

PROCEDURE			
Title:	RISK ANALYSES: RISK ANALYSES OF CHANGE	Ref. No.:	H-P-S410
		Version/Date:	0.1 Date: 10.9.03
		Drafted by:	CAJEL
		Approved by:	

1. OBJECT

Avinor's key aim is to carry out risk analyses of change and to ensure that all risks associated with change in a system or specific task, activity or operation are identified and assessed with a view to their significance for air safety.

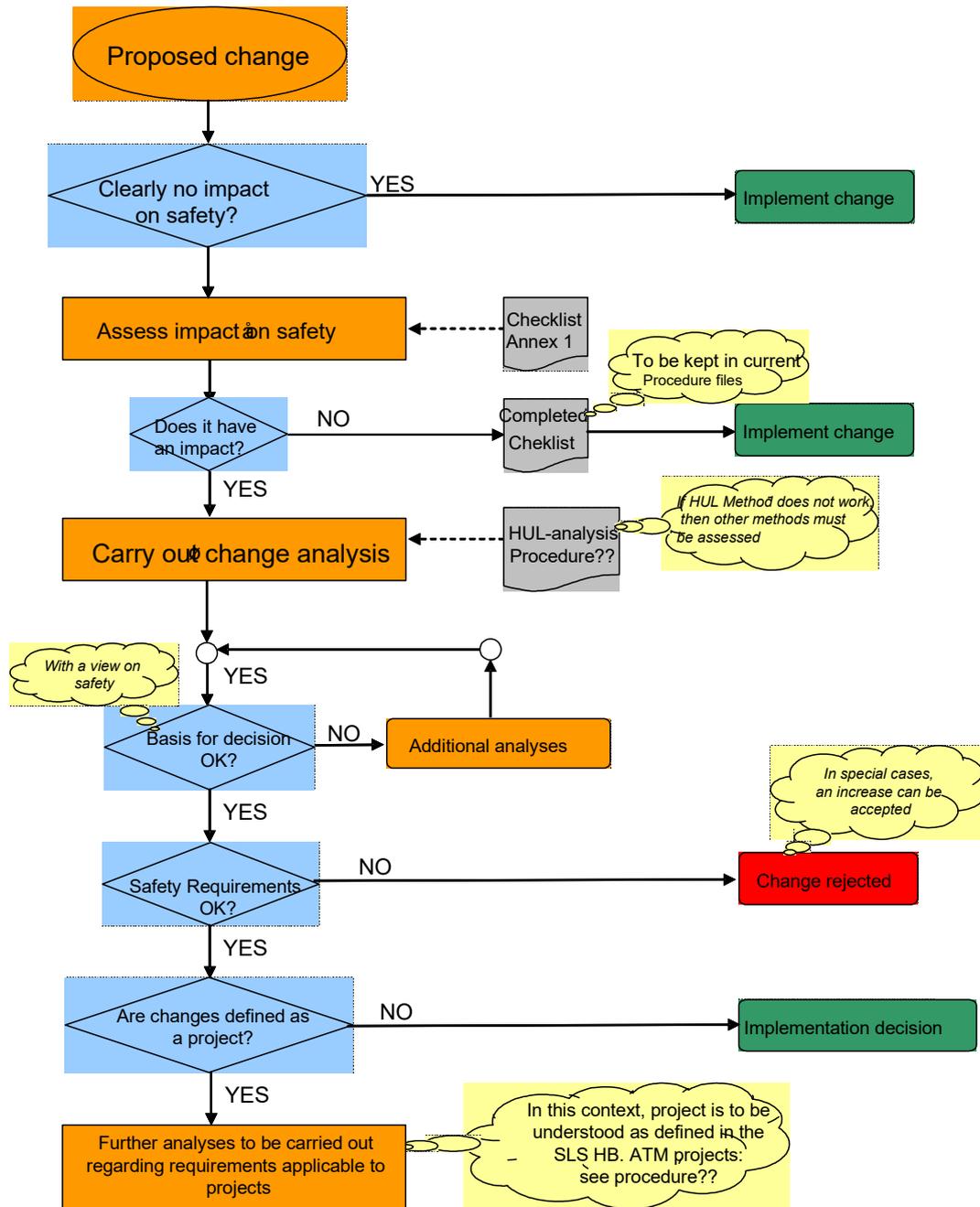
2. TARGET GROUP

- Line managers at all levels and in all units.
- All employees involved in change planning and implementation.

