**NEW ICAO METHODOLOGY FOR ASSESSING AND REPORTING RUNWAY SURFACE CONDITIONS (GRF)**

**IMPLEMENTATION ACTION PLAN TEMPLATE (to be tailored and detailed by each State)**

**STATE NAME**

| **ID** | **ACTION** | **ENTITY RESPONSIBLE** | **TARGET DATE** | **REMARKS** |
| --- | --- | --- | --- | --- |
| GRF 1 | Review ICAO provisions and guidance and other Organisations guidance (see below) | CAA |  |  |
| GRF 2 | Designate a focal point to coordinate implementation activities at the national level | CAA |  |  |
| GRF 3 | Identify concerned focal points in each entity (CAA, Airport, ANSP, Aircraft operators – include military as applicable) | CAA, Airports, ANSP, Aircraft operators |  |  |
| GRF 4 | Establish an Implementation Coordination Team including staff from the identified stakeholder entities  | CAA |  |  |
| GRF 5 | Conduct the initial training for the CAA, Airports, ANSP and Aircraft Operators’ personnel (e.g. ICAO/ACI/IATA online courses, national awareness workshop, etc.) | CAA |  |  |
| GRF 6 | Identify regulations, standards, procedures and guidance material to be developed/amended | National Focal Point and the Implementation Coordination Team  |  |  |
| GRF 7 | Develop a detailed national implementation plan and safety risk assessment. Each entity should also establish its specific implementation plan and safety risk assessment. | CAA, Airports, ANSP, Aircraft operators |  |  |
| GRF 8 | Identify the necessary means and resources for the implementation (human, financial and material resources) | National Focal Point and the Implementation Coordination Team |  |  |
| GRF 9 | Consult with Airport Runway Safety Teams | Airports |  |  |
| GRF 10 | Develop and promulgate regulations and standards | CAA |  |  |
| GRF 11 | Develop procedures and guidance material (translate if required) | National Focal Point and the Implementation Coordination Team |  |  |
| GRF 12 | Provide the necessary means and resources for the implementation (human, financial and material resources) | CAA, Airports, ANSP, Aircraft operators |  |  |
| GRF 13 | Conduct On-the-Job Training (OJT) on the implementation (ACI on-site GRF training course is available to support Airports) | CAA, Airports, ANSP, Aircraft operators |  |  |
| GRF 14 | Perform tests/trials prior to the effective implementation | All |  |  |
| GRF 15 | Applicability date for the new methodology for assessing and reporting runway surface conditions | All |  |  |

Notes: ICAO Runway Safety Go-Team Assistance Missions are available to support States and Airports. ACI APEX Safety Reviews are also available to support Airports.

References:

* Annexes 3, 6, 8, 14, & 15 – applicability date 5 Nov 2020
* PANS Aerodromes (Doc 9981), Aeronautical Information Management Doc 10066), & Air Traffic Management (Doc 4444)
* Assessment, Measurement and Reporting of Runway Surface Conditions (Cir 355)
* Aeroplane Performance Manual (Doc 10064)
* ICAO/ACI Online Course for Airport Operators
* ICAO/IATA Online Course for Aircraft Operators & Flight Crew
* ICAO GRF web site <https://www.icao.int/safety/Pages/GRF.aspx>
* ICAO Global GRF Symposium <https://www.icao.int/Meetings/grf2019/Pages/default.aspx>