EGCC-I-AOPS-044 –
ASI 044 – Change Management Procedure

Version Control

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1. Purpose

This Aerodrome Safety Instruction (ASI) defines the mandatory arrangements for the identification, assessment, approval, coordination, implementation and review of changes at Manchester Airport.

The procedure demonstrates how the certificated aerodrome manages change in a controlled and systematic manner, in accordance with CAA regulatory documents, ensuring that safety, regulatory compliance and operational integrity are maintained throughout the change lifecycle.

Key Principle

No change may progress beyond CAA Regulatory Approval Part 1 without a documented Impact Assessment (see 8.1 - Appendix 1 for template) sufficient to support categorisation and governance decision-making.

This ASI applies to all aerodrome changes that may affect operational safety, regulatory compliance or operational performance, including engineering, maintenance, refurbishment, construction and infrastructure activities on the airfield. The procedure is intended to provide a consistent and proportionate framework for managing the volume of changes affecting aerodrome operations and ensuring appropriate coordination between stakeholders.

To enable adequate assessment, planning, governance and regulatory engagement, proposed changes should normally be submitted a minimum of six weeks before the intended implementation date. However, the required lead time will be dependent on the scale, complexity, operational impact and regulatory requirements of the change, with major projects requiring significantly longer timescales to support approval and assurance activities.

2. Scope

This ASI applies to all Manchester Airport departments, contractors and third parties involved in planning, delivering or operating changes that may affect aerodrome safety or compliance.

This includes, but is not limited to, changes to:

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- Terms of the aerodrome certificate.
- Aerodrome physical infrastructure.
- Operational or safety-critical systems and equipment.
- Organisational structure, staffing or competence.
- Operational procedures or safety-related processes.

This ASI applies to permanent, temporary, minor, major and emergency changes.

3. Definitions and Change Categories

Change Definition

Any modification to physical assets, systems, procedures or organisational arrangements that may affect aerodrome safety, regulatory compliance or operational performance.

Category A Change – Prior CAA Approval Required

A change that may materially affect aerodrome safety or compliance and therefore requires prior CAA approval in accordance with CAA regulatory documents.

Category B Change – Internal Approval Only

A change that does not require prior CAA approval but must be assessed and approved through the aerodrome's internal change governance arrangements. This includes any development, maintenance, refurbishment, remedial, construction or reconfiguration activity. Changes to organisational arrangements and structures affecting teams or individual roles will also require assessment and approval, as will changes to system configurations.

Category C Change – Emergency Change

A time-critical change required to maintain safety or operational continuity, subject to immediate control measures and retrospective review and approval.

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4. Roles, Responsibilities and Governance

i. Accountable Manager

- Overall accountability for management of change affecting the certificated aerodrome.
- Ensures compliance with CAA regulatory document and certificate requirements.
- Approves Category A changes and significant Category B changes.
- Ensures adequate resources, competence and oversight are in place.

ii. Head of Airfield Operations

- Senior operational postholder responsible for aerodrome change.
- Chairs the Airfield Change Approval Board (ACAB) or formally delegates.
- Ensures operational risks and impacts are fully assessed and controlled.

iii. Safety and Compliance Manager

- Provides independent safety assurance for change.
- Ensures hazards are identified and risks assessed through the SMS.
- Confirms risks are reduced to ALARP.

iv. Change Owner/ Project Manager

The Change Owner shall define scope, objectives, programme and stakeholder engagement.

- Initiates, defines and progresses the change through the lifecycle.
- Ensures scope, documentation and approval conditions are met.
- Supports post-implementation review and closure.

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v. Aerodrome Technical & Safeguarding

- Assess and mitigates anticipated operational impacts.
- Development of relevant documents.
- Updates AIP/CB/CAA/Aerodrome Manual.

vi. Airfield Operations Duty Manager

- Approvals for emergency change
- Communication of emergency changes to affected departments

vii. Airfield Change Approval Board (ACAB)

The Airfield Change Approval Board (ACAB) is the aerodrome's formal governance forum for the management of change.

The ACAB:

- Confirms change categorisation (A, B or C)
- Approves Category B changes
- Endorses Category A changes prior to CAA submission
- Sets approval conditions, constraints and monitoring requirements
- Weekly meetings

viii. Airfield Change Coordination Group (ACCG)

The Airfield Change Coordination Group (ACCG) coordinates the planning and delivery of ACAB-approved changes. It is the first step in the planning process following project notification via the Aerodrome Change Request online form. Microsoft Forms.

