**GRF Implementation Check List**

| **ID** | **TASK** | **WHO** | **WHEN** | **Remarks** |
| --- | --- | --- | --- | --- |
| GRF 1 | **Establish a** ***National*** ***GRF implementation team*** at the State Level | State GRF implementation team to include:   * CAA (*responsible entity for implementation*) * Aerodromes * ANSP(ATM/AIM/MET) * Airlines/Flight Ops * Any other relevant stakeholder, as required | By Sep 2019 |  |
| GRF 1-1 | **Develop a *National GRF Implementation Plan***, detailing tasks, champions and timelines | State GRF implementation team | By Nov 2019 |  |
| GRF 2 | **Educate** by reviewing the following **documentation**:   * PANS ADR * ICAO Circular 355 * Annex 14 * ICAO GRF global Symposium presentations   [https://www.icao.int/Meetings/grf2019](https://authoring2016.icao.int/Meetings/grf2019)   * ICAO Doc 10064 (check when available with HQ) * Other relevant ICAO provisions – consequential amendments due to GRF (e.g. PANS-AIM, PANS-ATM, etc.)   **Educate** by **attending**:   * ICAO Regional Workshops (GRF Workshop (Dakar/Accra)) * [https://www.icao.int/WACAF/Pages/GRF-2019.aspx](https://authoring2016.icao.int/WACAF/Pages/GRF-2019.aspx)   **Educate** by **conducting**:   * State Level Workshops/Seminars | State GRF implementation team   * In coordination with national bodies representing airports, ANSPs, Airlines | By Feb 2020  (consider refresher by Nov 2020) | *Advise difficulties to ICAO WACAF* |
| GRF 3 | **Promote** GRF at the national level in context of safety by developing:   * brochures * website material * AIC (Aeronautical Information Circular) | State GRF implementation team   * distribution should also include GA/BA and Military | By Feb 2020 |  |
| GRF 4 | **Train relevant stakeholders on GRF**  Note that different stakeholders may have different training needs (e.g. aerodromes, pilots, ATS, AIS, aerodromes in warm climates vs. operators that fly to locations with winter conditions, etc.)  **Train relevant groups that interface with customers on GRF** so they can brief their customers when on audit/inspections | Relevant stakeholders:   * ACI * IATA * IFATCA * IFALPA   State GRF implementation team assures training for:   * ADR/ATM * CAA/FO inspectors | By Apr 2020 (consider refresher by Nov 2020)  By Apr 2020  (consider refresher by Nov 2020) |  |
| GRF 5 | **Update SNOWTAM Format/template (NOTAM/SNOWTAM systems)** | State GRF implementation team assures SNOWTAM template is updated by:   * AIM | By Nov 2020 |  |
| GRF 6 | **Train on the new SNOWTAM Format** | State GRF implementation team assures training on SNOWTAM format by:   * AIM | By Apr 2020  (consider refresher by Nov 2020) |  |
| GRF 7 | **Update AIP**, as required | State GRF implementation team assures AIP is updated by:   * AIM | By Nov 2020 |  |
| GRF 8 | **Conduct parallel test of GRF** this winter  **Conduct analysis** using archives of SNOWTAM & AIREPS  (this should also be considered after implementation to identify errors) | State GRF implementation team coordinates parallel test with the necessary stakeholders:   * Airport operators * ANSP * Regional CAA * Airlines * AIS | Nov 2019 - Apr 2020 |  |