that the management of any change is documented as part of any project and fully integrated into the aerodrome's safety and security management systems, processes and procedures.
- 1.2 All projects shall be subject to the process within the aerodrome's Safety Management System (SMS) and Airport Security Programme (ASP) to identify hazards and risks.
- 1.3 When considering a project it is important that at an early stage, the Aerodrome Certificate Holder undertakes hazard identification and risk assessment to identify any potential hazards and associated risks surrounding any proposed changes. CAR Part X and CAAP 50 provide useful information to assist in this process.
- 1.4 The level of detail provided within the scope of the project planning and subsequent works programme should be commensurate with the size and complexity of the project and the aerodrome, as well as to the safety and security hazards and changes presented.
- 1.5 The Aerodrome Certificate Holder shall ensure that systems for control of works including safety and security management extend to contractors working at the aerodrome. The process for the control of contractors, detailed in the aerodrome's SMS, shall be applied and will be monitored by the GCAA.
- 1.6 All members of the project management team should have clearly defined responsibilities and accountabilities. During construction on an aerodrome, safety and security levels and standards of conduct must be maintained.
- 1.7 It is important that relevant, accurate and up-to-date information is made available to stakeholders involved in the project, including the GCAA, both as part of the project planning and during the work itself.
- 1.8 Before contractors start and finish work within the Aerodrome Operations Area, the Aerodrome Certificate Holder shall provide a comprehensive safety briefing based on the results of hazard analysis, to ensure all information needed to achieve the safe completion of any works or activity is clearly understood and agreed. See **Appendix F** for a sample of an Airside Operations Daily Briefing & Inspection Form and **Appendix G** for a sample of an Airside Operations Daily Site Closure & Inspection Form. The Aerodrome Certificate Holder must ensure contract works are strictly monitored.
- 1.9 Additionally, Aerodrome Certificate Holders should hold regular progress meetings to ensure that project safety, security and operational objectives continue to be met. There shall be close monitoring of the safety and security of aerodrome operations while the project work is in progress and when reaching decisions, maintenance of safety and security standards shall be the priority.

1.10 Projects may require multiple GCAA approvals from various disciplines in addition to approval under CAAP 59. See details of common approvals in the following subparagraphs. The GCAA Approvals Coordinator will provide guidance if additional approvals are required once the Aviation Project Notification Form (**ANF-OAD-001**) is submitted.

1.10.1 Any temporary or permanent changes to **Air Navigation Facilities** will require approval as detailed in CAAP 25 – Air Navigation Facilities.

1.10.2 Any temporary or permanent changes to **Air Space** will require approval as detailed in CAAP 41 – Airspace Change Management Process.

1.10.3 Aerodrome Security

- a) The Aerodrome Security Post Holder is required to sign-off all projects that have implication and bearing on civil aviation security at the aerodrome as part of the Management of Change (MOC) process.
- b) The Aerodrome Security Post Holder is required to maintain oversight of all projects that necessitate changes to civil aviation security processes and/or infrastructure. These changes should be reported to the GCAA AVSEC Affairs for assessment, advice, inspection and approval through the CAAP 59 process. These changes may also entail amendment to the existing (approved) ASP.
- c) If required, an amended ASP shall be submitted to GCAA AVSEC Affairs for review and approval.
- d) It is the responsibility of the Aerodrome Security Post Holder to ensure that appropriate acceptance/approval from GCAA is obtained before commencement of any project as detailed in above paragraph (b).
- e) The Aerodrome Security Post Holder shall maintain liaison with the aerodrome's Project Compliance Coordinator during all project phases having a bearing on civil aviation security.

CHAPTER 4 – PROJECT SUBMISSION PROCESS

1 General

1.1 For aerodrome related projects, the GCAA has developed a three-step process to assist aerodromes and to ensure Aerodrome Certificate Holders meet their obligations under the conditions of the Aerodrome Certificate. This chapter details the steps and required submission documentation.

1.2 The CAAP 59 process must be used for all developments and changes to infrastructure as explained in Chapter 1, paragraphs 9.7 and 9.8, but may also be used for significant maintenance projects should the Aerodrome Certificate Holder or GCAA deem it necessary.