The ACCG:

- Manages phasing, interfaces and operational safeguarding
- Ensures delivery remains within approved scope and assumptions
- Escalates material deviations back to ACAB
- Bi-weekly meeting frequency

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5. Change Management Process (CAA Regulatory Document and RIBA Aligned)

Manchester Airport manages change through a structured, risk-based process aligned with CAA regulatory approval documents and fully integrated with the Safety Management System (SMS).

CAA regulatory approval documents define three sequential stages for the management of change; **Compliance, Control and Completion**. Progression between these stages is controlled through formal Airfield Change Approval Board (ACAB) decision points and is not automatic.

For development-related and infrastructure changes, the process is aligned with the RIBA Plan of Work to ensure that safety, operational and regulatory assurance develops proportionately as design maturity increases.

Progression through RIBA stages does not in itself constitute approval to implement.

5.1. CAA Regulatory Approval Part 1 – Compliance

5.1.1 Proposal and Initial Assessment

To determine whether a proposal constitutes a change, whether it may affect aerodrome safety or compliance, and whether prior CAA approval is required.

This stage focuses on understanding the nature and potential impact of the change, not approving implementation.

i. Typical activities

- Identification of a proposed change.
- High-level definition of scope, objectives and constraints.
- Initial consideration of safety, operational and regulatory impact.
- Screening against CAA regulatory approval criteria.

ii. RIBA stages aligned

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- RIBA Stage 0 – Strategic Definition.
- RIBA Stage 1 – Preparation and Briefing.

iii. ACAB decision point

- Confirmation that the proposal is managed as a formal change under this ASI.
- Categorisation of the change (Category A, B or C).
- Initial determination of whether prior CAA approval is likely to be required.
- Agreement to proceed to further design development and assessment.

5.1.2 Assessment and Development

To develop sufficient understanding of the change to allow a robust assessment of safety and compliance risk, and to demonstrate that risks can be reduced to ALARP through defined mitigations and controls.

This stage supports internal approval or submission to the CAA, as applicable.

i. Typical activities

- Notification of project via the Aerodrome Change Request online form.
- Development of concept and detailed design.
- Impact Assessment (See 8.1 – Appendix 1 for template) submission.
- Detailed hazard identification and risk assessment.
- Development of a Safety Assurance Document and compliance matrix.
- Stakeholder and specialist assurance activities.

ii. RIBA stages aligned

- RIBA Stage 2 – Concept Design
- RIBA Stage 3 – Spatial Coordination (Developed Design)
- RIBA Stage 4 – Technical Design

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iii. ACAB decision point

- Review of Safety Assurance Document and compliance matrix.
- Category A changes: ACAB endorsement for submission to the CAA for approval.
- Category B changes: formal ACAB approval to implement.
- Setting of formal approval conditions, constraints and assurance requirements.

5.2 CAA Regulatory Approval Part 2 – Control

5.2.1 Implementation

To demonstrate that the approved change will be managed safely.

i. Typical activities

- Stakeholder engagement.
- Publication of Operational Advice Notice.
- Coordination and delivery of the approved change.
- Management of safeguards and temporary operating procedures.
- Progress meetings and updates.

ii. RIBA stages aligned

- RIBA Stage 5 – Manufacturing and Construction.

iii. ACAB decision points

- Oversight of delivery and escalation of material deviations.
- Go-live and operational readiness decision.

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5.3 CAA Regulatory Approval Part 3 – Completion

5.3.1 Review and verification

To confirm that the approved change meets the agreed design criteria and is fit for purpose.

i. Typical activities

- Trials, testing, training and ORAT activities
- Monitoring of operational and safety performance
- Post implementation review and formal change closure
- CB and Aerodrome Manual updated and submitted to CAA

ii. RIBA Stages aligned

- RIBA Stage 6 – Handover
- RIBA Stage 7 – Use

iii. ACAB Decision Point

- Review of post implementation performance
- Formal acceptance of closure and lessons learned

5.4 Governance Principles

- The regulatory approval stages are sequential and cumulative.
- Movement between stages requires explicit ACAB decision-making.
- Any material changes to scope, assumptions, design or risk profile at any stage:
    - Requires re-assessment.
    - Must be escalated to ACAB.
    - May require further engagement with the CAA.

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- The project and/or phases of activity may only commence following appropriate ACAB approval.

5.5 Impact Assessment

An Impact Assessment (see 8.1 - Appendix 1 for template) is used to systematically identify and evaluate the safety, operational, regulatory and organisational impacts of a proposed change before design is progressed or approvals are granted.

The Impact Assessment ensures that:

- All relevant domains are considered early.
- The appropriate level of assurance is applied proportionately.
- Dependencies, interfaces and constraints are identified.
- Decisions made by ACAB are evidence-based and transparent.

