



System Requirements Specifications (Abridged)

Directorate of Aerodrome Standards

**AS-4 APPROVAL ON THE PLANNING, CONSTRUCTION AND COMMISSIONING OF CHANGES
TO AERODROME INFRASTRUCTURE AND MAJOR MAINTENANCE PROGRAMS**

PROJECT NAME:	EGCA
CUSTOMER NAME:	DIRECTORATE GENERAL OF CIVIL AVIATION
LOCATION:	NEW DELHI



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SRS REVISION HISTORY					
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** HP & DGCA are the Functional SRS stakeholders who have agreed to the functionality of Service. PMU has IT domain expertise and has clean up the document, made sure that the comments given by DGCA are incorporated. This document adheres to the template.

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1. We reserve our right to make additions or suitable modifications including elaboration to the requirements as captured by HP under this document, as may be emerge during the subsequent testing phase of the application. This document may therefore be open to changes and additional requirements till the system clears the UAT successfully.
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4. This document does not capture MIS reports .MIS reports can be added as per recommendations from directorate till UAT
5. This does not cover High Level Design and Low Level Design including database design, modelling, GUI design and Interface elements.

Other Observations on SRS

- 1.



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AS4	APPROVAL ON THE PLANNING, CONSTRUCTION AND COMMISSIONING OF CHANGES TO AERODROME INFRASTRUCTURE AND MAJOR MAINTENANCE PROGRAMS
ADMINISTRATOR	DIRECTOR - AERODROME STANDARDS
APPLICANT	AERODROME OPERATORS

1. SYNOPSIS

APPROVAL ON THE PLANNING, CONSTRUCTION AND COMMISSIONING OF CHANGES TO AERODROME INFRASTRUCTURE AND MAJOR MAINTENANCE PROGRAMS

INPUT (APPLICATION) CONTAINING DETAILS OF,

1.AERODROME DETAILS, 2.PROJECT DETAILS, 3.SAFETY/ RISK ASSESSMENT DETAILS, 4.DESIGN/ CONCEPT LEVEL ASSESSMENT DETAILS, 5.EXECUTION/ COMMENCEMENT OF WORK DETAILS, 6.SCARS DETAILS

PROCESS

VERIFIED FOR CORRECTNESS OF PARTICULARS ALONG WITH ALL THE RELEVANT DOCUMENTS AND PERMIT GRANTED IF FOUND TO MEET THE REQUIREMENTS.

EXEMPTION

EXEMPTIONS (AS PER CAR SECTION 4 SERIES 'B' PART IV) FOR NON-COMPLIANCE SHALL BE:

I.TEMPORARY EXEMPTIONS: WHERE THE NON-COMPLIANCE IS EXPECTED TO BE REMOVED AND INTER OPERABILITY IS THE PREDOMINANT ASPECT OF THE REQUIREMENT, SUCH AS MANDATORY SIGNS, AVAILABILITY OF RUNWAY STRIP ETC.

II. PERMANENT EXEMPTIONS: WHERE NON-COMPLIANCE IS NOT REASONABLY, BE REMOVED AND INTEROPERABILITY IS NOT THE PREDOMINANT ASPECT OF THE REQUIREMENT, SUCH AS THE INFRINGEMENT OF HIGH GROUND INTO AN OBSTACLE LIMITATION SURFACE ETC.

OUTPUT

APPROVAL ON THE PLANNING, CONSTRUCTION AND COMMISSIONING OF CHANGES TO AERODROME INFRASTRUCTURE AND MAJOR MAINTENANCE PROGRAMS

2. REFERENCE

RULE	RULE 83 (2) - AIRCRAFT RULES 1937
CAR	CAR SECTION 4 SERIES 'B' PART I CAR SECTION 4 SERIES 'B' PART IV
AIC	N/A
ADVISORY CIRCULAR	AERODROME CIRCULAR AD 01 OF 2012 SECTION 3.2 & SECTION 5



PROCEDURE MANUAL	N/A
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BUSINESS RULES

ID NO.	REFERENCE CAR / AIC / PR. MANUAL	III. BUSINESS RULES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	REMARKS
AS4 / BR1	RULE 83 – SECTION 2	WHILE A LICENCE IS IN FORCE, NO ALTERATIONS TO THE LANDING AREA OR TO THE BUILDINGS OR OTHER STRUCTURES ON THE AERODROME WHICH MAY AFFECT THE SAFETY OF AIRCRAFT SHALL BE UNDERTAKEN SAVE WITH THE PREVIOUS APPROVAL OF THE DIRECTOR-GENERAL AND APPLICATION FOR SUCH APPROVAL SHALL BE ADDRESSED TO THE DIRECTOR-GENERAL AND SHALL BE ACCOMPANIED BY FULL PARTICULARS WITH PLANS OF ANY SUCH ALTERATIONS INCLUDING ALTERATIONS TO SURROUNDING OBSTRUCTIONS WHICH MAY AFFECT THE SAFETY OF AIRCRAFT.	
AS4 / BR2	AERODROME CIRCULAR AD 01 OF 2012 SECTION 3.2	ANY OTHER EMERGENCY OR MINOR REPAIRWORK FOR SHORT DURATION SHOULD BE UNDERTAKEN BY THE AERODROME LICENSEE EITHER DURING THE ROUTINE MAINTENANCE PERIOD OR AT THE TIME OF LOW OR NO TRAFFIC, SUCH AS THE CLEANING OF RUNWAY LIGHTING AND MINOR REPAIRS TO THE MOVEMENT AREA SURFACE, WHICH DOES NOT IMPACT SAFETY OF AIRCRAFT OPERATION. SUCH EXAMPLES, SHOULD BE EVALUATED FOR THE IMPACT ON SAFETY AND HANDLED BY THE AERODROME OPERATOR AND NEED NOT TO BRING TO THE DGCA'S ATTENTION.	
AS2 / BR3	AERODROME CIRCULAR AD 01 OF 2012 SECTION 5	(A) STAGE-I (DESIGN/ CONCEPT LEVEL).ITISA REQUIREMENT FOR LICENSEES TO NOTIFY THE DGCA AS REQUIRED BY RULE 83 (2) AND LICENSE CONDITIONS. THE DOCUMENTATION FOR THIS PART SHALL INCLUDE THE DULY FILLED APPLICATION FORM ATTACHED AS“ANNEXURE-I” TO THIS CIRCULAR. THE COMMUNICATION SHOULD CONTAIN, COMPLETE DETAILS OF THE PROPOSED PROJECT, SAFETY ASSESSMENT ON THE PROPOSED DESIGN/CONCEPT IN CONSULTATION WITH ALL STAKEHOLDERS AS PER THEIR SMS AND SIGNED OFF BY THE APPROPRIATE LEVEL MANAGER AND THE PROJECT MANAGER RESPONSIBLE FOR THE PROJECT/ MAINTENANCE PROGRAMMEDGCA MAY CALL FOR A MEETING WITH OR PRESENTATION FROM AERODROME OPERATOR ON THE PROPOSED PROJECT. THE SAFETY/RISK ASSESSMENT ON DESIGN/CONCEPT LEVEL SHOULD GENERALLY INCLUDE: - (I) A SYSTEM DESCRIPTION, INCLUDING THE OPERATIONAL OBJECTIVE.	



