**Appendix – Sample Implementation Task List**

Implementation of Amendment 18 to Annex 14 Vol I (including PANS-Aerodromes)

*(To be adapted by each State)*

*\*AAC: Civil Aviation Authority*

*\* App: Provisions applicable in (year)*

| **ID** | **TASK** | **ENTITIES**  | **TARGET END DATE** | **Responsible****Specificities** | **Specific deadlines** | **Status** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **App****2025** | **App****2026** | **App****2030** | **App****2025** | **App****2026** | **App****2030** | **App****2025** | **App****2026** | **App****2030** |
| **18.0** | **Conduct the initial consultation before the effective date** |  | **July 21, 2025** |  |  |  |  |  |  |  |  |  |
| **18.1** | **Establish national coordination for implementation**  |  | **August 15** **2025** |  |  |  |  |  |  |  |  |  |
| 18.1.1 | Identify the national focal point | CAA |  |  |  |  |  |  |  |  |  |  |
| 18.1.2 | Identify industry focal points at the local level | Airports |  |  |  |  |  |  |  |  |  |  |
| 18 1.3 | Establish an implementation coordination team | CAAAirports |  |  |  |  |  |  |  |  |  |  |
| 18 1.4 | Identify communication mechanisms (meetings, reports, outreach activities, etc.) | Implementation Coordination Team |  |  |  |  |  |  |  |  |  |  |
| 18 1.5 | Conduct initial training and staff awareness activities | CAAAirports |  |  |  |  |  |  |  |  |  |  |
| **18 2** | **Conduct a gap analysis between the new provisions and the national regulatory framework** |  |  | **1 Sep 25** |  |  |  |  |  |  |  |  |
| 18 2.1 | Identify regulations, procedures, and guidance documents to be developed/amended | Implementation Coordination Team |  |  |  |  |  |  |  |  |  |  |
| 18 2.2 | Identify available industry-level data | Airports |  |  |  |  |  |  |  |  |  |  |
| 18 2.3 | Identify the means and resources needed for implementation | Airports/AAFC |  |  |  |  |  |  |  |  |  |  |
| **18 3** | **Develop a national implementation plan**  |  |  | **October 1, 2025** |  |  |  |  |  |  |  |  |
| 18 3.1 | Develop local airport plans to address identified gaps (procedures, data availability, etc.) including assessment of the impact of change.  | Airports |  |  |  |  |  |  |  |  |  |  |
| 18 3.2 | Develop a CAA plan to address gaps in the regulatory framework, including assessing the impact of changes.  | CAA |  |  |  |  |  |  |  |  |  |  |
| 18 3.3 | Consolidate local airports and CAA plans to develop a national implementation plan. | Implementation Coordination Team |  |  |  |  |  |  |  |  |  |  |
| **18 4** | **Develop/amend regulations and procedures for implementation** |  |  | **1 October 25** |  |  |  |  |  |  |  |  |
| 18 4.1 | Complete the development or amendment of regulations | CAA |  |  |  |  |  |  |  |  |  |  |
| 18 4.2 | Complete the development/modification of procedures | Airports |  |  |  |  |  |  |  |  |  |  |
| 18 4.3 | Provide training to staff on new regulations and procedures | AAFC/Airports |  |  |  |  |  |  |  |  |  |  |
| 18 4.4 | Complete advanced training for qualified personnel  | AAFC/Airports |  |  |  |  |  |  |  |  |  |  |
| **18 5** | **Finalize full implementation before the date of applicability** |  |  | **26 Oct 25** |  |  |  |  |  |  |  |  |
| 18 5.1 | Review and evaluate implementation activities  | Implementation Coordination Team |  |  |  |  |  |  |  |  |  |  |
| 18 5.2 | Confirm full implementation in the CC/EFOD | CAA |  |  |  |  |  |  |  |  |  |  |