1.3 The **submission process** consists of three separate parts:

- | | |
|---------------------------------------|---|
| • Step 1: Notification | <i>(In Principle Acceptance of Project Concept)</i> |
| • Step 2: Management of Change | <i>(Acceptance of Project Commencement)</i> |
| • Step 3: Completion | <i>(Operational Approval)</i> |

See **Appendix A** for the Submission Procedure Flowchart.

1.4 The below **Project Location Assessment** may be graphically depicted on a color-coded project development location map to provide a snapshot of the project location in relation to the Aerodrome Operations Area. The Allocated Aerodrome Inspector will facilitate the formulation of the project development location map using the following criteria:

	Project (Project Development Map)	Location	Assessment
Red	Safety critical areas within the Aerodrome Operations Area in which projects managed through the aerodrome's SMS require direct GCAA oversight. Notification of project is required.		
Orange	Areas within the Aerodrome Operations Area in which projects managed through the aerodrome's SMS may or may not require direct GCAA oversight. Notification of project is required.		
Green	Areas outside the Aerodrome Operations Area which will not normally require direct GCAA oversight. Notification of project is required.		

1.5 **Appendix B** provides an overview of the **CAAP 59 minimum documentation submission requirements**.

1.6 The GCAA may request additional information or arrange ad hoc inspections at any time during a project if there are questions or concerns regarding the implementation or effectiveness of an aerodrome's SMS or ASP.

2 Step 1: Notification

2.1 Every aerodrome related project requires an Aviation Development Notification (**ANF-OAD-001**) and supporting documentation as specified.

2.2 In this step the Aerodrome Certificate Holder provides notification of a new project or change to infrastructure in order to seek GCAA in principle acceptance of the project concept.

2.3 Documentation – Step 1

Step 1 submission requirements are summarised in **Appendix B**.

- 2.3.1 The **Aviation Project Notification Form (ANF-OAD-001)** provides basic project details, the aerodrome’s high-level analysis of project impact, nomination of the aerodrome’s Project Compliance Coordinator and option to request an IDM.

Note: This form is a mandatory submission for all projects.

- 2.3.2 The **Compliance Statement** clearly details that the proposed project will be undertaken/constructed within the scope of the appropriate GCAA CARs. The Compliance Statement shall be signed by the Accountable Manager.

- 2.3.3 A **Location Map** clearly indicates the location of the proposed project. Location Map may also show the project’s location in relation to the Project Location Assessment (Project Development Map) as described in Chapter 4, paragraph 1.4.

Note: A Location Map is a mandatory submission for all projects.

- 2.3.4 **Time Schedules** are required if an IDM is requested. Time scheduling and time management are key components of any project. It is particularly important to establish realistic target dates for each stage or key milestones of the project. Allowances should be made for obtaining other specific approvals where required. See Chapter 3, paragraph 1.10 for examples of other possible GCAA approvals.

- 2.4 The GCAA may request additional clarification and/or documentation to assist in its review of the Step 1 submission before issuing a Letter of No Objection (LONO) for In Principle Acceptance of the Project Concept.

- 2.5 Once the GCAA has reviewed the documentation and is satisfied, a LONO will be provided confirming that the project can proceed to Step 2. If there are any changes to the project details after the Step 1 LONO is issued, the Aerodrome Certificate Holder shall immediately notify the GCAA and provide details of the modified information for further assessment.

- 2.6 Failure to notify the GCAA of material changes to a project scope or updates to the compliance assessment may result in revocation of the LONO, delayed/denied operating approval and/or operational restrictions.

- 2.7 If a project commences more than one year after the issue of the LONO, the Aerodrome Certificate Holder must advise the GCAA and seek re-confirmation of the LONO.

- 2.8 For some projects the Aerodrome Certificate Holder may simultaneously provide the GCAA with Step 1 and Step 2 submissions. The GCAA will review both steps together and if satisfied provide a single LONO for both steps. For further information the aerodrome should contact GCAA Approvals Coordinator.

3 Step 2: Management of Change

- 3.1 The Aerodrome Certificate Holder is required to submit MOC documentation to the GCAA for projects further to the assessment criteria in Chapter 4, paragraph 1.4 or as otherwise advised by the GCAA. See the Submission Procedure Flowchart in **Appendix A**.

3.2 In this step the Aerodrome Certificate Holder must demonstrate how they will manage the phases of the project, commencing from the construction programme through to transition into operational use.