	<p>(II) A STATEMENT OF COMPLIANCE, CONFORMING THAT THE FACILITY OR SYSTEM SHALL BE IN FULL COMPLIANCE WITH DGCA CAR AND OPERATOR’S SAFETY REQUIREMENTS.</p> <p>(III) ALL EFFORTS SHOULD BE MADE TO ENSURE THAT THE NEW OR REFURBISHED FACILITY IS FULLY CONFORMING TO THE SPECIFICATIONS MENTIONED IN THE DGCA CAR. IF FOR ANY UNAVOIDABLE REASONS (TO BE DEMONSTRATED TO DGCA BY THE AERODROME OPERATOR), THERE IS ANY NON-COMPLIANCE, AN APPLICATION FOR EXEMPTION TO THE NON-COMPLIANCE ALONG WITH RELEVANT DOCUMENTS AS MENTIONED IN THE DGCA CAR SECTION 4, SERIES B, PART-IV ARE REQUIRED TO BE ENCLOSED WITH THE PROPOSAL.</p> <p>(IV) MINUTES OF THE MEETING WITH ALL STAKEHOLDERS WITH ATTENDANCE SHEET. THE DETAILS OF THE OBJECTION/COMMENTS BY THE MEMBERS AND THE ACTION TAKEN ON THE SAID OBJECTIONS/COMMENTS.</p> <p>(V) A SYSTEM DESCRIPTION AND A GAP ANALYSIS TO COMPREHENSIVELY IDENTIFY HAZARDS DUE CHANGES IN DESIGN OR INTRODUCTION OF THE FACILITY, AND WHERE THERE ARE INSUFFICIENT DEFENSES AGAINST RISKS TO SAFETY, TO DEVELOP AND IMPLEMENT ADEQUATE DEFENSES BEFORE ENTRY INTO SERVICE. A STATEMENT THAT THE NEW, UPGRADED, REPLACED/REFURBISHED FACILITY OR SYSTEM WILL NOT COMPROMISE THE LICENSEE’S SAFETY PERFORMANCE TARGETS AGREED WITH THE DGCA.</p> <p>(B) STAGE-II (EXECUTION LEVEL). THIS STAGE SHALL CONSIST OF THE EXECUTION PART OF THE PROJECT I.E. WORK IN PROGRESS. THE AERODROME OPERATOR SHALL PREPARE THE WORK EXECUTION PLAN WITH TIME LINES AND SUBMIT THE SAME TO DGCA ALONG WITH THE DULY FILLED APPLICATION FORM ATTACHED AS ANNEXURE-I TO THIS CIRCULAR, WITH COMPREHENSIVE SAFETY/ RISK ASSESSMENT REPORT IN CONSULTATION WITH THE STAKEHOLDERS AND SIGNED OFF BY THE RESPONSIBLE PERSONS AT APPROPRIATE LEVEL BEFORE COMMENCEMENT OF THE WORK ON THE PROJECT. THE SAFETY/RISK ASSESSMENT ON WORK EXECUTION LEVEL SHOULD GENERALLY INCLUDE: -</p> <p>(I) THE DETAILS OF THE AREA CLOSED FOR THE WORK INCLUDING THE DURATION.</p> <p>(II) THE DETAILS OF THE MITIGATION METHODS EMPLOYED TO MARK THE CLOSED AREA DURING DAY AND NIGHT.</p> <p>(III) THE DETAILS OF THE TRAINING/ FAMILIARIZATION GIVEN TO THE CONTRACTORS/WORKERS/DRIVERS ETC.</p> <p>(IV) MINUTES OF THE MEETING WITH ALL STAKEHOLDERS WITH ATTENDANCE SHEET. THE DETAILS OF THE OBJECTION/COMMENTS BY THE MEMBERS</p>	
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	<p>AND THE ACTION TAKEN ON THE SAID OBJECTIONS/COMMENTS.</p> <p>(C) STAGE-III (COMMISSIONING LEVEL). THIS STAGE SHALL BE A FINAL DOCUMENT SUBMISSION TO DGCA BEFORE THE NEW, UPGRADED OR REPLACED/REFURBISHED FACILITY OR SYSTEM IS COMMISSIONED INTO SERVICE. THIS DOCUMENT INCLUDES DULY FILLED APPLICATION FORM ATTACHED AS ANNEXURE-I TO THIS CIRCULAR, A SAFETY/ RISK ASSESSMENT REPORT AND CAR COMPLIANCE CHECK LIST MUST INCLUDE:</p> <p>(I) A SYSTEM DESCRIPTION AND A GAP ANALYSIS TO COMPREHENSIVELY IDENTIFY HAZARDS DURING AND AFTER TRANSITION TO SERVICE, AND WHERE THERE ARE INSUFFICIENT DEFENSES AGAINST RISKS TO SAFETY, TO DEVELOP AND IMPLEMENT ADEQUATE DEFENSES BEFORE ENTRY INTO SERVICE.</p> <p>(II) A STATEMENT OF COMPLIANCE, CONFIRMING THAT THE FACILITY OR SYSTEM IS IN FULL COMPLIANCE WITH DGCA CAR AND COMPANY SAFETY REQUIREMENTS. FOR ANY NON-COMPLIANCE THAT HAS BEEN THE SUBJECT OF AN EXEMPTION APPLICATION THERE SHALL BE A SEPARATE STATEMENT CONFIRMING THAT:</p> <p>(AA) ALL AGREED MITIGATIONS MEASURES ARE IN PLACE;</p> <p>(AB) THAT OTHER PERMITTED NON-COMPLIANCES HAVE BEEN REVIEWED AND CORRECTED/REMOVED WHERE POSSIBLE.</p> <p>(III) A STATEMENT THAT ALL VERIFICATION ACTIVITIES, INCLUDING ANY OPERATIONAL TRIALS HAVE DEMONSTRATED THAT THE WORK HAS MET THE TECHNICAL SPECIFICATIONS AND WILL MEET THE OPERATIONAL OBJECTIVES AND REQUIREMENTS.</p> <p>(IV) A DOCUMENT CERTIFYING AND DEMONSTRATING THAT THE USERS/OPERATORS OF THE NEW, UPGRADED OR REPLACED/REFURBISHED FACILITY HAVE BEEN ADEQUATELY TRAINED AND COMPETENT TO OPERATE THE FACILITY.</p> <p>(V) THAT THE NEW, UPGRADED, REPLACED/REFURBISHED FACILITY OR SYSTEM WILL NOT COMPROMISE THE LICENSEE’S SAFETY PERFORMANCE TARGETS AGREED WITH THE DGCA.</p> <p>(VI) THAT THE APPROPRIATE NOTIFICATIONS FOR DATA AND FACILITY PROMULGATION HAVE BEEN INITIATED FOR APPLICABILITY ON (A SPECIFIED) DATE, AND THAT THE NEW, UPGRADED, REPLACED/REFURBISHED FACILITY OR SYSTEM WILL BE COMPLETE, FULLY OPERATIONAL AND READY FOR ENTRY INTO SERVICE ON THAT DATE.</p> <p>(VII) THAT THERE IS A PLAN TO MONITOR SAFETY PERFORMANCE AND IMMEDIATE CORRECTIVE ACTION, SHOULD THAT BE NECESSARY.</p>	
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		(VIII) THAT EVIDENCE FOR ALL THE ABOVE IS THE SUBJECT OF DOCUMENTED RECORD AND IS AVAILABLE FOR INSPECTION, SHOULD THAT BE REQUIRED.	
AS4 / BR4	CAR SECTION 4 SERIES 'B' PART IV	<p>AN APPLICATION FOR A STANDARD EXEMPTION INCLUDES:</p> <p>I. THE APPLICANT'S NAME AND ADDRESS. NAME OF AERODROME WHERE EXEMPTION IS BEING SOUGHT. (AERODROME LICENSE NUMBER TO BE QUOTED IF ALREADY ISSUED)</p> <p>II. THE RELEVANT PROVISIONS OF CIVIL AVIATION REQUIREMENTS FOR WHICH THE EXEMPTION IS SOUGHT.</p> <p>III. THE CATEGORY UNDER WHICH EXEMPTION SOUGHT (TEMPORARY/ PERMANENT) AND JUSTIFIABLE REASONS WHY THE APPLICANT NEEDS THE EXEMPTION. THE REASONS PROVIDED SHOULD BE DETAILED AND SELF-EXPLANATORY.</p> <p>V. THE PERIOD FOR WHICH THE EXEMPTION IS REQUIRED.</p> <p>V. WHETHER THE EXEMPTION WILL AFFECT A PARTICULAR KIND OF OPERATION, THE DETAILS THEREOF;</p> <p>VI. THE ACTION PLAN FOR RECTIFICATION AND REVIEW OF NON-COMPLIANCE FOR TEMPORARY EXEMPTION, INCLUDING THE MITIGATION MEASURES ADOPTED FOR ENSURING THE SAFETY DURING THE EXEMPTION PERIOD.</p> <p>VII. IN CASE OF PERMANENT EXEMPTION IS SOUGHT, THE APPLICANT HAS TO INDICATE THE MITIGATION MEASURES ADOPTED TO REDUCE THE RISK ARISING DUE TO NON-COMPLIANCE AFTER CARRYING OUT A SAFETY ASSESSMENT.</p> <p>VIII. UNDERTAKING BY THE LICENSEE THAT HE SHALL ANNUALLY REVIEW THE CONDITIONS OR MITIGATION MEASURES AND ANY OTHER RESULTANT NON-COMPLIANCE IN PARTICULAR WHEN ANY SIGNIFICANT CHANGES IN THE ACTIVITY OR AERODROME DEVELOPMENT IS PROPOSED</p>	

