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**Agenda Item 4: Provision of AOP in the Asia/Pacific Region**

**– Certification and Operations of Aerodromes**

**UNIFORM PROCEDURE FOR TIMELY COMMISSIONING & OPERATIONALIZATION  
OF INFRASTRUCTURE IN AIRSIDE**

(Presented by India)

**SUMMARY**

This paper presents uniform procedure for timely commissioning & operationalization of airside project infrastructure developed under Change Management at Licensed Airports which are operated and maintained by Airports Authority of India.

**1. INTRODUCTION**

1.1 The scope is limited to the review of project and timely completion of associated activities including aeronautical survey for newly constructed infrastructure, revision of aeronautical charts (Aerodrome chart, Parking & Docking Chart, Type A charts etc.), PCN evaluation of newly constructed pavement, measurement of lux level for newly installed visual aids and Publication of newly constructed infrastructure in AIP. All directorates involved in operationalization of newly constructed infrastructure are required to collaborate, visualize and plan to perform from day one and align themselves to deliverable plan considering a target commissioning date.

1.2 The Directorate of Operations act as a Focal Point to oversee the preparation of all activities right from Concept/Design & Execution to Commissioning of newly constructed infrastructure and evolve a process that includes timely determination of PCN value, aeronautical survey for amendment in AIP and charts, design/revision in Instrument Flight Procedures, relocation and calibration of NAV AID, Lux level determination and Photometric test, NoC clearance, Task Resources Analysis for ARFF and Publication of data in AIP i.r.o. newly constructed infrastructure. The Operational Readiness Activation and Transition Plan of Directorate of Operations will involve during each step of the project by engaging all associated Directorates to prepare a plan for all activities to oversee the project development. Bar charts for various activities required to be performed for operationalization of infrastructure will be finalized and monitored by the dedicated team nominated to oversee the project. The critical activities will be determined so that various activities in commissioning of newly constructed infrastructure can be coordinated to minimize the bottlenecks, delays and interruptions.

## 2. DISCUSSION

2.1 The coordination of tasks and responsibilities of all internal stakeholders are crucial for the successful implementation of Change management process.

### 2.2 Directorate of Operations

- (i) Ensure that safety assessment documents for seeking DGCA approval shall be forwarded to Dte. of Aviation Safety for review within 7 days from the date of receipt from Airport Director.
- (ii) Ensure that Airport Director should submit the safety assessment documents to DGCA in accordance with prescribed timelines.
- (iii) Ensure that AD format of AIP supplement along with aeronautical charts are forwarded to AIS department for publication at least 60 days prior to date of commissioning of newly developed infrastructure.
- (iv) Conduct monthly review with all concerned stakeholders to review the ongoing projects under Change Management at Licensed Airports of AAI.
- (v) Ensure inter and intra department coordination for timely completion of project.

### 2.3 Directorate of Planning

- (i) Coordinate with State Government after receipt of OLS Survey, in case of Runway Extension or widening of Runway for removal of obstacles identified in OLS.
- (ii) Ensure that Scope of Work (SoW) must conform the regulatory requirements of DGCA CAR, BCAS and other statutory guidelines.
- (iii) Ensure that copy of approved SoW is provided to all concerned within one week from date of approval for planning of following works-
  - a) Airport Director for seeking DGCA approval,
  - b) Engineering Department/Project In charge to finalize AA & ES,
  - c) Survey Department for advance planning on aeronautical survey,
  - d) Cartography Department for timely revising the aeronautical charts
  - e) Structure Department for advance planning on PCN evaluation,
  - f) Air Space Management /Flight Procedures Design Department for revising the Instrument Approach Procedure,
  - g) CNS department for planning on relocation of Navigational Aids (if required)
  - h) AIS department for timely Publication of newly developed infrastructure.
- (iv) Provide layout drawings in compliance with provisions prescribed in DGCA CAR to Airport Director and Project In charge.

### 2.4 Airport Director

- (i) Obtain DGCA approval (including civil, electrical and associated works) within 15 days from receipt of approved Scope of Work for “Concept/ Design level”.
- (ii) Obtain DGCA approval within 30 days from the date of accord of AA&ES for “Execution level”.

- (iii) Monitor obstacles infringing the OLS in case of Runway extension and liaise with owner/State Govt. for removal/reduction within permissible limit and submit report to Directorate of Operations.
- (iv) Monitor that development of infrastructure shall be undertaken in compliance with provision prescribed in DGCA CAR by the Agency and Project In-charge.
- (v) Monitor the development of project and forward the monthly updated status on project to all concerned at RHQ/CHQ.
- (vi) In case of Runway Extension, shall coordinate with Cartography Department for providing Obstacle Protection Surface Chart of PAPI in case of its relocation.
- (vii) Coordinate with Survey and Cartography Department at CHQ 07 days prior to completion of markings on newly constructed infrastructure for aeronautical survey and charts.
- (viii) Coordinate with ASM/FPD Department after completion of aeronautical survey for revision of instrument flight procedure in case of Runway extension or change in threshold location.
- (ix) Ensure that Airport Surface Friction Tester (ASFT) vehicle reach at site for friction test after final layer of PQC as per the request made by the Project-In Charge.
- (x) Ensure submission of Safety Assessment and other associated documents to DGCA for seeking approval at least 15 days before the completion of the work for timely Commissioning of the facility.
- (xi) Ensure that revision in AD 2 of AIP along with aeronautical charts shall be forwarded to Operations and ATM at CHQ at least 90 days prior to date of commissioning of newly developed infrastructure.

