

CHANGE CONTROL PROCEDURE

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Printed Date:	21 February 2016	
Revision:	3.0	

Revision Record				
Date	Revision	By	Approver	Description
13/02/15	V1.0	Jez Davis	Jez Davis	Original Issue
23/03/15	V2.0	Jez Davis	Jez Davis	Amended following CAA SARG consultation and internal review. Changes requiring Prior Approval specified in detail.
26/08/15	V3.0	Jez Davis	Jerry Barkley	Amended following initial CAA EASA Audit. Various changes made.

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1. INTRODUCTION

The EASA Acceptable Means of Compliance (AMC) document AMC1 ADR.OR.B.040 and associated Guidance Material (GM) GM1 ADR.OR.B.040 defines the Aerodrome Operator's requirement to notify the Competent Authority of changes to the aerodrome or its operation. The Civil Aviation Authority (CAA) is the Competent Authority for Gatwick Airport Limited (GAL).

These documents define where changes to the aerodrome or its operation require Prior Approval from the Competent Authority plus outline the Aerodrome Operator's requirements in relation to changes that are deemed not to require Prior Approval.

This document details the Change Control Procedure that shall be followed when carrying out changes at Gatwick Airport based on the requirements outlined above.

2. PRIOR APPROVAL

The EASA Implementing Rules (IR) requires that changes significantly affecting elements of the Aerodrome Operator's management system (as required by ADR.OR.B.040) require Prior Approval from the Competent Authority. The CAA defines these changes to be:

- Changes significantly affecting the organisation chart, policies or culture of the Aerodrome Operator's management system as required by ADR.OR.D.005.

In addition to the 'infrastructure and operational' changes required in ADR.OR.B.040 and its supporting AMC, the CAA requires that the following changes are subject to Prior Approval:

- Changes within the areas monitored by the Aerodrome Operator in accordance with ADR.OPS.B.075, which may endanger safety and adversely affect the operation of the aerodrome.

Changes occurring at Gatwick Airport that fall into the classifications detailed above shall be submitted to the CAA Safety and Airspace Regulation Group (SARG) for Prior Approval. The following list defines the changes that GAL will submit to the CAA SARG for Prior Approval:

- Changes that affect the terms of the Certificate;
- Changes that affect the Certification Basis (CB);
- Changes to any safety critical aerodrome equipment;
- Changes to the Safety Management System (SMS);
- Changes that affect the Aerodrome Manual;
- Changes to any obstacles that may endanger safety;
- Developments that may affect the sightlines from the Visual Control Room (VCR);
- New structures that may generate wind turbulence at a critical stage of flight;
- Developments on the Movement Area*;
- Developments that may impact upon the Movement Area*;
- Developments that may impact upon taxiway clearances;
- Changes to the Aerodrome Ground Lighting Control System (AGLCS);
- Changes to any infrastructure essential to aircraft safety;
- Changes affecting the terms of the Certificate;
- Changes to the
- Significant maintenance projects impacting upon the Movement Area*;
- Changes to the Declared Distances;
- Changes to Low Visibility Operations (LVOs);
- Use of the Aerodrome by higher code letter aircraft;
- Changes to Infrastructure (as defined on the Process Map);
- Changes to Organisation and Personnel (as defined on the Process Map);
- Changes to Documents (as defined on the Process Map);
- Changes to the Operation (as defined on the Process Map).

* For the purposes of Prior Approval the Movement Area shall be defined as:

'That part of an aerodrome intended for the surface movement of aircraft including the manoeuvring area, aprons and any part of the aerodrome provided for the maintenance of aircraft.'

Changes at Gatwick Airport will be considered to fall into one of four categories, these being:

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- Infrastructure Change;
- Personnel Change;
- Document Change;
- Operational Process Change.

The Process Maps detailing the Gatwick Airport Change Control Procedures for each of these categories are included at Appendix 1.

Submission of Changes for Prior Approval

Submission of changes for Prior Approval shall be made using the appropriate forms and channels as defined and agreed by the CAA. Submissions shall be made a minimum of 30 days in advance of the start of the proposed change.

No changes shall commence until Prior Approval has been received from SARG.

3. CHANGES NOT REQUIRING PRIOR APPROVAL

Where changes fall outside of the requirements for Prior Approval outlined above they will be considered not to require Prior Approval from the Competent Authority. These changes will be managed by GAL using the established Safety Management System (SMS) procedures and GAL Policy Level Plans.