3. APPLICATION / DATA ELEMENTS

ID	REFEREN CE CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
AS4 – DE 1		STAGE 1 - APPLICATION FOR REQUEST FOR	APPLICATION NUMBER, A SYSTEM DESCRIPTION, INCLUDING THE OPERATIONAL OBJECTIVE,	



ID	REFEREN CE CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
		CHANGES TO EXISTING AERODROMES	<p><u>AERODROME DETAILS</u> - AERODROME NAME, AERODROME ADDRESS, PIN CODE, ACCOUNTABLE MANAGER (NAME, TELE/MOB/FAX, EMAIL), PROJECT MANAGER (NAME, TELE/MOB/FAX, EMAIL)</p> <p><u>PROJECT DETAILS</u> - TITLE OF PROJECT, REASON FOR CHANGE, BRIEF DESCRIPTION (PLANNED COMMENCEMENT OF WORKS, PLANNED DURATION OF WORKS, ESTIMATED COMPLETION DATE, AERODROME CLOSED DURING WORK IN PROGRESS? YES/ NO, (IF NO, PLEASE SPECIFY HOURS OF WORK, BELOW), HOURS OF WORK),</p> <p><u>SAFETY/ RISK ASSESSMENT DETAILS</u> - STAGE OF THE PROJECT (DESIGN / CONCEPT / EXECUTION / COMMISSIONING LEVEL), OVERALL OUTCOME OF THE SAFETY ASSESSMENT (MINOR/ MODERATE/ MAJOR ETC.), THE DETAILS OF THE DOCUMENTS ENCLOSED WITH THE SAFETY ASSESSMENT,</p> <p><u>FOR DESIGN/ CONCEPT LEVEL ASSESSMENT AND 'IN PRINCIPLE APPROVAL ONLY</u> - IS ANY NON-COMPLIANCE WITH THE CAR SPECIFICATION (YES/NO), IF YES ABOVE, PLEASE GIVE THE DETAILS AND REASON OF NON-COMPLIANCES AND ENCLOSE EXEMPTION APPLICATION WITH REQUIRED DOCUMENTS AS PER THE CAR ON THE SUBJECT, TOTAL NUMBER OF RISKS IDENTIFIED, NUMBER OF NEW MITIGATION METHODS RECOMMENDED IN RISK ASSESSMENT (ENCLOSE DOCUMENTARY EVIDENCE TO PROVE THE IMPLEMENTATION OF THE ABOVE MITIGATION METHODS), WHETHER THE ISSUE OF AIP SUPPLEMENT (AIRAC) REQUIRED: YES/ NO, IF YES ABOVE, ATTACH A DRAFT AIP SUPPLEMENT FOR APPROVAL.</p>	