3.3 Documentation – Step 2

Step 2 submission requirements are summarised in **Appendix B**.

3.3.1 Effective application of the MOC is a key project component to ensure that the introduction of the new developments or changes to infrastructure maintain or enhance safety and security standards at the aerodrome. Critical elements of the MOC which must be **signed by the Accountable Manager** include:

- **Hazard analysis** including acceptance and sign-off of residual risks by Aerodrome Accountable Manager and relevant stakeholders
- **Coordination with stakeholders**

Other elements of the MOC may also include:

- **References to standard operating procedures** introduced or affected during the project (for example, work-in-progress, control of contractors and temporary instructions)
- Reference to **plans for the transition into operational service** (for example simulations, tests/trials and new or changed operational procedures)

3.3.2 At this time, the Aerodrome Certificate Holder should also have a detailed **Compliance Matrix** against UAE regulation. A sample Compliance Matrix is included as **Appendix D**. Whilst the GCAA will not normally require submission of the Compliance Matrix, it must be available for review upon request.

3.3.3 The aerodrome's SMS shall be applied with reference to the MOC process and procedures. A sample MOC template is included as **Appendix E**. For further information about change management or safety assessments see CAAP 50 – Safety Management System.

3.4 The GCAA may request additional clarification and/or documentation to assist in its review of the Step 2 submission before issuing a LONO for Project Commencement.

3.5 When the GCAA is satisfied with the MOC documentation, a LONO to commence the project works will be provided.

3.6 The GCAA may conduct a series of inspections throughout the project in order to monitor regulatory compliance as well as conformance to the MOC process. The GCAA acknowledges the MOC accepted in this Step 2 may evolve during the project however, the identified processes of managing change through the aerodrome's SMS and ASP are essential.

3.7 Failure of the Aerodrome Certificate Holder to conduct works safely and securely in accordance with the MOC; the aerodrome's SMS and ASP; or in accordance with UAE CARs may result in revocation of previously issued LONOs; delayed/denied operating approval; and/or operational restrictions.

3.8 If a project commences more than one year after the issue of the LONO, the Aerodrome Certificate Holder must re-validate details for the MOC documentation and seek GCAA re-confirmation of the LONO.

4 Step 3: Completion

4.1 Upon completion of the project and/or prior to transition into operational use, the Aerodrome Certificate Holder is required to submit an Approval Application – Aerodrome (**ANF-ASP-005**) to the GCAA. See the Submission Procedure Flowchart in **Appendix A**.

4.2 In this step the Aerodrome Certificate Holder must confirm the project is completed and provide confirmation of compliance and operational readiness if required.

4.3 Although Steps 1 and 2 will only be completed one time for each project, a single project may have multiple operational approvals if it is delivered in stages. Each approval will have a unique identifier linked to the GCAA Project Reference number such as Axxx-Axx. Step 3 may be repeated as many times as necessary to approve all parts of the project.

4.4 Documentation – Step 3

Step 3 submission requirements are summarised in **Appendix B**.

4.4.1 The Aerodrome Certificate Holder must submit an **Approval Application – Aerodrome (ANF-ASP-005)** requesting Operational Approval. The Application includes the scope of the desired Operational Approval sought and must be supported by an attached Verification Statement if required.

Note: This form is a mandatory GCAA submission for all projects.

4.4.2 The **Verification Statement** is a written statement that must be signed by the Aerodrome Accountable Manager. The Statement should clearly state the following:

- The project is complete;
- The completed project complies with required regulations; and
- The completed project is supported by appropriate safety, security and operational procedures.

