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WORKING PAPER

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**Tenth North American, Central American and Caribbean Directors of Civil Aviation Meeting
(NACC/DCA/10)**

Martinique, France 29 November-2 December 2021

**Agenda Item 6: NAM/CAR Regional Safety/Air Navigation Implementation
6.3 Air Navigation Implementation Matters**

**IMPLEMENTATION PROCESS OF THE GLOBAL REPORTING FORMAT FOR RUNWAY SURFACE
CONDITIONS (GRF) IN THE MEMBER STATES OF CENTRAL AMERICA**

(Presented by Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua, COCESNA Member States)

EXECUTIVE SUMMARY

Runway Safety (RS) is a global priority. Runway excursions (RE) is the accident category with the highest risk within RS and selected by RASGPA as a priority risk category. The main contributing factor is poor braking action. Based on the above, ICAO has established the new global reporting format (GRF) as a mitigation measure, which has given rise to this Working Paper for the implementation process.

The GRF implementation process consists of 6 phases:

1. Phase I - Preliminary coordination and information
2. Phase II - Theoretical training
3. Phase III - Practical training
4. Phase IV - Preparation or updating of procedures
5. Phase V - Change management
6. Phase VI - Adjustments to procedures and final implementation

Each State will define the start and end dates for the implementation of each stage.

Action:	Suggested actions are presented in Section 4.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency
<i>References:</i>	<ul style="list-style-type: none">• Annex 3 - Meteorological service for international air navigation• Annex 6 - Aircraft operation, Part I - International commercial air transport - Airplanes and Part II - International general aviation• Annex 8 - Airworthiness• Annex 14 - Aerodromes, Volume I - Aerodrome design and operations• Annex 15 Aeronautical information services• ACSA Advisory Circular 001/2020 Rev. 1 - Evaluation, measurement and notification of the state of the runway surface

1 Introduction

1.1 The GRF implementation process in the States is a requirement that is established in Annex 3, Annex 6 Part I, Annex 8, Annex 14 and Annex 15. The implementation of the Runway Surface Status Report (RCSR) requires a well-structured series of steps across all disciplines. Both the inspectors of the aerodrome, air navigation services and operations authority, as well as the airport and air navigation service providers and the airlines, must chart a common course for the orderly implementation of the RCSR with the minimum of associated risks. Change management will be included in the development of the implementation plan.

2 Steps for a GRF implementation plan

2.1 The GRF implementation process consists of six phases, which are described below:

Phase 1 - Preliminary coordination and information

2.2 Develop an initial implementation plan. Once the initial plan is developed, it is presented to the Authority for approval. After this, a coordinator of the implementation plan is appointed and it is he who meets with the interested areas so that they assign a focal point in representation of each of the areas (ANS, AGA, PAHO). A latent risk analysis is carried out to identify what you have, what the risk will be; A gap analysis is carried out to identify what is lacking in each of the aforementioned areas. ICAO must be notified of the difference in the date on which the GRF will be implemented by appropriate means. After notification, prepare an AIC with the proposed GRF implementation date. The different areas meet in order to prepare and develop the guide material for its proper publication. And this phase 1 concludes with the development of the training material.

Phase 2 - Theoretical training

2.3 The coordination group meets to review the training material, which will be used to train the instructors of the different areas. After its review, training will be provided to the personnel of the regulatory entity of the different areas (AGA, ANS and OPS). Once the training is finished, the appropriate people in each area will be identified to be trained as instructors, who will be in charge of training the personnel of the service providers or the industry (operator) if required.

Phase 3 - Practical training

2.4 The first workshops will be held, which could be considered as the first part of an “On the job training” (OJT), in which the personnel who have already completed the theoretical part begin to participate in practical training called table exercises.

Phase 4 - Preparation or updating of procedures

- 2.5 The industry and service providers must develop their procedures in which they will include aspects related to snowtam. Once prepared, these should be socialized with the personnel of the areas involved.

Phase 5 - Change management

- 2.6 Preparation of a residual risk analysis, which will be the product of the risk that is generated after all the barriers and forms of mitigation that were established in the previous phases of the implementation plan. Promotion of the change to be made. Developing the planning, execution of tests and drills with the stakeholders of the interested areas, this stage of phase 5 is known as the concrete “On the job training”. After this and through the results, the failures and the opportunities for their improvement will be identified.

Phase 6I - Adjustments to procedures and final implementation

- 2.7 Once the faults are detected, adjustments are made to the procedures. A trial implementation period is established in which the codes and snowtam will be generated (which will not be published in the system). Once the testing stage is finished, the operation begins with the industry, service providers and other areas involved.

3. Conclusions

- 3.1 In order to comply with the ICAO requirements regarding the implementation process of the global runway surface condition (GRF) reporting format established in Annexes 6, 10 and 14, it is necessary to establish a sheet regional route that addresses the implementation elements in a comprehensive and effective manner.

- 3.2 Generating the support and guidance of ICAO in the implementation process becomes a necessity for the region in order to ensure the best practices and recommendations of ICAO.

4. Suggested actions

- 4.1 The meeting is asked to promote obtaining support and guidance from ICAO for the GRF Implementation process in the Central American Member States.