

Global Reporting Format (GRF) implementation checklist

For airport operators

Task	Description	Assigned to	Deadline	Completed
Step 1 Set up an implementation Task Force	<p>A small Task Force should be established and assigned the task to develop the airport implementation plan and coordinate with external activities.</p> <p>The Task Force may include representatives from (as appropriate): Airside Operations, Airfield Maintenance, Airside Safety, ATC, Winter Operations, main Aircraft Operator(s).</p>			
	<p>Analyze and understand the changes in regulatory requirements.</p>			
Step 2 Understand the change and conduct gap analysis	<p>Communicate with National CAA and/or participate in national or regional initiatives regarding the implementation of GRF to understand any national or regional requirements.</p>			
	<p>Conduct and document a gap analysis between current procedures, operations and practices and the new requirements.</p>			

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<p>Step 3 Identify who and what is affected by the change</p>	<p>Use the results of the gap analysis to identify:</p> <ul style="list-style-type: none"> • The procedures and/or interfaces between organizations that need to be changed (eg. information exchange between airport operator and ATC) • The systems or equipment that need to be changed or re-programmed (eg. e-snowtam or electronic surface condition reporting systems) • The units and staff within the airport’s organization who need to undergo training • The external stakeholders who may be affected and with whom it would be necessary to coordinate the change (ANSP, Aircraft Operators, External Contractors, etc.). 			
<p>Step 4 Identify hazards associated with the changes in the system and perform risk assessment on hazards identified</p>	<p>Apply the change management process of the Aerodrome Operator’s Safety Management System to identify hazards related to the change, evaluate the level of risk and develop mitigation measures when necessary.</p> <p>The impact on existing hazards and safety risk controls that may be affected by the change should also be assessed.</p>			

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<p>Step 5 Develop an action plan to implement the change</p>	<p>Based on the outputs of the gap analysis and change management process, develop an action plan to ensure a timely implementation of the change. This plan may include:</p> <ul style="list-style-type: none"> • An overall timeframe or roadmap with key milestones • A list of the changes needed • Assigned responsibilities for each change • A communication plan (internal and external) • A training plan. 			
<p>Step 6 Approval of the action plan for implementation</p>	<p>The individual with overall responsibility and authority for implementation of the change and, where applicable, the risk owner should approve the action plan for implementation of the change.</p>			

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<p>Step 7 Ensure continuous communication and training</p>	<p>Throughout the process of change, it is important to ensure a continuous flow of communication and information on the change and the implementation plan. This can be done through different means, such as information bulletins, information sessions, etc.</p> <p>Where appropriate, the Local Runway Safety Team (LRST) should be used as a forum for communication and information sharing on the status of the change by the different stakeholders.</p>			
<p>Step 8 Assurance plan</p>	<p>Determine a process to ensure quality control and follow-up actions, such as audits during and after the implementation of the change, verifications of training records or onsite inspections.</p> <p>In the case of changes to electronic systems, mechanisms to test and validate changes to the systems should be developed.</p>			