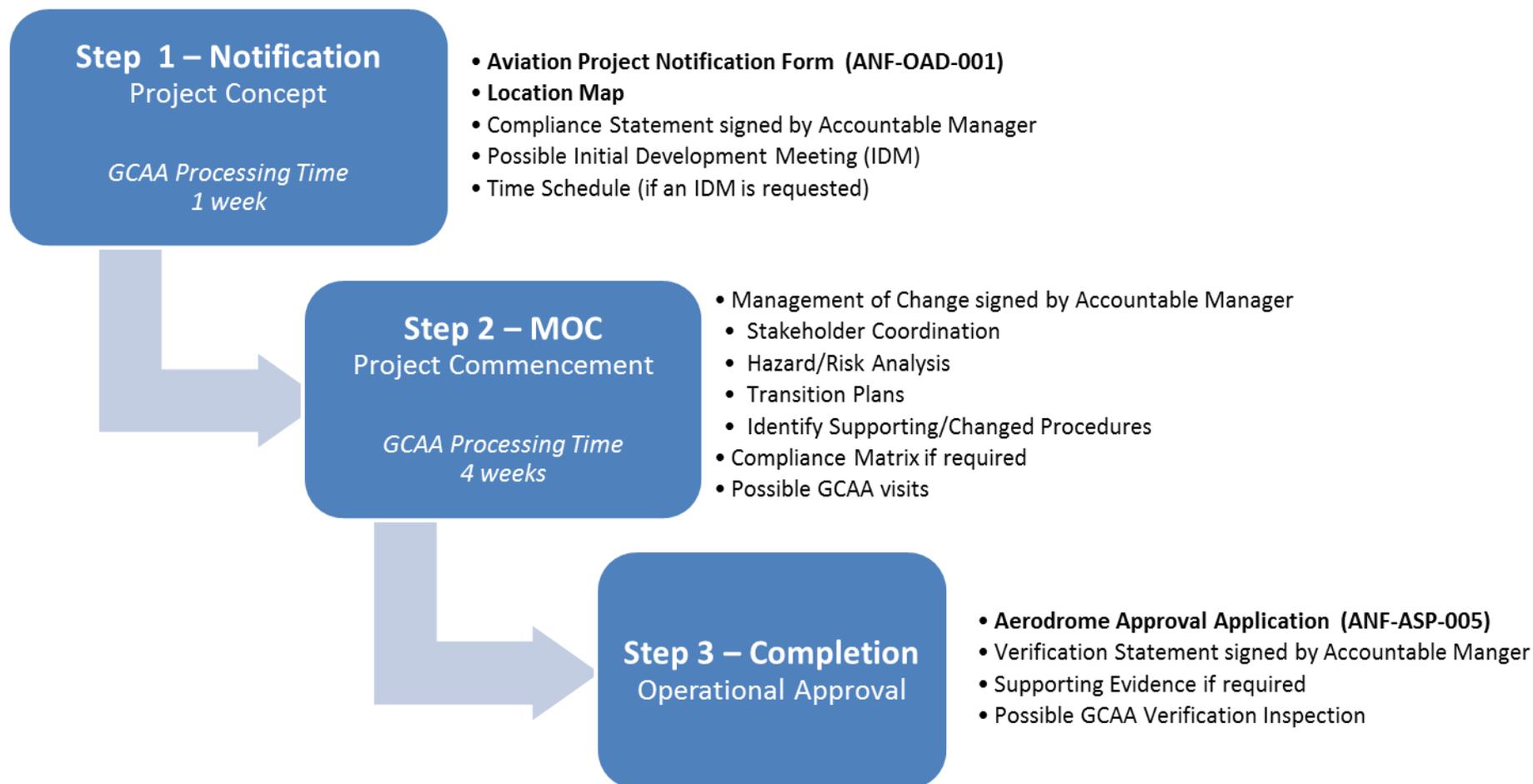
The Verification Statement may be noted in Part 3 of the Approval Application (**ANF-ASP-005**) as long on the Application is then signed by the Accountable Manager.

4.4.3 **Supporting Project Verification Documentation** may include a revised MOC and/or results of the aerodrome's internal verification inspection, simulations, testing or trials, which serve to demonstrate compliance and readiness for a safe, secure and effective transition into operational use. These documents are included as attachments to the Verification Statement.

4.5 The GCAA will not normally conduct a project Verification Inspection without first receiving an Approval Application (**ANF-ASP-005**) and supporting Verification Statement from the Aerodrome Certificate Holder.

4.6 Further to receipt of an acceptable Verification Statement and possible GCAA inspection confirming regulatory compliance and effective operational procedures, the GCAA will issue a Letter of Operational Approval for the scope of the Approval Application (**ANF-ASP-005**).