Where changes have been made without the need for Prior Approval from the Competent Authority, GAL shall submit to SARG on a 6 monthly basis (at the beginning of March and September each year) details of all changes that have been made. This shall be submitted to SARG in the form of an Excel spreadsheet via email to developments@caa.co.uk and shall include a brief synopsis of all of the changes made (including Risk Assessments, HAZOPS, etc. as appropriate).

4. FUTURE CHANGES

Airside Operations shall where applicable keep SARG apprised of any capital and maintenance plans involving changes to the aerodrome. This will enable early engagement between GAL and SARG to agree what changes do or do not require Prior Approval. GAL shall submit details of future projects to SARG on a 6 monthly basis (at the beginning of March and September each year) detailing proposals for what does or does not require Prior Approval for agreement by SARG. This shall be submitted to SARG via email to developments@caa.co.uk.

5. MAINTENANCE WORKS

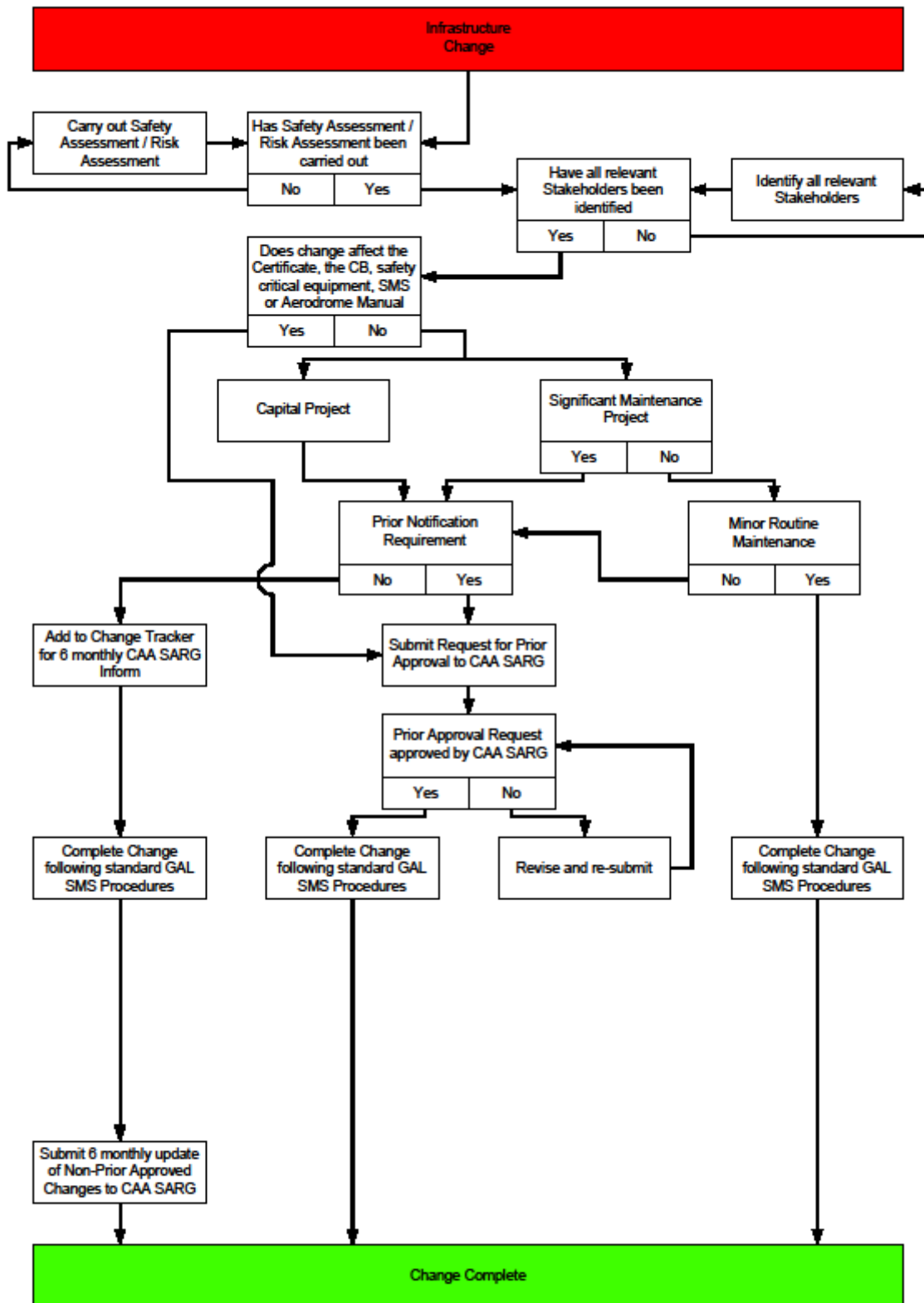
Significant maintenance projects may result in a secondary effect on the Certification Basis e.g. installation of new airfield ground lighting as part of a runway/taxiway rehabilitation project and may, therefore, require prior approval. Where GAL consider this to be the case a submission for Prior Approval shall be made following the procedure outlined above. If there is any uncertainty whether a maintenance project falls within the scope of prior approval, GAL shall notify the Aerodrome Inspector for advice.

