****Notification for a proposed change**

*Note: Use GDF14 annex9a when the procedure for change without prior approval isn’t approved by the BCAA*

**FOR THE AERODROME OPERATOR:**

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| **Aerodrome name:**  |
| **Title of Change and reference number**: |
| **Description of the Change:** |
| **At least the following documents are required:*** Safety assessment
* General information and planning
* Evidence of compliance with the approved procedure for change only requiring notification

If applicable:* Evidence of compliance with certification specifications
* Evidence of compliance with other appropriate requirements applicable to the change
* Other documents for example: publications, charts, temporary procedure, …
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| **Applicant Name, role and date of introduction:** |

**FOR THE BCAA:**

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| Acknowledgment of receipt: |
| **BCAA owner name, role and date of approval/refuse:** |
| **Remarks:**  |
| **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
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| Remarks: |
| **Which documents should be amended:**  |
|[ ]  Aerodrome manual |
|[ ]  AIP |
|[ ]  Other: |