ID	REFEREN CE CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			<p><u>FOR EXECUTION/ COMMENCEMENT OF WORK ONLY - 'IN PRINCIPLE' APPROVAL</u> REFERENCE NUMBER GRANTED BY DGCA, TOTAL NUMBER OF RISKS IDENTIFIED, NUMBER OF NEW MITIGATION METHODS RECOMMENDED IN RISK ASSESSMENT (ENCLOSE DOCUMENTARY EVIDENCE TO PROVE THE IMPLEMENTATION OF THE ABOVE MITIGATION METHODS), DETAILS AND DURATION OF THE AREA CLOSED IN THE MOVEMENT/ AIRSIDE AREA,</p> <p><u>FOR COMMISSIONING OF THE FACILITY AFTER COMPLETION OF THE WORK - 'IN PRINCIPLE' APPROVAL</u> REFERENCE NUMBER GRANTED BY DGCA, 'WORK EXECUTION' APPROVAL REFERENCE NUMBER GRANTED BY DGCA, PROPOSED DATE OF COMMISSIONING, DETAILS OF THE PROMULGATION OF THE INFORMATION ON THE FACILITY (AIPSUPP/AIRAC/NOTAM), TOTAL NUMBER OF RISKS IDENTIFIED, NUMBER OF NEW MITIGATION METHODS RECOMMENDED IN RISK ASSESSMENT (ENCLOSE DOCUMENTARY EVIDENCE TO PROVE THE IMPLEMENTATION OF THE ABOVE MITIGATION METHODS), DETAILS OF THE NON COMPLIANCES WITH DGCA CAR, IF ANY, STATUS OF THE APPROVAL FOR THE ABOVE NON-COMPLIANCES (GIVE DETAILS OF THE APPLICATION AND APPROVAL REFERENCE IF ALREADY GRANTED).,</p> <p>NAME, DESIGNATION, DATE,</p> <p><u>SAFETY CASE ASSESSMENT AND REPORTING SYSTEM (SCARS) - PROJECT NUMBER, FILE NUMBER, PROJECT TITLE, LOCATION, UNIT, PROJECT DESCRIPTION</u></p> <p><u>ASSESS THE SIZE OF THE CHANGE - (ASSESS THE SIGNIFICANCE (SCOPE/SCALE) OF THE</u></p>	



ID	REFEREN CE CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			<p>PROJECT/CHANGE WITHIN ORGANISATION, JUSTIFICATION),(ASSESS THE SIGNIFICANCE OF THE PROJECT/CHANGE OUTSIDE ORGANISATION, JUSTIFICATION),(ASSESS THE LEVEL OF NEW FUNCTIONALITY INTRODUCED, OR REMOVED, BY THE PROPOSED PROJECT/CHANGE, AS OPPOSED TO THE EXISTING SYSTEM, FACILITY OR SERVICE, JUSTIFICATION),(ASSESS THE SAFETY SIGNIFICANCE OF THE SYSTEMS, FACILITIES OR SERVICES AFFECTED BY THE PROJECT/CHANGE?, JUSTIFICATION),(ASSESS THE TRAINING COMPONENT ASSOCIATED WITH IMPLEMENTING THE PROJECT/CHANGE?, JUSTIFICATION),(ASSESS THE COMPLEXITY OF THE TRANSITION FROM THE EXISTING SYSTEM, FACILITY ORSERVICE? , JUSTIFICATION),(SIZE OF PROJECT/CHANGE RATING, JUSTIFICATION)</p> <p><u>ASSESS THE SAFETY OUTCOME OF THE CHANGE - HAZARD 1 (HAZARD DESCRIPTION, EXISTING CONTROLS, EFFECT ON (ATS/OPERATIONS/ARFS, AIRCRAFT/AIRCREW/PASSENGERS), RATING), HAZARD 2 (HAZARD DESCRIPTION, EXISTING CONTROLS, EFFECT ON (ATS/OPERATIONS/ARFS, AIRCRAFT/AIRCREW/PASSENGERS), RATING), HAZARD 3 (HAZARD DESCRIPTION, EXISTING CONTROLS, EFFECT ON (ATS/OPERATIONS/ARFS, AIRCRAFT/AIRCREW/PASSENGERS), RATING), HAZARD 4 (HAZARD DESCRIPTION, EXISTING CONTROLS, EFFECT ON (ATS/OPERATIONS/ARFS, AIRCRAFT/AIRCREW/PASSENGERS), RATING), HAZARD 5 (HAZARD DESCRIPTION, EXISTING CONTROLS, EFFECT ON (ATS/OPERATIONS/ARFS, AIRCRAFT/AIRCREW/PASSENGERS), RATING)</u></p> <p><u>ASSESS THE OVERALL SAFETY MAGNITUDE OF THE CHANGE - OVERALL CHANGE</u></p>	



ID	REFEREN CE CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			<p>MAGNITUDE (SIZE OF THE CHANGE - LARGE, MEDIUM, SMALL), SAFETY OUTCOME OF THE CHANGE (SUBSTANTIAL - MAJOR, MAJOR, MODERATE), (REASONABLE - MAJOR, MODERATE, MINOR), (MINIMAL - MODERATE, MINOR, MINOR),</p> <p><u>SAFETY REPORTING DETERMINATION</u> - OVERALL SAFETY MAGNITUDE OF THE PROJECT/CHANGE (MAJOR, MODERATE, MINOR),</p> <p><u>SAFETY STATEMENT (FOR MINOR OR MODERATE CHANGE)</u> - NAME, POSITION,DATE,SIGNATURE,</p> <p><u>HAZLOG REGISTER</u> - HAZLOG, REGISTER TITLE,DATED,LOCATION,UNIT,</p> <p><u>SAFETY CASE (FOR MAJOR CHANGE)</u> - (NAME, POSITION, SIGNATURE/DATE),</p> <p><u>SPONSOR</u> - (NAME, POSITION, SIGNATURE/DATE),</p> <p><u>CERTIFICATION</u> - (NAME, POSITION, SIGNATURE/DATE),</p> <p><u>APPROVALS</u> - (NAME, POSITION, SIGNATURE/DATE),</p> <p><u>REVIEW</u> - (NAME, POSITION, SIGNATURE/DATE),</p> <p>UPLOAD DESIGN / CONCEPT PLAN, UPLOAD DESIGN / CONCEPT PLAN LEVEL HAZARD IDENTIFICATION REPORT,</p> <p><u>UPLOAD SCARS</u>- SCARS REFERENCE NUMBER, UPLOAD SOP (SAFETY RISK ASSESSMENT AND MITIGATION.),SOP REFERENCE NUMBER,</p> <p>SUBMIT APPLICATION FOR WORK EXECUTION APPROVAL? (SELECT YES IF APPLYING FOR BOTH STAGE 1 &2 TOGETHER),</p> <p><u>TRAINING AND FAMILIARIZATION PLAN</u> - UPLOAD WORK LEVEL HAZARD IDENTIFICATION REPORT, MINUTES OF THE</p>	



ID	REFEREN CE CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			MEETING WITH ALL STAKEHOLDERS WITH ATTENDANCE SHEET - (NEED EXEMPTION, UNDERTAKING - WE CONFIRM THAT THE FACILITY OR SYSTEM SHALL BE IN FULL COMPLIANCE WITH DGCA CAR AND OPERATOR'S SAFETY REQUIREMENTS, THE NEW, UPGRADED, REPLACED/REFURBISHED FACILITY OR SYSTEM WILL NOT COMPROMISE THE LICENSEE'S SAFETY PERFORMANCE TARGETS AGREED WITH THE DGCA.)	
AS4 – DE 2		FILING OF ATR BY THE APPLICANT	ENTER OBSERVATION LETTER NUMBER, ENTER FILE NUMBER, FILL ATR 9.2.10 , UPLOAD ATTACHMENTS (ATTACHMENT REFERENCE NUMBER, ATTACHMENT NAME, ATTACHMENT DESCRIPTION)	
AS4 – DE 3		VERIFIER	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN	
AS4 – DE 4		APPROVER	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN INSPECTION OFFICER ASSIGNED	
AS4 – DE 5		VERIFIER (INSPECTION OFFICER)	DATE OF INSPECTION ATTACH INSPECTION REPORT ACTION TAKEN	
AS4 – DE 6		EXEMPTION (IF REQUIRED)	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN	
AS4 – DE 7		CLARIFICATION	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN	
AS4 – DE 8		APPROVER	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN ATTACH DIGITAL SIGNATURE	