Appendix A: Submission Procedure Flowchart



Appendix B: CAAP 59 Guidance for Minimum Documentation Submission to GCAA*

Project Location Assessment**	Step 1 (Chapter 4 - paragraph 2) Aviation Project Notification Form (ANF-OAD-001)			Step 2 (Chapter 4 – paragraph 3)		Step 3 (Chapter 4 - paragraph 4)		
	Compliance Statement	Location Map***	Management of Change Document	Compliance Matrix	Approval Application Aerodrome (ANF-ASP-005)	– Verification Statement	Arrange GCAA Inspection	
Red	Submit to GCAA	Submit to GCAA	Submit to GCAA	Submit to GCAA	Available upon Request	Submit to GCAA	Submit to GCAA	Yes
Orange	Submit to GCAA	Available upon Request	Submit to GCAA	Available upon Request	Available upon Request	Submit to GCAA	Submit to GCAA if Requested	If Required
Green	Submit to GCAA	Available upon Request	Submit to GCAA	Available upon Request	Available upon Request	Submit to GCAA	Submit to GCAA if Requested	If Required
Assessment not Undertaken	Submit to GCAA	To be advised	Submit to GCAA	To be advised	Available upon Request	Submit to GCAA	To be advised	To be advised

** Note 1: In some cases, the GCAA may request additional information not included in this table. Documentation not required to be submitted to GCAA must be retained by aerodrome and available for review by GCAA Inspectors upon request.*

*** Note 2: The Project Location Assessment (Project Development Map) is determined further to the assessment criteria in Chapter 4, paragraph 1.4.*

**** Note 3: The Location Map may include the Project Location Assessment (Project Development Map) or if this is not available, a scaled map showing the location of the project relative to the Aerodrome Operations Area is acceptable.*

Appendix C: Supporting Documents Best Practice

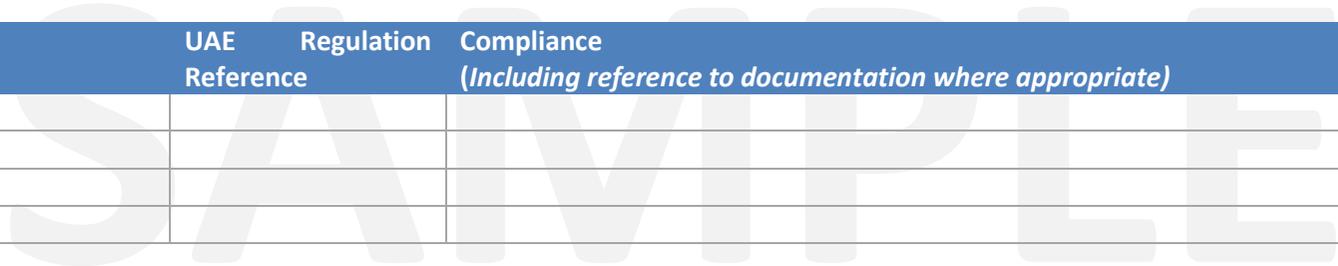
There are several ways in which you can help the GCAA process your application more efficiently:

- Include the GCAA Project Reference number (Axxx) on all correspondence relating to a specific project. This number will be assigned at the time the Aviation Project Notification Form (**ANF-OAD-001**) is submitted.
- Portable Document Format (PDF) is a trusted and reliable open file format used to convert virtually any document into an easily readable, industry standard format. Converting or scanning original drawing files into PDF format reduces the original file size, while protecting file integrity and preserving source file information.
- Please ensure that the files are orientated correctly when uploaded. The file should be saved with the orientation it should be viewed in, landscape or portrait.
- Wherever possible, try to format your plans and elevations on A3 sheet size (or reduce the original to A3). This facilitates printing and review.
- For detailed scale diagrams, make sure you always clearly state the original sheet size and drawing scale and include a scale bar and key dimensions which will enable your drawing to be scaled accurately on-screen at any size.
- If you reduce your original drawing to A3 for submission, ensure you state the original sheet size and scale, as well as the reduced sheet size (e.g. Scale 1:500 at A2 original size, reduced to A3). Also ensure that annotations and other text are legible at the reduced size.
- When using compressed file formats (.jpg, .jpeg, .pdf, .avi, .wmv) you should ensure that the document is of high enough quality and resolution, otherwise you may be asked to resubmit it.
- Do not use .exe, .zip or other archive formats as these are commonly identified by security software as high risk and may not be transferred correctly.