Routine maintenance functions falling outside of the requirement for Prior Approval are carefully controlled and audited by GAL using the PAS55/ISO55001 processes and GAL shall not inform the Competent Authority of this smaller routine maintenance work, nor include it in the 6 monthly return of changes not requiring Prior Approval.

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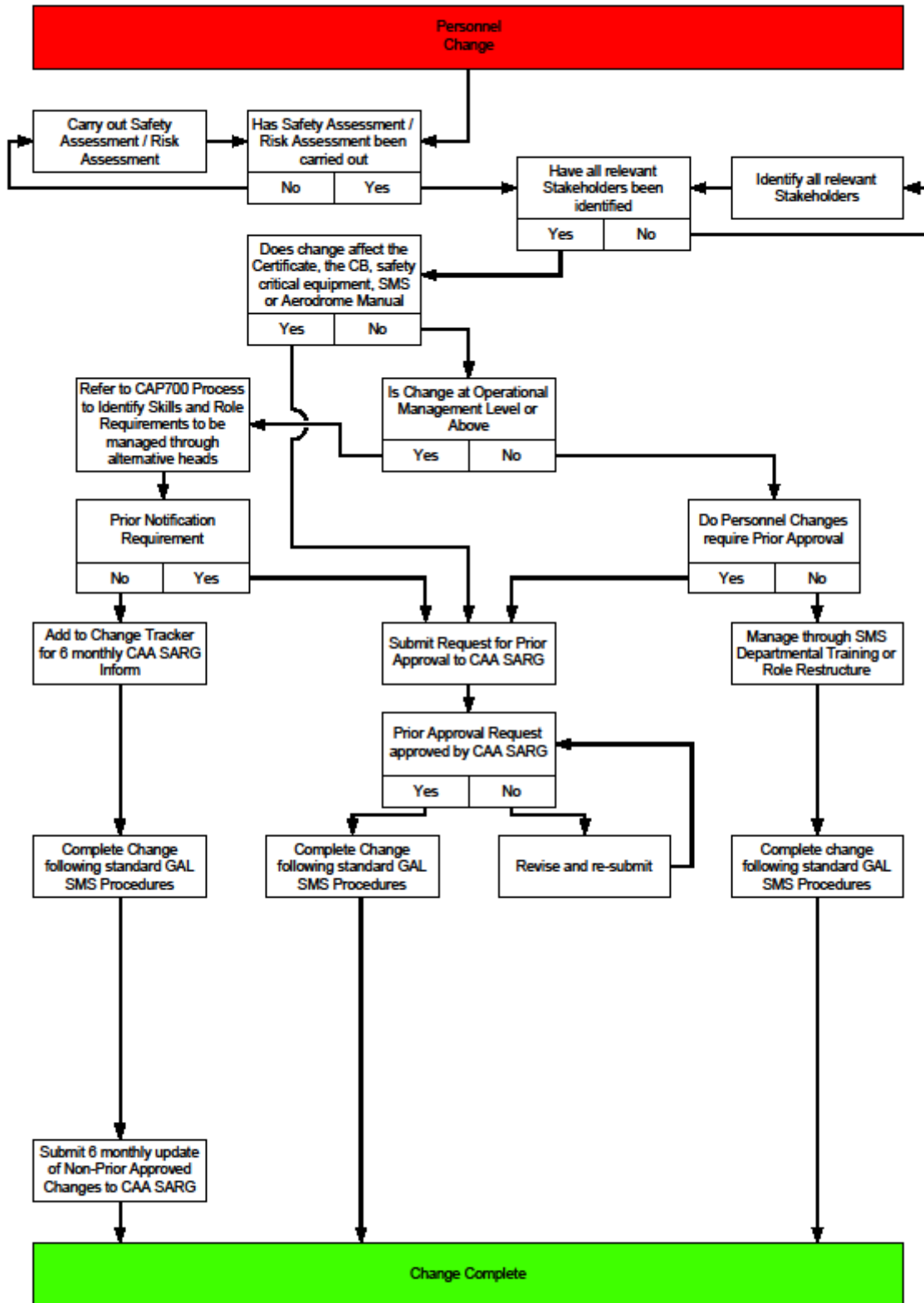
6. APPENDIX 1

