****Application for a proposed change**

**FOR THE AERODROME OPERATOR:**

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| **Aerodrome name:**  |
| **Title of Change and reference number**: |
| **Description of the Change:** |
| **Type of Change** :  |
|[ ]  1. Use of alternative means of compliance (ADR.OR.A.015)
 |
|[ ]  1. Change to the management and notification procedure for changes not requiring a prior approval (ADR.OR.B015(b)(4))
 |
|[ ]  1. Changes to the Certification Basis or to the terms of the certificate (ADR.OR.B.040)
 |
|[ ]  1. Changes to safety- critical aerodrome equipment (ADR.OR.B.040)
 |
|[ ]  1. Changes that significantly affects elements of the aerodrome operator’s management system (ADR.OR.B.040(a)(2))
 |
|[ ]  1. Changes to the level of protection of rescue and firefighting services (ADR.OPS.B.010(a)(1)(2))
 |
|[ ]  1. Implementation of aeroplane operations on specially prepared winter runways (ADR.OPS.B.036)
 |
|[ ]  1. Changes to low visibility procedures (ADR.OPS.B.045)
 |
|[ ]  1. Operation of aircraft with higher code letter (ADR.OPS.B.090(a))
 |
|[ ]  1. Changes to the flight procedures
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|  | *Refer to circular GDF03 for changes to any obstacles, developments and other activities within the areas monitored by the aerodrome operator which may endanger safety and adversely affect the operation of an aerodrome (ADR.OPS.B.075)* |
| **At least the following documents are required:*** Safety assessment
* Safety criteria defined in accordance with the procedures for the management of change contained in the aerodrome manual

If applicable:* Amendments or revisions of the aerodrome manual containing the change
* Proposal of the conditions under which the aerodrome operator will operate during the change
* Proposed amendments of the Certificate, Terms of the Certificate, Certification Basis, ….
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| **Applicant Name, role and date of introduction:** |

**FOR THE BCAA:**

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| Approval of the Change[[1]](#footnote-1) : |
| **The Change is:**  | [ ]  not approved[ ]  approved with remarks[ ]  approved  |
| **BCAA owner name, role and date of approval/refuse:** |
| **Remarks:**  |

**FOR THE BCAA:**

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| **Safety assessment for a change** |
|  | Yes | No |
| Is the safety assessment correct and complete?  |[ ] [ ]
| 1. An identification of the scope of the change

Does the scope of the safety assessment include the following elements and their interaction:* The aerodrome, its operation, management, and human elements being changed
* Interfaces and interactions between the elements being changed and the environment under which is intended to operate, and also with the rest of the system
* The full lifecycle of the change from definition to operations
1. An identification of hazards
2. A determination of the safety criteria applicable to the change
* Are the safety criteria defined in accordance with the procedures for the management of change contained in the aerodrome manual?
* Are the safety criteria specified with reference to: explicit quantitative acceptable safety risk levels; recognized standards; codes of practice; the safety performance of the existing system; a similar system
1. A risk analysis in relation to the harmful effects or improvements in safety related to the change
2. A Risk evaluation ( if required also risk mitigation) for the change to meet the applicable safety criteria
3. A verification that the change conforms to the scope that was subjects to the safety assessment and meets the safety criteria, before the change is put into operation
4. The specification of the monitoring requirements, these are necessary to ensure that the aerodrome and its operation will continue to meet the safety criteria after the change has taken place
 |  |  |
| Remarks: |
| **Which documents should be amended:**  |
|[ ]  Certificate |
|[ ]  Terms of the certificate |
|[ ]  Certification Basis |
|[ ]  Aerodrome manual |
|[ ]  AIP |
|[ ]  Other: |

1. Within a limitation period of 60 days, commencing the day after receipt of this administrative decision, you may file an appeal based on article 14 of the coordinated laws on the Council of State. This appeal containing a statement of facts and pleas in law must be submitted to the Council of State by registered mail (Wetenschapsstraat 33 rue de la Science – 1040 Brussels) or through the digital platform for the exchange of procedural documents "e-ProAdmin" ([http://eproadmin.raadvst-consetat.be](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Feproadmin.raadvst-consetat.be&data=02%7C01%7Cruth.merckx%40mobilit.fgov.be%7C6dcc96d4bb774f347d1208d740047c69%7C142b3163616f485d926fcc7680220002%7C0%7C0%7C637048260324471244&sdata=u%2FbFmX4w%2BggQxVazHGGKJOMnpWreY2glkJBbWagXDqI%3D&reserved=0)). [↑](#footnote-ref-1)