ID	REFEREN CE CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
AS4 – DE 9		STAGE 2 - APPLICATION FOR APPROVAL OF COMMENCEMENT OF WORK	<p>FILE NUMBER,IN-PRINCIPAL APPROVAL NUMBER FOR PLAN,</p> <p><u>AERODROME DETAILS</u> - AERODROME NAME, AERODROME ADDRESS,PIN CODE,ACCOUNTABLE MANAGER(NAME,TELE/MOB/FAX,EMAIL),PROJECT MANAGER(NAME,TELE/MOB/FAX,EMAIL)</p> <p><u>PROJECT DETAILS</u> - TITLE OF PROJECT,REASON FOR CHANGE,BRIEF DESCRIPTION (PLANNED COMMENCEMENT OF WORKS,PLANNED DURATION OF WORKS, ESTIMATED COMPLETION DATE,AERODROME CLOSED DURING WORK IN PROGRESS? YES/ NO, (IF NO, PLEASE SPECIFY HOURS OF WORK, BELOW), HOURS OF WORK),</p> <p><u>SAFETY/ RISK ASSESSMENT DETAILS</u> - STAGE OF THE PROJECT(DESIGN /CONCEPT / EXECUTION / COMMISSIONING LEVEL), OVERALL OUTCOME OF THE SAFETY ASSESSMENT (MINOR/ MODERATE/ MAJOR ETC.),THE DETAILS OF THE DOCUMENTS ENCLOSED WITH THE SAFETY ASSESSMENT,</p> <p><u>FOR DESIGN/ CONCEPT LEVEL ASSESSMENT AND 'IN PRINCIPLE APPROVAL ONLY</u> - IS ANY NON-COMPLIANCE WITH THE CAR SPECIFICATION (YES/NO),IF YES ABOVE, PLEASE GIVE THE DETAILS AND REASON OF NON-COMPLIANCES AND ENCLOSE EXEMPTION APPLICATION WITH REQUIRED DOCUMENTS AS PER THE CAR ON THE SUBJECT,TOTAL NUMBER OF RISKS IDENTIFIED,NUMBER OF NEW MITIGATION METHODS RECOMMENDED IN RISK ASSESSMENT (ENCLOSE DOCUMENTARY EVIDENCE TO PROVE THE IMPLEMENTATION OF THE ABOVE MITIGATION METHODS),WHETHER THE ISSUE OF AIP</p>	



ID	REFEREN CE CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			<p>SUPPLEMENT (AIRAC) REQUIRED: YES/ NO, IF YES ABOVE, ATTACH A DRAFT AIP SUPPLEMENT FOR APPROVAL.</p> <p><u>FOR EXECUTION/ COMMENCEMENT OF WORK ONLY - 'IN PRINCIPLE' APPROVAL</u> REFERENCE NUMBER GRANTED BY DGCA,TOTAL NUMBER OF RISKS IDENTIFIED,NUMBER OF NEW MITIGATION METHODS RECOMMENDED IN RISK ASSESSMENT (ENCLOSE DOCUMENTARY EVIDENCE TO PROVE THE IMPLEMENTATION OF THE ABOVE MITIGATION METHODS),DETAILS AND DURATION OF THE AREA CLOSED IN THE MOVEMENT/ AIRSIDE AREA,</p> <p><u>FOR COMMISSIONING OF THE FACILITY AFTER COMPLETION OF THE WORK - 'IN PRINCIPLE' APPROVAL</u> REFERENCE NUMBER GRANTED BY DGCA,'WORK EXECUTION' APPROVAL REFERENCE NUMBER GRANTED BY DGCA,PROPOSED DATE OF COMMISSIONING,DETAILS OF THE PROMULGATION OF THE INFORMATION ON THE FACILITY (AIPSUPP/AIRAC/NOTAM),TOTAL NUMBER OF RISKS IDENTIFIED,NUMBER OF NEW MITIGATION METHODS RECOMMENDED IN RISK ASSESSMENT(ENCLOSE DOCUMENTARY EVIDENCE TO PROVE THE IMPLEMENTATION OF THE ABOVE MITIGATION METHODS),DETAILS OF THE NON COMPLIANCES WITH DGCA CAR, IF ANY,STATUS OF THE APPROVAL FOR THE ABOVE NON-COMPLIANCES(GIVE DETAILS OF THE APPLICATION AND APPROVAL REFERENCE IF ALREADY GRANTED).,</p> <p>NAME, DESIGNATION, DATE,</p> <p><u>SAFETY CASE ASSESSMENT AND REPORTING SYSTEM (SCARS) - PROJECT NUMBER, FILE NUMBER,PROJECT TITLE, LOCATION, UNIT,PROJECT DESCRIPTION</u></p>	



ID	REFEREN CE CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			<p><u>ASSESS THE SIZE OF THE CHANGE -</u> (ASSESS THE SIGNIFICANCE (SCOPE/SCALE) OF THE PROJECT/CHANGE WITHIN ORGANISATION, JUSTIFICATION),(ASSESS THE SIGNIFICANCE OF THE PROJECT/CHANGE OUTSIDE ORGANISATION, JUSTIFICATION),(ASSESS THE LEVEL OF NEW FUNCTIONALITY INTRODUCED, OR REMOVED, BY THE PROPOSED PROJECT/CHANGE, AS OPPOSED TO THE EXISTING SYSTEM, FACILITY OR SERVICE, JUSTIFICATION),(ASSESS THE SAFETY SIGNIFICANCE OF THE SYSTEMS, FACILITIES OR SERVICES AFFECTED BY THE PROJECT/CHANGE?, JUSTIFICATION),(ASSESS THE TRAINING COMPONENT ASSOCIATED WITH IMPLEMENTING THE PROJECT/CHANGE?, JUSTIFICATION),(ASSESS THE COMPLEXITY OF THE TRANSITION FROM THE EXISTING SYSTEM, FACILITY ORSERVICE? , JUSTIFICATION),(SIZE OF PROJECT/CHANGE RATING, JUSTIFICATION)</p> <p><u>ASSESS THE SAFETY OUTCOME OF THE CHANGE -</u>HAZARD 1 (HAZARD DESCRIPTION, EXISTING CONTROLS, EFFECT ON (ATS/OPERATIONS/ARFS, AIRCRAFT/AIRCREW/PASSENGERS), RATING), HAZARD 2 (HAZARD DESCRIPTION, EXISTING CONTROLS, EFFECT ON (ATS/OPERATIONS/ARFS, AIRCRAFT/AIRCREW/PASSENGERS), RATING), HAZARD 3 (HAZARD DESCRIPTION, EXISTING CONTROLS, EFFECT ON (ATS/OPERATIONS/ARFS, AIRCRAFT/AIRCREW/PASSENGERS), RATING), HAZARD 4 (HAZARD DESCRIPTION, EXISTING CONTROLS, EFFECT ON (ATS/OPERATIONS/ARFS, AIRCRAFT/AIRCREW/PASSENGERS), RATING), HAZARD 5 (HAZARD DESCRIPTION, EXISTING CONTROLS, EFFECT ON (ATS/OPERATIONS/ARFS, AIRCRAFT/AIRCREW/PASSENGERS), RATING)</p>	