Appendix D: Sample Compliance Matrix Template

Name of Aerodrome:		GCAA Reference:	Project
Proposed Change:			
Proposed Start Date:			
Proposed Completion Date:			
Name Aerodrome Accountable Manager:		Position:	
Accountable Manager Signature:		Date :	

Description	UAE Reference	Regulation	Compliance <i>(Including reference to documentation where appropriate)</i>	Statement



Appendix E: Sample MOC Template

Management of Change Form:

Ref
Date:

No:

1. Title

2. Change Details:

Description of Change:

Reason for Change:

Target Commencement Date:

Permanent Change - Target Implementation Date:

Temporary Change - Target End Date:

3. Details of Person Requesting the Change

Name:

Designation:

Department:

Section:

Contact Number:

Email:

Comments:

4. Type of Change

- | | | |
|---|---|---|
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Regulation (CAR) | <input type="checkbox"/> Organization |
| <input type="checkbox"/> Facility | <input type="checkbox"/> Guidance (CAAP) | <input type="checkbox"/> Management |
| <input type="checkbox"/> Visual Aid/Physical Characteristic | <input type="checkbox"/> Notice (ANSIN/NOTAC) | <input type="checkbox"/> Staff |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Procedure | <input type="checkbox"/> Contractors |
| <input type="checkbox"/> Equipment | <input type="checkbox"/> Documentation | <input type="checkbox"/> Service Provider |
| <input type="checkbox"/> System | <input type="checkbox"/> Security | <input type="checkbox"/> Training |
| <input type="checkbox"/> Other | | |

5. Interested Parties

Internal

- | | | |
|-----------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Safety | <input type="checkbox"/> Projects | <input type="checkbox"/> Business |
| <input type="checkbox"/> Security | <input type="checkbox"/> Facilities | <input type="checkbox"/> Legal |
| <input type="checkbox"/> RFFS | <input type="checkbox"/> Flight Ops | <input type="checkbox"/> Compliance |
| <input type="checkbox"/> ATS | <input type="checkbox"/> Training | |

External

- | | |
|--|--|
| <input type="checkbox"/> GCAA - ANA | <input type="checkbox"/> Service Providers |
| <input type="checkbox"/> GCAA - Security | <input type="checkbox"/> Contractors |
| <input type="checkbox"/> Airlines | <input type="checkbox"/> DCA |
| <input type="checkbox"/> Municipality | <input type="checkbox"/> Civil Defence |

5. Other Requirements

- | | | |
|---|--|--|
| <input type="checkbox"/> Compliance Statement | <input type="checkbox"/> Workshop/Tabletop | <input type="checkbox"/> Communications Plan |
| <input type="checkbox"/> Safety Case | <input type="checkbox"/> Simulation | <input type="checkbox"/> NOTAM |
| <input type="checkbox"/> Business Case | <input type="checkbox"/> Live Trial | <input type="checkbox"/> Ops
Notice/Instruction |
| <input type="checkbox"/> GCAA Acceptance | <input type="checkbox"/> Training | <input type="checkbox"/> Safety Bulletin |
| <input type="checkbox"/> GCAA Approval | | <input type="checkbox"/> Other |

6. Safety Assessment and Hazard Analysis

#	Hazard/ Risk	Severity	Probability	Risk Rating	Additional Required	Control Measures	Residual Risk Rating
1							
2							
3							

Note: Hazard/Risk Analysis may be included as separate document or attachment to MOC. See GCAA CAAP 50 – Safety Management System for additional information on Safety Assessments.

Name of Person Responsible for Safety Assessment:

Signature:

Date:

Others Involved in Safety Assessment:

Name:

Title:

Name:

Title:

Name:

Title:

7. Hazard Action Summary/Change Implementation Process

#	Action	Remarks	Reference	Owner	Target Date
1					
2					
3					

8. Operational Restrictions

#	Restriction	Target Date	Start Date	Duration	Target End Date, if Temporary
1				<input type="checkbox"/> Permanent or <input type="checkbox"/> Temporary	
2				<input type="checkbox"/> Permanent or <input type="checkbox"/> Temporary	
3				<input type="checkbox"/> Permanent or <input type="checkbox"/> Temporary	

