

**AOP 29 –**  
*Safety*  
*Directives*  
*issued by*  
*the*  
*competent*  
*authority*

## Document Control

<b>Version</b>	<b>Amendment Date</b>	<b>Amended By</b>
1.0	01/08/2020	J Donkin

## **1 SECTION 1 - Safety Directive Procedure**

### **1.1 Aims and Objectives**

To assess what impact a directive issued by the competent authority may have on LBA operations, personnel or aerodrome.

### **1.2 Procedures**

<b>No</b>	<b>Process Activity</b>	<b>Responsibility</b>
<b>A1</b>	Safety Critical Directive received by e-mail from EASA or CAA	<b>Departmental Managers</b>
<b>A2</b>	E-mail saved in SharePoint under SMS/CAA_EASA Information Updates.	<b>Compliance Dept.</b>
<b>A5</b>	Should any of the publications be deemed significant, a news item should be created in SharePoint for distribution to certain nominated parties with a target date for feedback.	<b>Compliance Dept.</b>
<b>A6</b>	The nominated parties are: - <ul style="list-style-type: none"> <li>• Any publications with ATC content – delegated ATC WM</li> <li>• Any publications with ATE content – SATE</li> <li>• Any publications with RFFS content – FSM</li> <li>• Any publication with OPS content - AOM</li> </ul> Where any larger more detail publications are issued, all parties will be included on the distribution workflow.	<b>All nominated parties</b>
<b>A7</b>	If no impacts are applicable, the workflow is completed by sending feedback with no comments.	<b>All nominated parties</b>
<b>A10</b>	If the changes or notifications outlined in the publications affect LBA, comments should be added to the workflow and relevant documentation/manuals/procedures be updated.	<b>All nominated parties</b>

ALL respective managers are required to subscribe to the CAA Skywise notification service for all non-safety critical directives.