2.5

**Project In-charge**

- (i) Ensure Award of Comprehensive Tender (Including Civil, Electrical and associated works) for project work after regulatory approval from DGCA.
- (ii) Ensure that development of infrastructure shall be undertaken in compliance with provision prescribed in DGCA CAR, BCAS and other statutory guidelines.
- (iii) Provide the update on the status of project in the monthly review organized by Directorate of Operations
- (iv) Ensure that layout marking on newly developed infrastructure shall be completed within 7 days from date of completion of final layer of Asphalt/PQC.
- (v) A written request to be made to Survey department within 3 days after completion of layout marking on newly developed infrastructure for aeronautical survey by GIS Analyst.
- (vi) A written request to be made to Structure department within 3 days after final layer of Asphalt/PQC for evaluation of PCN.
- (vii) Measurement of Lux level measurement of AFL and Photometric test report for visual aids to be ensured within 7 days from date of completion for installation.
- (viii) To hand over newly constructed infrastructure to Airport Director along with check list on compliance to the provisions prescribed in DGCA CAR.
- (ix) Inform Airport Director at least 30 days in advance, if the given date of completion of project is delayed due to any reasons for communicating to DGCA.

- (x) Certification of actual height of high masts/Watch Towers/ATC towers after construction. Ensure that marking & lighting of high masts/towers for denoting obstacle i.e. overall height should be restricted within permissible NOC.
- (xi) Ensure timely conduct of friction test of newly constructed portion of RWY.
- (xii) Ensure ground calibration & walk test of PBB and AVDGS, training program and training certificates of PBB operators and familiarization program of operational personnel w.r.t. new apron layout/ PBB & AVDGS.

2.6 **Department of Structure**

- (i) Deploy the officials for evaluating the PCN of newly constructed pavement within 7 days from date of request received from Airport Director or Project In-charge
- (ii) Provide evaluated value of PCN for newly constructed pavement to Airport Director and other concerned within 15 days of site test.

2.7 **Department of Survey**

- (i) Deploy the survey team/ GIS analysist within 3 days from date of request received from Airport Director or Project In-charge for aeronautical survey of newly constructed infrastructure.
- (ii) Provide the aeronautical survey data certificate and aeronautical charts to AIS, ASM/FPD, Operations, CNS and Airport Director and all other concerned within 15 days of conduct of OLS survey.

2.8 **Directorate of Air Traffic Management**

- (i) Ensure that pushback procedures have been prepared before completion of new project or facility.
- (ii) Ensure that the transition plan is prepared considering the complexity of the project or facility.
- (iii) Ensure that the integrity of the system is not compromised during transition, while maintaining the current standard. The roles and responsibility of all stakeholders shall be documented in the transition plan and submitted with the Safety Assessment documents.
- (iv) Timely action for parallel operations of ATM facilities as per guidelines issued by Dte. of ATM.

2.9 **Department of Flight Procedures Design (FPD)**

- (i) Survey department shall provide FPD, the survey data of newly constructed infrastructure within 15 days from the date of completion of survey.
- (ii) Ensure that revised instrument procedure are designed and submitted to DGCA within specified time limit.
- (iii) Ensure that revised instrument procedure are forwarded to AIS department for publication at least 60 days prior to date of commissioning of newly developed infrastructure.

2.10 **Directorate of CNS**

- (i) Ensure to draw a plan in co-ordination with Project In-Charge for trans-location of Navigational aids during extension of Runway.
- (ii) Ensure to draw a plan in co-ordination with Project In-Charge for installation of Navigational aids during upgradation of aerodrome from VFR to IFR.
- (iii) Ensure that the transition plan is prepared considering the complexity of the project or facility.
- (iv) Ensure that the integrity of the system is not compromised during transition, while maintaining the current standard. The roles and responsibility of all stakeholders shall be documented in the transition plan and submitted with the Safety Assessment documents.
- (v) Ensure air calibration of NAV Aids at least 90 days prior to completion of work in co-ordination with Project In-Charge and Flight Inspection Unit (FIU).

2.11 **Department of Airport Rescue & Fire Fighting (ARFF)**

- (i) Ensure provision of required number of CFT, Ambulances and firefighting equipment & agents due to upgradation of ARFF category.
- (ii) Deployment of trained ARFF manpower as per Task Resource Analysis due to upgraded ARFF category at the airport.
- (iii) Ensure Response time is achieved at the time of extension of Runway, new Fire Station at a different location and construction of New Apron.

**3. ACTION BY THE MEETING**

3.1 The meeting is invited to:

- a) note the information contained in this paper; and
- b) discuss any relevant matters as appropriate.

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