ID	REFEREN CE CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			<p><u>ASSESS THE OVERALL SAFETY MAGNITUDE OF THE CHANGE</u> - OVERALL CHANGE MAGNITUDE (SIZE OF THE CHANGE - LARGE, MEDIUM, SMALL), SAFETY OUTCOME OF THE CHANGE (SUBSTANTIAL - MAJOR, MAJOR, MODERATE), (REASONABLE - MAJOR, MODERATE, MINOR), (MINIMAL - MODERATE, MINOR, MINOR),</p> <p><u>SAFETY REPORTING DETERMINATION</u> - OVERALL SAFETY MAGNITUDE OF THE PROJECT/CHANGE (MAJOR, MODERATE, MINOR),</p> <p><u>SAFETY STATEMENT (FOR MINOR OR MODERATE CHANGE)</u> - NAME, POSITION,DATE,SIGNATURE,</p> <p><u>HAZLOG REGISTER</u> - HAZLOG, REGISTER TITLE,DATED,LOCATION,UNIT,</p> <p><u>SAFETY CASE (FOR MAJOR CHANGE)</u> - (NAME, POSITION, SIGNATURE/DATE),</p> <p><u>SPONSOR</u> - (NAME, POSITION, SIGNATURE/DATE),</p> <p><u>CERTIFICATION</u> - (NAME, POSITION, SIGNATURE/DATE),</p> <p><u>APPROVALS</u> - (NAME, POSITION, SIGNATURE/DATE),</p> <p><u>REVIEW</u> - (NAME, POSITION, SIGNATURE/DATE),</p> <p>THE DETAILS OF THE AREA CLOSED FOR THE WORK INCLUDING THE DURATION, THE DETAILS OF THE MITIGATION METHODS EMPLOYED TO MARK THE CLOSED AREA DURING DAY AND NIGHT, UPLOAD WORK LEVEL HAZARD IDENTIFICATION REPORT,</p> <p><u>UPLOAD SCAR</u> - (SCAR REFERENCE NUMBER, UPLOAD SOP, SOP REFERENCE NUMBER, TRAINING AND FAMILIARIZATION PLAN,</p>	



ID	REFERENCE CAR / AIC / PR. MANUAL	PARTICULARS	DETAIL	REMARKS
			MINUTES OF THE MEETING WITH ALL STAKEHOLDERS WITH ATTENDANCE SHEET.)	
AS4 – DE 10		FILING OF ATR BY THE APPLICANT FOR SITE SELECTION	ENTER OBSERVATION LETTER NUMBER,ENTER FILE NUMBER,UPLOAD ATR, UPLOAD ATTACHMENTS(ATTACHMENT REFERENCE NUMBER,ATTACHMENT NAME,ATTACHMENT DESCRIPTION),ADD COVER NOTE	
AS4 – DE 11		VERIFIER	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN	
AS4 – DE 12		APPROVER	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN INSPECTION OFFICER ASSIGNED	
AS4 – DE 13		VERIFIER (INSPECTION OFFICER)	DATE OF INSPECTION ATTACH INSPECTION REPORT ACTION TAKEN	
AS4 – DE 14		EXEMPTION (IF REQUIRED)	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN	
AS4 – DE 15		CLARIFICATION	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN	
AS4 – DE 16		APPROVER	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN ATTACH DIGITAL SIGNATURE	
AS4 – DE 17		STAGE 3 - APPLICATION TO REQUEST FOR APPROVAL FOR COMMISSIONING	FILE NUMBER, WORK EXECUTION APPROVAL NUMBER, <u>AERODROME DETAILS</u> - AERODROME NAME, AERODROME ADDRESS,PIN CODE,ACCOUNTABLE MANAGER(NAME,TELE/MOB/FAX,EMAIL),PR	



ID	REFEREN CE CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			<p>OBJECT MANAGER(NAME,TELE/MOB/FAX,EMAIL)</p> <p><u>PROJECT DETAILS</u> - TITLE OF PROJECT,REASON FOR CHANGE,BRIEF DESCRIPTION (PLANNED COMMENCEMENT OF WORKS,PLANNED DURATION OF WORKS, ESTIMATED COMPLETION DATE,AERODROME CLOSED DURING WORK IN PROGRESS? YES/ NO, (IF NO, PLEASE SPECIFY HOURS OF WORK, BELOW), HOURS OF WORK),</p> <p><u>SAFETY/ RISK ASSESSMENT DETAILS - STAGE OF THE PROJECT(DESIGN /CONCEPT / EXECUTION / COMMISSIONING LEVEL), OVERALL OUTCOME OF THE SAFETY ASSESSMENT (MINOR/ MODERATE/ MAJOR ETC.),THE DETAILS OF THE DOCUMENTS ENCLOSED WITH THE SAFETY ASSESSMENT,</u></p> <p><u>FOR DESIGN/ CONCEPT LEVEL ASSESSMENT AND 'IN PRINCIPLE APPROVAL ONLY - IS ANY NON-COMPLIANCE WITH THE CAR SPECIFICATION (YES/NO),IF YES ABOVE, PLEASE GIVE THE DETAILS AND REASON OF NON-COMPLIANCES AND ENCLOSE EXEMPTION APPLICATION WITH REQUIRED DOCUMENTS AS PER THE CAR ON THE SUBJECT,TOTAL NUMBER OF RISKS IDENTIFIED,NUMBER OF NEW MITIGATION METHODS RECOMMENDED IN RISK ASSESSMENT (ENCLOSE DOCUMENTARY EVIDENCE TO PROVE THE IMPLEMENTATION OF THE ABOVE MITIGATION METHODS),WHETHER THE ISSUE OF AIP SUPPLEMENT (AIRAC) REQUIRED: YES/ NO, IF YES ABOVE, ATTACH A DRAFT AIP SUPPLEMENT FOR APPROVAL.</u></p> <p><u>FOR EXECUTION/ COMMENCEMENT OF WORK ONLY - 'IN PRINCIPLE' APPROVAL REFERENCE NUMBER GRANTED BY DGCA,TOTAL NUMBER OF RISKS IDENTIFIED,NUMBER OF NEW MITIGATION</u></p>	