6.1 Change Control Procedure – Process Map – Infrastructure Change

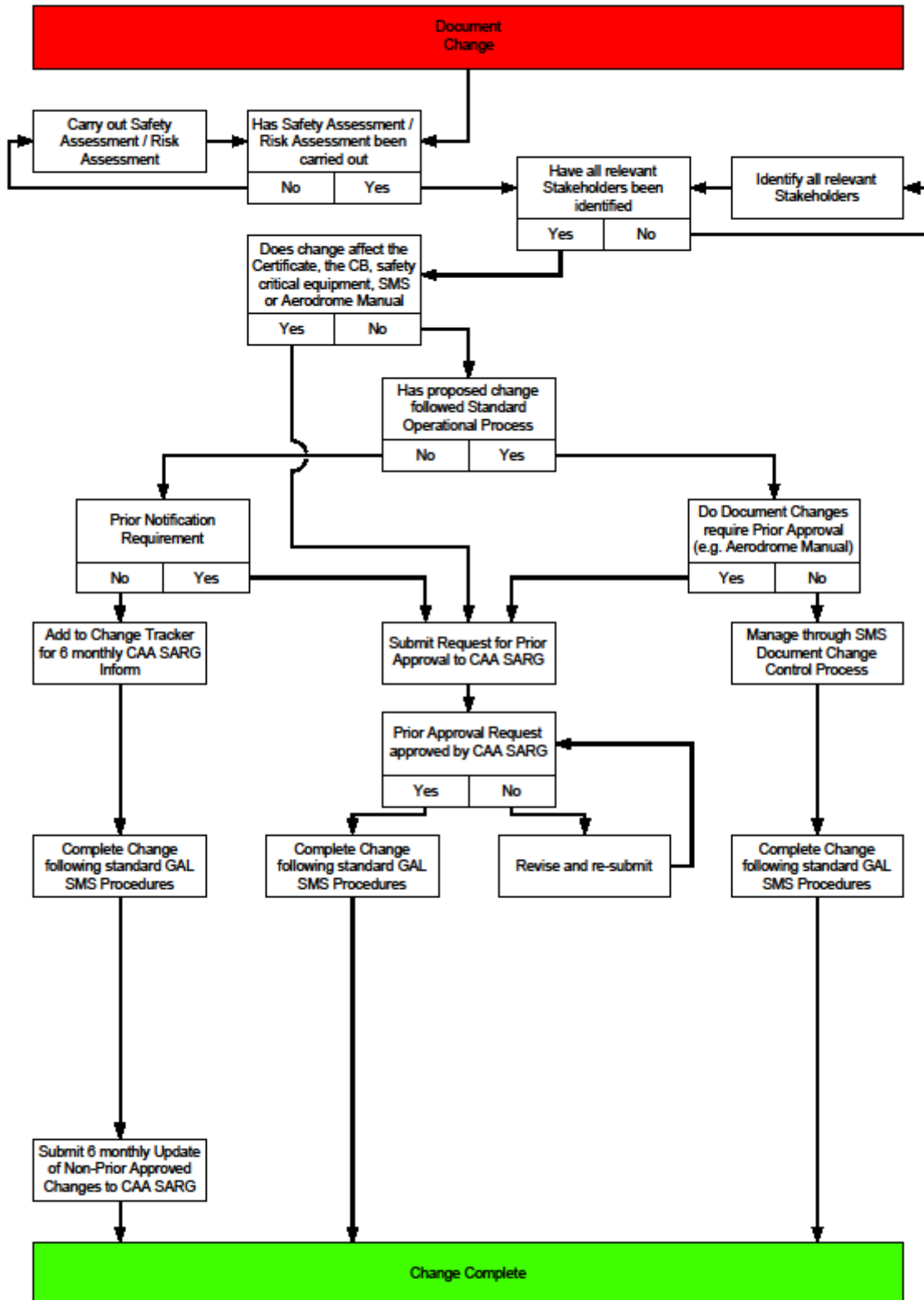


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6.2 Change Control Procedure – Process Map – Personnel Change

