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AERODROME & GROUND AID
AC No.: GCAA AC/AGA/014

SUBJECT:	**Management of Change for Certified Aerodromes.**	DATE INITIATED: INITIATED BY:	August 4, 2026 DIRECTOR – AVIATION SAFETY & SECURITY REGULATION

1. PURPOSE

1.1 This Advisory Circular provides guidance to certified aerodrome operators on how to establish, implement, and maintain a documented Management of Change process as part of the aerodrome Safety Management System. It supports Requirements for Certified Aerodromes 2024 and assists operators in identifying hazards, assessing safety risks, implementing mitigations, obtaining required approvals, and monitoring the effectiveness of changes before and after implementation.

BACKGROUND

1.2 Changes at an aerodrome can introduce hazards and increase safety risk if not adequately assessed before implementation. Effective management of change ensures that hazards are identified and that appropriate risk controls are established before, during and after implementation of a change.

2. REFERENCES

2.1 The Civil Aviation Requirements for Certified Aerodromes 2024.

3. APPLICABILITY

3.1 This guidance applies to all certified aerodrome operators and to any temporary or permanent change that may affect aviation safety, aerodrome operations, infrastructure, facilities, equipment, procedures, personnel, organizational arrangements, contractor activities, traffic characteristics, or the operating environment.

4. TYPES OF CHANGES TO BE CONSIDERED

- Changes to the physical characteristics of the aerodrome, including runways, taxiways, aprons, strips, obstacle environment, visual aids, lighting, markings, signage, drainage, or fencing.
- Changes to aerodrome operational procedures, traffic flows, low visibility operations, emergency arrangements, works procedures, or access control arrangements.
- Changes to facilities, equipment, infrastructure, communication systems, navigation aids, surveillance systems, or other safety-critical systems.
- Introduction of new technology, systems, processes, or contracted services.
- Changes to organizational structure, accountable personnel, key safety personnel, staffing levels, competency arrangements, or safety responsibilities.
- Changes in aircraft operations, traffic characteristics, operating hours, special events, or aerodrome activity levels.
- Changes resulting from construction works, maintenance works, temporary limitations, staged projects, or temporary operating arrangements.
- Any other change identified by the aerodrome operator or the Authority as having the potential to affect aviation safety.

5. RECOMMENDED PROCESS

1. **Identify and describe the change.** Define the purpose, scope, location, affected activities, interfaces, proposed implementation date, duration, and responsible persons.
2. **Determine whether Authority approval or notification is required.** Consider whether the change affects the aerodrome certificate, aerodrome manual, certification basis, safety critical equipment, declared distances, operating procedures, emergency response plan, or any approval condition.
3. **Identify hazards.** Use appropriate methods such as inspections, stakeholder consultation, safety meetings, operational experience, safety reports, occurrence data, project reviews, and expert judgement.
4. **Assess safety risks.** Evaluate the likelihood and severity of potential consequences using the aerodrome operator's approved risk matrix or SMS risk assessment method.
5. **Develop and implement mitigations.** Establish controls to eliminate hazards where practicable or reduce safety risk to an acceptable level. Mitigations may include procedures, inspections, training, safety briefings, temporary restrictions, NOTAM action, markings, lighting, barriers, oversight, contingency procedures, or staged implementation.
6. **Approve internally before implementation.** Ensure the safety manager, accountable executive, relevant operational managers, and other responsible people review and approve the change in accordance with the operator's SMS procedures.

7. **Communicate the change.** Notify affected personnel, contractors, air traffic services, aircraft operators, emergency responders, tenants, and other stakeholders, as applicable.
8. **Implement the change under controlled conditions.** Confirm that required resources, approvals, instructions, competencies, and mitigations are in place before implementation.
9. **Monitor and review.** After implementation, verify that mitigations are effective, intended safety objectives are achieved, and no new or unintended hazards have been introduced.
10. **Close and retain records.** Document the review results, corrective actions, acceptance of residual risk, and closure approval.

6. DOCUMENTATION AND RECORDS

The aerodrome operator should document each change sufficiently to demonstrate that safety risks were managed before implementation. Records should include the change description, hazard identification, risk assessment, mitigation measures, approvals, communication actions, implementation evidence, post-implementation review, residual risk decision, and closure. Records should be retained in accordance with the aerodrome operator's document control procedures and made available to the Authority upon request.

7. SUBMISSION TO THE AUTHORITY

Where a proposed change requires approval or notification, the aerodrome operator should submit the change package to the Authority 30 days before implementation. The submission should include sufficient technical and safety information to enable the Authority to assess the change, including drawings, procedures, risk assessments, implementation plans, stakeholder consultation records, and proposed amendments to the aerodrome manual, where applicable.

8. POST-IMPLEMENTATION MONITORING

Following implementation, the aerodrome operator should monitor the change for a defined period proportionate to the level of safety risk. Monitoring may include inspections, operational observations, safety reports, stakeholder feedback, safety performance indicators, audits, occurrence data, and review meetings. If the review identifies ineffective controls, increased risk, or unintended consequences, the operator should take corrective action and, where necessary, notify the Authority.

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