9. Documents to Issue or Amend

	Updated Required	Date Updated	Reviewed By	Updated Required	Date Updated	Reviewed By
Aerodrome Manual	<input type="checkbox"/>		LATSI (ATS)	<input type="checkbox"/>		
Aerodrome Emergency Plan	<input type="checkbox"/>		NOTAM	<input type="checkbox"/>		
Airport Security Programme	<input type="checkbox"/>		Contracts	<input type="checkbox"/>		
Operating Procedures	<input type="checkbox"/>		Safety Bulletin	<input type="checkbox"/>		
Training Programme	<input type="checkbox"/>		AIP	<input type="checkbox"/>		
Other	<input type="checkbox"/>					

10. Management Sign-off

Required	Name (Title)	Preliminary Approval Signature and Date	Final Approval Signature and Date
<input type="checkbox"/>	(Airport Manager)		
<input type="checkbox"/>	(Security Manager)		
<input type="checkbox"/>	(Ground Services Manager)		
<input type="checkbox"/>	(Facilities Manager)		
<input type="checkbox"/>	(ATS Manager)		
<input type="checkbox"/>	(Business/Legal Manager)		
<input type="checkbox"/>	(Flight Ops Manager)		
<input type="checkbox"/>	(Safety Manager)		
<input type="checkbox"/>	(Chief Fire Officer)		
<input type="checkbox"/>	(Other)		

Appendix F: Sample Daily Briefing Airside Works Template

AIRPORT AIRSIDE OPERATIONS FORM NUMBER
LOGO DAILY BRIEFING & INSPECTION FORM

DAILY SITE SAFETY BRIEFING

GENERAL INFORMATION

Project Name: _____ Date: _____
 Contractor Name: _____ Site Supervisor: _____

WEATHER

Visibility: _____ Weather Phenomena: _____ Forecast: _____
 Temperature: _____ Dew Point: _____
 Wind Direction: _____ Wind Speed: _____

DESCRIPTION OF WORKS

SAFETY BRIEFING

BRIEFING ITEMS (Please tick as appropriate)		Yes	NA
1	Works to be conducted as per works schedule		
2	Runway strip boundaries to be protected at all times		
3	DO NOT obstruct aircraft/vehicle movement		
4	Beware of aircraft jet blast		
5	Be prepared to clear area at short notice		
6	Work only within coned/meshed/fenced area		
7	Airport Duty Officer in attendance when working outside coned/meshed/fenced area		
8	Men to proceed with hand tools only		
9	Site to be cleared and secured at the end of works (FOD, facilities, etc)		
10	Remain clear of ILS restricted areas		
11	Vehicles with obstacle lights and/or fixed obstacle light if applicable		
12	Personal Protective Equipment		
13	Valid Crane Permit for the duration of the works		
14	Wildlife activity observation		
15	Emergency access/egress		

HEAVY EQUIPMENT

	Time of work:	Maximum height:	Distance from RWY C/L:
Crane			
Towing Equipment			
JCB			
Others			
Hot Works	Nature of Hot Work:		

CONTACT DETAILS

Airside Duty Manager	Mobile:	Site Supervisor	Mobile:
Air Traffic Control	Mobile:	Technical Services	Mobile:
Emergency Number	Mobile:	Safety Manager	Mobile:

Site Supervisor/Foreman Signature: _____
 Airside Duty Manager: _____ Signature: _____ Time: _____

Appendix G: Sample Daily Site Closure & Inspection Template

AIRPORT LOGO **AIRSIDE OPERATIONS DAILY SITE CLOSURE & INSPECTION FORM** **FORM NUMBER**

DAILY SITE CLOSURE AND INSPECTION

END OF DAY CHECK
 In order to ensure the safety and security of the airport and its operation, the Contractor may not leave the site until items 1-9 are complete or mitigated and approved by the Airport Duty Manager (ADM)

ITEMS	Yes	No	NA
1 Construction fences and access points are secure			
2 Construction site and surrounding area is clear of FOD			
3 Construction site equipment and materials are properly and safely secured			
4 Towering equipment used has been lowered			
5 All workers are using PPE			
6 Work area is secured for adverse weather conditions			
7 Towering equipment has current crane permit and fixed obstacle light			
8 Existing facilities are secured and safe			
9 Site safeguarding measures are in place for night operations			

REMARKS

CONTRACTOR OR AIRPORT STAFF

Site Supervisor: Signature: Time: Date:

AIRSIDE DUTY MANAGER

ADM Name: Signature: Time: Date: