



**GOVERNMENT OF INDIA
CIVIL AVIATION DEPARTMENT
O/O DIRECTOR GENERAL OF CIVIL AVIATION**

**AD AC NO. 2 of 2009
12th May 2009**

AERODROME ADVISORY CIRCULAR

SUBJECT : PREPARATION OF ACTION PLAN FOR ADDRESSING NON-COMPLIANCE AND INSPECTION OBSERVATIONS.

A. INTRODUCTION

During the aerodrome inspections, various observations are pointed out in the inspection reports which are relating to the non-compliance of requirements contained in the various CARs. These observations/ non-compliances are required to be rectified by the aerodrome operators in a time-bound manner.

It has been observed in the past that the aerodrome operators while submitting the action taken report had been reflecting PDC against the observations which cannot be rectified by them immediately and require some time and resources from within/ outside the organization. It has been further observed that these PDCs are indicated by the aerodrome operators without giving any firm commitment and with due consultation with the concerned department involved in the process within the organization. As a result no firm action plan is drawn at any stage and the aerodrome operators keep on revising the PDC.

In addition while applying for an exemption, the aerodrome operators are required to submit an 'Action Plan' for rectification of non-compliance as indicated in para 2.6 of the exemption form among other requirements. It has been further observed that aerodrome operators had been submitting the action as completed to this office which has been found non-complied during the subsequent surveillance inspections by this office. Such actions are not only submission of false information but also defeat the very purpose of ensuring the standards and safety requirement.

B. PREPARATION AND SUBMISSION OF ACTION PLAN :

An action plan required to be submitted to this office by the aerodrome operator in case of non-compliance/ observations on the aerodrome facilities has been devised and is enclosed at Appendix-I. Henceforth, action plan for rectification of observations as well as for rectification of non-compliances as required in para 2.6 of the exemption form would be acceptable in this prescribed format only.

The action plan may be divided into the parts, if more than one department within the organisation is responsible for completion of the action plan. The action plan for each department should be signed by the official concerned who will also indicate the date of completion on his part of the action. This form has been devised on the principal of safety

management system. The risk management in the SMS also requires that prior to submission of action plan; the person proposing the action, acts as a nodal point, holds meetings with the concerned department within the organisation divide the action for each department and fill up details of each action in the Action column.

The action Plan may be further divided into parts (Action Plan 1, Action Plan 2 etc.) as indicated in the form if the non-compliance plan for project requires completion of the job in more than one phase (like same non-compliance for two different runways). The individuals from concerned department then determine the date of the completion of action and fill up the same in the prescribed column.

Thereafter, the assurance portion is to be signed by all individuals from concerned department with signature of the proposing official and countersigned by the Aerodrome in-charge who is ultimately responsible for the completion of the job.

The action plan prepared with the above exercise and in consultation with the concerned departments is considered achievable and is expected to be completed in time. Therefore, no extension in the action plan would be accepted, except in case of exigencies beyond control. Such cases would be considered only once if submitted with proper justification and supporting evidences and fresh action plan in the above format. In such cases

C. SUBMISSION OF COMPLETION REPORT:

Similar process is also required to be followed on completion of each job and to be communicated to the Nodal official by the concerned responsible officials from the involved departments. The Nodal officer and Aerodrome In-charge may thereafter assess the quality and adequacy of the job done. On completion of all actions, the Nodal officer and Aerodrome In-charge shall verify that the job has been done as per the guarantee provided and complies with the requirements and submit the same in the form prescribed for the purpose at Annex -II. Cases will be closed on receipt of such compliances from the aerodrome operators.

Sd/-
(J.S.Rawat)
Deputy Director General
for Director General of Civil Aviation

Annex-I

**Name of aerodrome operator
Project Plan to address Non-Compliance /Observation**

Ref No :

Non-Compliance/ observation: (Reference to CAR etc.)

Non-Compliance/ observation description: (Describe)

Proposed way to resolve non-compliance: (Describe - proposed way to

resolve non-compliance should cover Design or Scope of works to be undertaken and implementation strategy etc.)

1. Action Plan 1 (Description)

Action	Responsibility of	Target date of Completion
(Describe)	Name, designation Dept. I	
(Describe)	Name, designation Dept. II	
...	..	
...	..	

2. Action Plan 2 (Description)

Action	Responsibility of	Target date of Completion
(Describe)	Name, designation Dept. I	
(Describe)	Name, designation Dept. II	
...		
...		

Guarantee:

We hereby guarantee that the foregoing action plan is achievable and that the work shall be completed within the timeframe specified.

Name	Designation	Signature	Date
i.	Dept. I		
ii.	Dept. II		

Proposing /Nodal officer			
Aerodrome incharge			

Annex-II

Name of aerodrome operator
Completion Report of Project Plan to address Non-Compliance/Observation

Ref No:

Non-Compliance/ observation: (Reference to CAR etc.)

Non-Compliance/ observation described: (Describe)

Action completed to resolve non-compliance: (Describe)

1. Action Plan 1 (Description)

Action	Completed by	Target date of Completion/ actual completion date
(Describe)		
(Describe)		
...		
Proposing /Nodal officer		
Aerodrome incharge		

2. Action Plan 2 (Description)

Action	Completed by	Target date of Completion/ actual completion date
(Describe)	Name, designation Dept. I	
(Describe)	Name, designation Dept II	
...	
Proposing /Nodal officer		
Aerodrome incharge		

Certification :

We hereby certify that the job has been completed as per the guarantee provided in respect of above non-compliance/observation and the aerodrome is now compliant with the provision of aforesaid non-compliance/ observation.

Name	Designation	Signature	Date
i.	Dept. I		
ii.	Dept. II		
...			
Proposing /Nodal officer			
Aerodrome incharge			