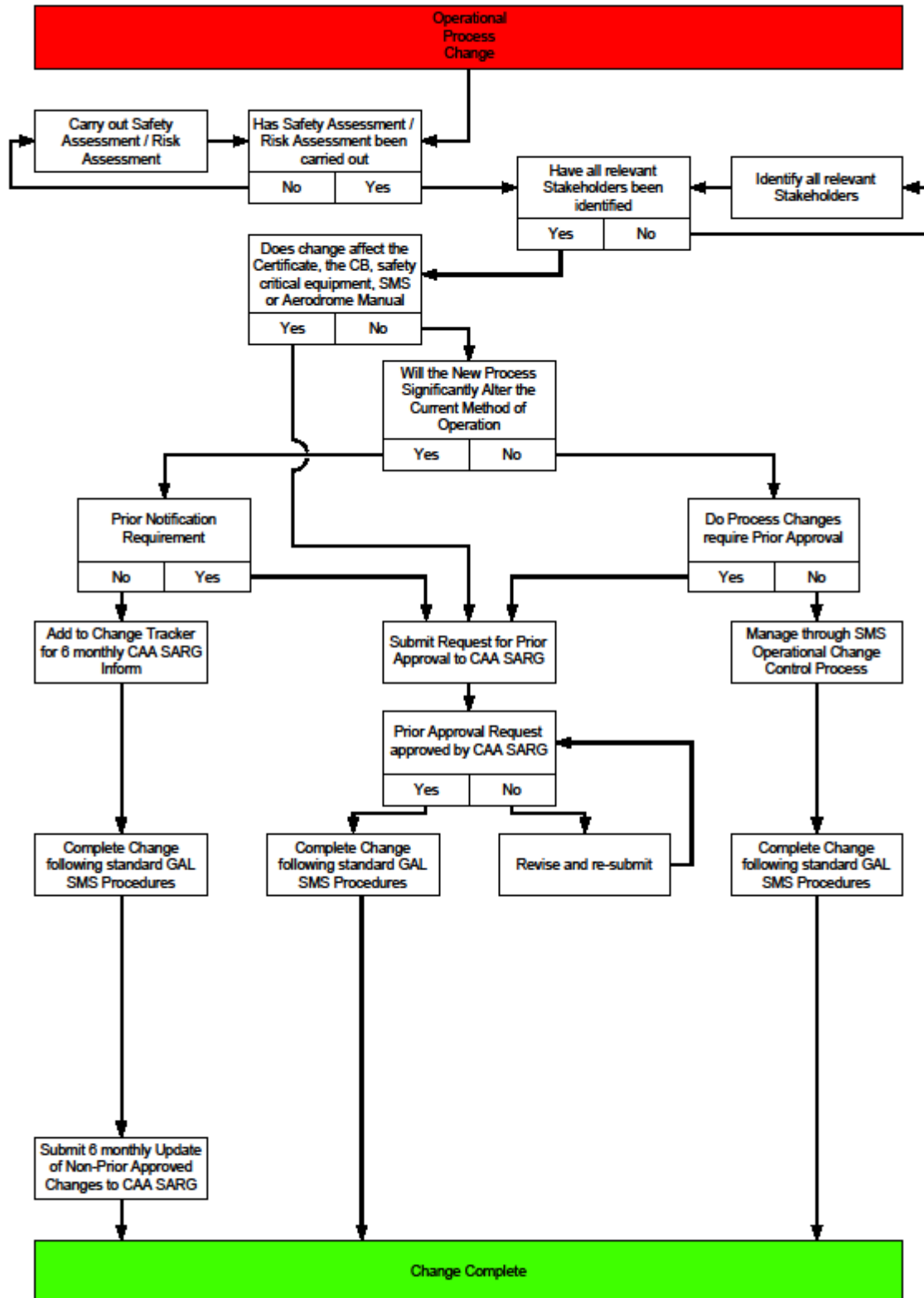


6.3 Change Control Procedure – Process Map – Document Change



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6.4 Change Control Procedure – Process Map – Operational Process Change



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