The Impact Assessment forms a core input to change categorisation, safety assessment and governance decision-making. (Appendix 1- Impact Assessment form)

5.5.1 Scope of Impact Assessment

The Impact Assessment considers, where applicable, impacts on:

- Personnel safety accountabilities and responsibilities
- Safety Risks and Mitigations
- Documentation updates
- Effect on the aerodrome operation and how it will be managed
- Communications required

The depth of assessment is proportionate to the scale, complexity and risk of the change.

5.5.2 Governance and Ownership

- The Change Owner/Project Manager is responsible for completing and maintaining the Impact Assessment.
- Subject-matter specialists contribute as required.

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- The Safety Manager ensures alignment with SMS processes.
- The ACAB uses the Impact Assessment to:
    - Support categorisation and approval decisions.
- Confirm proportionality of assurance.
- Set approval conditions and monitoring requirements.
- The Impact Assessment shall be updated whenever:
    - Scope changes.
    - New interfaces are introduced.
    - Risk assumptions change.

5.5.3 Relationship to Safety Assessment

The Impact Assessment does not replace formal safety assessment.

Instead, it:

- Informs the need for and scope of Safety Assessment or Safety Case.
- Ensures safety assessment activity is applied where it adds value.
- Improves the quality and focus of hazard identification.

6. Emergency Change

Emergency changes required to maintain safety or operational continuity shall be subject to immediate and proportionate risk controls and must be retrospectively reviewed and approved through ACAB at the earliest opportunity.

Examples of emergency change -

Immediate repair or isolation of a failed airfield lighting circuit affecting runway availability.

Emergency closure or reinstatement of a taxiway due to a newly identified safety hazard.

A short notice TOI should be produced to document the emergency change (See 8.2 - Appendix 2 – Green TOI)

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7. Assurance, Monitoring and Review

All changes are subject to proportionate assurance and post-implementation review to confirm safety assumptions remain valid, controls are effective and continuous improvement is achieved.

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8. Appendices

8.1 Appendix 1 - Impact Assessment

Objective:

Summary of Change:

Review of Safety Accountabilities and Responsibilities:

Effect(s) on:

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Risks & Mitigations:

Transition Arrangements & Action Plan:

Conclusion:

	Officials Name & Position	Signature	Date
Prepared by:			
Reviewed by:			
Authorised by:			

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8.2 Appendix 2 - Green TOI

NATS

Green TOI - Title GTOIxxx.24 EGCC

User Groups : Manchester Tower; Manchester Approach; Manchester ATSA; Manchester Engineer;

Effective Date : 01/01/2024 00:00

Expiry Date : 03/01/2024 23:59

Introduction

Description of reason for GTOI

Procedure

Specific details of procedure change

Initial Hazard Analysis Checklist	**WM:** **AODM:**		**Date & Time**	
24 Hour Review **❒ Withdraw ❒ Retain**	**WM:** **AODM:**		**Date & Time**	
72 Hour Review **❒ Withdraw ❒ Retain & Pass to ATC Ops**	**WM:** **AODM:**		**Date & Time**	

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Short Notice Operational Change - Hazard Analysis

	Procedural Requirements *Describe any associated restrictions/effects and include the resulting procedure required.*	**Mitigation** *State the steps required to mitigate against any hazards.*
Runway Restrictions *Effect on 23/05 operations etc. Reduced distance or width. Inbound spacing. Closed exits/entry points.*		
Pushback/Taxiway Restrictions *Changes to published procedures, downgrade of max code size, A380 operations, Follow-Me required*		
Signage *Barriers, Follow-Me, signage obscured*		
ATC Capacity *Inbound flow rate/tactical air holding. Increased taxi time*		
NAVAIDS/Equipment *Radar, ILS, ATM, ASMGCS, VCCS, NSDs*		
AGL *Appropriate AGL available, AGL requires disabling, Follow-Me required, stop-bars*		
LVP Implications/Weather Minima *Impact on procedures, Follow-Me required, AGL affected, capacity impact, WIP to cease or continue?*		
Emergency Procedures *MARFFS briefed, standby positions, emergency response access routes*		
Effect on Sector Manning *GMP/DIR required*		
Restoration Time		

Promulgation of Information *(Please circle or if electronic, make bold)*

GREEN INFO STRIP	ASMGCS	IDS	ATIS	GS NORTH	UK FMP	TELS	ATC OPS
WATCH LOG	NOTAM	FI	GM/MATC	AIRFIELD CONTROL	AFS	AIRPORT POLICE	NATS PRESS OFFICE

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