

**APPENDIX B**  
**GRF IMPLEMENTATION CHECK LIST**

ID	TASK	WHO	WHEN	Remarks
GRF 1	Establish a <i>National GRF implementation team</i> at the State Level	State GRF implementation team to include: <ul style="list-style-type: none"> <li>- CAA (<i>responsible entity for implementation</i>)</li> <li>- Aerodromes</li> <li>- ANSP(ATM/AIM/MET)</li> <li>- Airlines/Flight Ops</li> <li>- Any other relevant stakeholder, as required</li> </ul>	By Sep 2019	
GRF 1-1	Develop a <i>National GRF Implementation Plan</i> , detailing tasks, champions and timelines	State GRF implementation team	By Nov 2019	
GRF 2	<p><b>Educate</b> by reviewing the following <b>documentation</b>:</p> <ul style="list-style-type: none"> <li>- PANS ADR</li> <li>- ICAO Circular 355</li> <li>- Annex 14</li> <li>- ICAO GRF global Symposium presentations <a href="https://www.icao.int/Meetings/grf2019">https://www.icao.int/Meetings/grf2019</a></li> <li>- ICAO Doc 10064 (check when available with HQ)</li> <li>- Other relevant ICAO provisions – consequential amendments due to GRF (e.g. PANS-AIM, PANS-ATM, etc.)</li> </ul> <p><b>Educate</b> by attending:</p> <ul style="list-style-type: none"> <li>- ICAO Regional Workshops (GRF Workshop (Paris))</li> <li>- <a href="https://www.icao.int/EURNAT/Pages/Other-Meetings.aspx">https://www.icao.int/EURNAT/Pages/Other-Meetings.aspx</a></li> </ul> <p><b>Educate</b> by conducting:</p> <ul style="list-style-type: none"> <li>- State Level Workshops/Seminars</li> </ul>	State GRF implementation team <ul style="list-style-type: none"> <li>- In coordination with national bodies representing airports, ANSPs, Airlines</li> </ul>	By Feb 2020 (consider refresher by Nov 2020)	<i>Advise difficulties to ICAO EUR/NAT</i>

ID	TASK	WHO	WHEN	Remarks
GRF 3	<p><b>Promote</b> GRF at the national level in context of safety by developing:</p> <ul style="list-style-type: none"> <li>- brochures</li> <li>- website material</li> <li>- AIC (Aeronautical Information Circular)</li> </ul>	<p>State GRF implementation team</p> <ul style="list-style-type: none"> <li>- distribution should also include GA/BA and Military</li> </ul>	By Feb 2020	
GRF 4	<p><b>Train relevant stakeholders on GRF</b></p> <p>Note that different stakeholders may have different training needs (e.g. aerodromes, pilots, ATS, AIS, aerodromes in warm climates vs. operators that fly to locations with winter conditions, etc.)</p> <p><b>Train relevant groups that interface with customers on GRF</b> so they can brief their customers when on audit/inspections</p>	<p>Relevant stakeholders:</p> <ul style="list-style-type: none"> <li>- ACI</li> <li>- IATA</li> <li>- IFATCA</li> <li>- IFALPA</li> </ul> <p>State GRF implementation team assures training for:</p> <ul style="list-style-type: none"> <li>- ADR/ATM</li> <li>- CAA/FO inspectors</li> </ul>	<p>By Apr 2020 (consider refresher by Nov 2020)</p> <p>By Apr 2020 (consider refresher by Nov 2020)</p>	
GRF 5	<b>Update SNOWTAM Format/template (NOTAM/SNOWTAM systems)</b>	<p>State GRF implementation team assures SNOWTAM template is updated by:</p> <ul style="list-style-type: none"> <li>- AIM</li> </ul>	By Nov 2020	
GRF 6	<b>Train on the new SNOWTAM Format</b>	<p>State GRF implementation team assures training on SNOWTAM format by:</p> <ul style="list-style-type: none"> <li>- AIM</li> </ul>	By Apr 2020 (consider refresher by Nov 2020)	
GRF 7	<b>Update AIP</b> , as required	State GRF implementation team assures AIP is updated	By Nov 2020	

ID	TASK	WHO	WHEN	Remarks
		by: - AIM		
GRF 8	<p><b>Conduct parallel test of GRF</b> this winter</p> <p><b>Conduct analysis</b> using archives of SNOWTAM &amp; AIREPS (this should also be considered after implementation to identify errors)</p>	<p>State GRF implementation team coordinates parallel test with the necessary stakeholders:</p> <ul style="list-style-type: none"> <li>- Airport operators</li> <li>- ANSP</li> <li>- Regional CAA</li> <li>- Airlines</li> <li>- AIS</li> </ul>	Nov 2019 - Apr 2020	

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