ID	REFEREN CE CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			<p>METHODS RECOMMENDED IN RISK ASSESSMENT (ENCLOSE DOCUMENTARY EVIDENCE TO PROVE THE IMPLEMENTATION OF THE ABOVE MITIGATION METHODS),DETAILS AND DURATION OF THE AREA CLOSED IN THE MOVEMENT/ AIRSIDE AREA,</p> <p><u>FOR COMMISSIONING OF THE FACILITY AFTER COMPLETION OF THE WORK - 'IN PRINCIPLE' APPROVAL REFERENCE NUMBER GRANTED BY DGCA,'WORK EXECUTION' APPROVAL REFERENCE NUMBER GRANTED BY DGCA,PROPOSED DATE OF COMMISSIONING,DETAILS OF THE PROMULGATION OF THE INFORMATION ON THE FACILITY (AIPSUPP/AIRAC/NOTAM),TOTAL NUMBER OF RISKS IDENTIFIED,NUMBER OF NEW MITIGATION METHODS RECOMMENDED IN RISK ASSESSMENT(ENCLOSE DOCUMENTARY EVIDENCE TO PROVE THE IMPLEMENTATION OF THE ABOVE MITIGATION METHODS),DETAILS OF THE NON COMPLIANCES WITH DGCA CAR, IF ANY,STATUS OF THE APPROVAL FOR THE ABOVE NON-COMPLIANCES(GIVE DETAILS OF THE APPLICATION AND APPROVAL REFERENCE IF ALREADY GRANTED).,</u></p> <p>NAME, DESIGNATION, DATE,</p> <p><u>SAFETY CASE ASSESSMENT AND REPORTING SYSTEM (SCARS) - PROJECT NUMBER, FILE NUMBER,PROJECT TITLE, LOCATION, UNIT,PROJECT DESCRIPTION</u></p> <p><u>ASSESS THE SIZE OF THE CHANGE - (ASSESS THE SIGNIFICANCE (SCOPE/SCALE) OF THE PROJECT/CHANGE WITHIN ORGANISATION, JUSTIFICATION),(ASSESS THE SIGNIFICANCE OF THE PROJECT/CHANGE OUTSIDE ORGANISATION, JUSTIFICATION),(ASSESS THE LEVEL OF NEW FUNCTIONALITY INTRODUCED, OR REMOVED, BY THE</u></p>	



ID	REFEREN CE CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			<p>PROPOSED PROJECT/CHANGE, AS OPPOSED TO THE EXISTING SYSTEM, FACILITY OR SERVICE, JUSTIFICATION),(ASSESS THE SAFETY SIGNIFICANCE OF THE SYSTEMS, FACILITIES OR SERVICES AFFECTED BY THE PROJECT/CHANGE?, JUSTIFICATION),(ASSESS THE TRAINING COMPONENT ASSOCIATED WITH IMPLEMENTING THE PROJECT/CHANGE?, JUSTIFICATION),(ASSESS THE COMPLEXITY OF THE TRANSITION FROM THE EXISTING SYSTEM, FACILITY ORSERVICE? , JUSTIFICATION),(SIZE OF PROJECT/CHANGE RATING, JUSTIFICATION)</p> <p><u>ASSESS THE SAFETY OUTCOME OF THE CHANGE - HAZARD 1 (HAZARD DESCRIPTION, EXISTING CONTROLS, EFFECT ON (ATS/OPERATIONS/ARFS, AIRCRAFT/AIRCREW/PASSENGERS), RATING), HAZARD 2 (HAZARD DESCRIPTION, EXISTING CONTROLS, EFFECT ON (ATS/OPERATIONS/ARFS, AIRCRAFT/AIRCREW/PASSENGERS), RATING), HAZARD 3 (HAZARD DESCRIPTION, EXISTING CONTROLS, EFFECT ON (ATS/OPERATIONS/ARFS, AIRCRAFT/AIRCREW/PASSENGERS), RATING), HAZARD 4 (HAZARD DESCRIPTION, EXISTING CONTROLS, EFFECT ON (ATS/OPERATIONS/ARFS, AIRCRAFT/AIRCREW/PASSENGERS), RATING), HAZARD 5 (HAZARD DESCRIPTION, EXISTING CONTROLS, EFFECT ON (ATS/OPERATIONS/ARFS, AIRCRAFT/AIRCREW/PASSENGERS), RATING)</u></p> <p><u>ASSESS THE OVERALL SAFETY MAGNITUDE OF THE CHANGE - OVERALL CHANGE MAGNITUDE (SIZE OF THE CHANGE - LARGE, MEDIUM, SMALL), SAFETY OUTCOME OF THE CHANGE (SUBSTANTIAL - MAJOR, MAJOR, MODERATE), (REASONABLE - MAJOR, MODERATE, MINOR), (MINIMAL - MODERATE, MINOR, MINOR),</u></p>	



ID	REFEREN CE CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			<p><u>SAFETY REPORTING DETERMINATION</u> - OVERALL SAFETY MAGNITUDE OF THE PROJECT/CHANGE (MAJOR, MODERATE, MINOR),</p> <p><u>SAFETY STATEMENT (FOR MINOR OR MODERATE CHANGE)</u> - NAME, POSITION,DATE,SIGNATURE,</p> <p><u>HAZLOG REGISTER</u> - HAZLOG, REGISTER TITLE,DATED,LOCATION,UNIT,</p> <p><u>SAFETY CASE (FOR MAJOR CHANGE)</u> - (NAME, POSITION, SIGNATURE/DATE),</p> <p><u>SPONSOR</u> - (NAME, POSITION, SIGNATURE/DATE),</p> <p><u>CERTIFICATION</u> - (NAME, POSITION, SIGNATURE/DATE),</p> <p><u>APPROVALS</u> - (NAME, POSITION, SIGNATURE/DATE),</p> <p><u>REVIEW</u> - (NAME, POSITION, SIGNATURE/DATE),</p> <p>SAFETY RISK ASSESSMENT REPORT, CAR COMPLIANCE,</p> <p><u>UPLOAD THE FOLLOWING IF APPLICABLE TO THE CHANGE</u> - STATEMENT TO VERIFICATION,STATEMENT OF USER TRAINING AND COMPETENCY,STATEMENT FOR SAFETY PERFORMANCE,STATEMENT FOR SERVICE OPERATION,STATEMENT FOR SAFETY MONITORING PLAN ,STATEMENT OF EVIDENCE,NEED EXEMPTION</p>	
AS4 – DE 18		DATA FIELDS FOR EXEMPTION	<p><u>DETAILS OF APPLICANT</u> - NAME OF APPLICANT/ ORGANIZATION, ADDRESS OF APPLICANT/ ORGANIZATION ,</p> <p><u>DETAILS OF EXEMPTION SOUGHT</u> - RELEVANT PROVISIONS OF RULE/ CAR/ PROCEDURES FOR WHICH EXEMPTION IS SOUGHT, REASONS WHY THE EXEMPTION IS</p>	



