**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 |  |