ID	REFEREN CE CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			<p>NEEDED,NATURE OF EXEMPTION, PERIOD FOR WHICH EXEMPTION IS REQUIRED, IF THE EXEMPTION WILL AFFECT A PARTICULAR KIND OF OPERATION, THE DETAILS THEREOF - FOR TEMPORARY EXEMPTION (UPLOAD SCAR REPORT,UPLOAD SOP), FOR PERMANENT EXEMPTION (UPLOAD SCAR REPORT, UPLOAD SOP, UPLOAD SAFETY ASSESSMENT REPORT), TRAINING MANUAL,</p> <p><u>DECLARATION</u> - I HEREBY CERTIFY THAT THE FORGOING INFORMATION IS CORRECT IN EVERY RESPECT AND NO RELEVANT INFORMATION HAS BEEN WITHHELD. I ALSO UNDERTAKE THE RESPONSIBILITY FOR ANNUALLY REVIEWING THE CONDITIONS OR MITIGATION MEASURES AND ANY OTHER RESULTANT NON-COMPLIANCE IN PARTICULAR WHEN ANY SIGNIFICANT CHANGES IN THE NATURE OF OPERATION ARE PROPOSED,</p> <p>NAME, POSITION HELD</p>	
AS4 – DE 19		FILING OF ATR BY THE APPLICANT FOR SITE SELECTION	ENTER OBSERVATION LETTER NUMBER,ENTER FILE NUMBER,UPLOAD ATR, UPLOAD ATTACHMENTS(ATTACHMENT REFERENCE NUMBER,ATTACHMENT NAME,ATTACHMENT DESCRIPTION),ADD COVER NOTE	
AS4 – DE 20		VERIFIER	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN	
AS4 – DE 21		APPROVER	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN INSPECTION OFFICER ASSIGNED	



ID	REFERENCE CAR / AIC / PR. MANUAL	PARTICULARS	DETAIL	REMARKS
AS4 – DE 22		VERIFIER (INSPECTION OFFICER)	DATE OF INSPECTION ATTACH INSPECTION REPORT ACTION TAKEN	
AS4 – DE 23		EXEMPTION (IF REQUIRED)	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN	
AS4 – DE 24		CLARIFICATION	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN	
AS4 – DE 25		APPROVER	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN ATTACH DIGITAL SIGNATURE	

4. PROCESS

PROCESS	<ol style="list-style-type: none"> 1. THE APPLICATION WHEN SUBMITTED WOULD ACKNOWLEDGE THE RECEIPT WITH A SYSTEM GENERATED ACKNOWLEDGEMENT NUMBER WHICH WOULD FORM THE BASIS OF REFERENCE OR TRACKING. 2. THE APPLICATION WILL LAND IN GENERAL INBOX, VERIFIER INBOX AND APPROVER INBOX. 3. SELECTION OF VERIFIER WOULD BE GUIDED BY THE WORKLOAD OF THE INDIVIDUALS WITHIN THE VERIFIER GROUP. 4. PROVISION WOULD BE MADE FOR THE APPROVER TO REASSIGN THE WORK TO ANOTHER VERIFIER OR PROCESS THE APPLICATION HIMSELF. 5. WHERE REQUIRED THE APPROVER WOULD REFER THE APPLICATION FOR EXEMPTION TO COMPETENT AUTHORITY. 6. THE DISCREPANCIES NOTED IN THE APPLICATION OR THE ATTACHMENT WOULD BE REFLECTED AS A REMARK AGAINST EACH ITEM AND A SYSTEM GENERATED DISCREPANCY REPORT WOULD BE PROVIDED TO THE APPLICANT AT THE END OF THE SCRUTINY VIA E-MAIL WITH A SMS REGARDING APPLICATION STATUS. 7. APPLICATION STATUS WOULD BE INDICATED AS REJECTED/ IN PROCESS/ PENDING/ DELIVERED
VERIFIER	VERIFY CORRECTNESS OF THE FURNISHED INFORMATION OR SEND DISCREPANCY REPORT
APPROVER	PERFORM CHECKS AS REQUIRED, APPROVE AND ISSUE APPROVAL OR SEND DISCREPANCY REPORT TO APPLICANT AND VERIFIER OR FORWARD FOR EXEMPTION OR ISSUE PERMIT

DGCA



EXEMPTION	APPROVER TO RECOMMEND THE APPLICATION TO EXEMPTING AUTHORITY FOR GRANT OF EXEMPTION
RETURN AFTER EXEMPTION	DESIGNATED AUTHORITY GRANT / RETURN THE REQUEST TO APPROVER
PERMIT ISSUE	APPROVAL



5. INTERDEPENDENCIES

SERVICE	INFORMATION RECEIVED FROM OTHER DIRECTORATE(S) / EXTERNAL STAKEHOLDER(S)		
	INFORMATION RECEIVED/SENT	EXTERNAL STAKEHOLDER(S)	INTERNAL STAKEHOLDER
AS4 - APPROVAL ON THE PLANNING, CONSTRUCTION AND COMMISSIONING OF CHANGES TO AERODROME INFRASTRUCTURE AND MAJOR MAINTENANCE PROGRAMS	N/A	N/A	N/A

SERVICE	INFORMATION SENT TO OTHER DIRECTORATE(S) / EXTERNAL STAKEHOLDER(S)		
	TITLE / NATURE OF OUTPUT	DISTRIBUTION 1	DISTRIBUTION 2
AS4 - APPROVAL ON THE PLANNING, CONSTRUCTION AND COMMISSIONING OF CHANGES TO AERODROME INFRASTRUCTURE AND MAJOR MAINTENANCE PROGRAMS	N/A	N/A	N/A





6. OUTPUT

APPROVAL	Approval Letter by DGCA as per AD 1 of CIRCULAR 2012 It has no specific format or Output.
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7. SPECIFIC SOFTWARE FEATURES

FEATURE ID	VII. SPECIFIC SOFTWARE FEATURES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	CROSS REFERENCE SECTION (IF ANY)
AS4 / SF1	INAPPROPRIATELY FILLED FIELDS TO PROVIDE POP UP IMMEDIATELY, PROVIDING HYPERLINK TO USER GUIDE IF SELECTED NOT AFTER REACHING THE END OF THE PAGE.	
AS4 / SF2	WORKING DAY TO BE CALCULATED AS MONDAY – FRIDAY	
AS4 / SF3	DATA FIELD WILL VALIDATE OR AUTO POPULATED FORM MASTER DATABASE.	



8. GENERAL COMMENTS

COMMENT ID	GENERAL COMMENTS
GC 1	
GC 2	



9. APPENDIX

9.1. IMPORTANT CHECKLIST DOCUMENTS

N/A					
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10. REVIEW HISTORY

DATE	REVIEWED BY	SECTION NUMBER	REVIEW FEEDBACK	ACTION TAKEN