3. DEFINITIONS

Change	Proposed measure which gives rise to a modification in a system, task, activity or operation.
Project	Used in this context to differentiate between change which does not require a safety plan and that which does. The scale and duration of a project is such that its implementation is defined as an independent piece of work. See SLS Handbook for other definitions.
HUL-analysis	A risk analysis procedure used in relation to change. See procedure H-P-S421. All affected aspects of air safety are graded higher-risk (H), unchanged (U) or lower-risk (L).

4. DESCRIPTION/PROCEDURE



5. SPECIAL REQUIREMENTS FOR EQUIPMENT AND STAFF

Staff who carry out procedures must have adequate knowledge of the technical, operational and human factors which are or might be affected by change.

6. DOCUMENT REFERENCES

6.1 IN-HOUSE DOCUMENTS

6.2 OVERRIDING DOCUMENTS

7. RECORDS

8. ANNEXES

Annex 1: Checklist for impact assessment of change on air safety.

Annex 2: Guidelines: When does a change become a project?

ANNEX 1

Checklist - safety assessment of a proposed change

The checklist has been developed to enable an assessment to be made as to whether a change will or might have an impact on air safety.

If any of the questions in the list below is answered with a "yes", this indicates that the change has an impact on safety and a change analysis must be carried out using the HUL method described in Procedure H-P-S411.

If the answer to all questions is "no", the checklist should be signed and filed as an archive document in Doculive.

<u>File name/ref./project number</u>
<u>Reason for change:</u>
<u>Brief description of system affected by change:</u>
<u>Brief description of change:</u>

No.	Question	Yes	No
Technical factors			
1	Could the change have an impact on a safety-critical component?		
2	Could the change have an impact on a support system which in turn might cause problems in a safety-critical component?		
3	Will there be a change in the operational use of equipment or functions?		
4	Is the change being made as part of exceptional maintenance?		
5	Will the change involve replacing special components?		
Operational factors			
1	Could a problem in a changed procedure generate a risk situation?		
2	Will a change in a procedure necessitate a different qualification in order to carry it out?		
3	Is there any real change in operational procedure?		
4	Is the change being made in order to comply with regulatory requirements?		
Human factors			
1	Will the change have an impact on cooperation and coordination?		
2	Could the change place an increased strain on individuals?		
3	Will the change have an impact on required qualifications?		

<u>Completed by:</u>
<u>Date:</u> <u>Signature:</u>

--

ANNEX 2

When does a change in the air traffic services become a "project"?

The following is intended as a rough guide as to which types of change should generally be defined as *projects*, which would necessitate the drafting of a safety plan and compliance with EUROCONTROL's requirements regarding the methodology for safety analyses. Only those changes referred to as *major* will normally be regarded as projects.

Technical system

- A major technical system change might for example be:
 - replacement of a technical system which is part of a major air navigation system (e.g. NATCON, NAIS);
 - establishment of new installations (new TWR, new ATCC).
- A minor technical system change might be:
 - changing or upgrading of a technical system (NAV installation, radar installation);
 - procurement of less extensive system (ATIS).

Minor technical changes might also end up as projects. An assessment must be made in each individual case, based inter alia on the result of the change analysis, complexity, scale, the extent to which the change involves the delivery of physical products, etc.

- Changes which do not require specific safety documentation:
 - changes which are made as part of standard maintenance;
 - rectification of software problems, provided that the changes are made in accordance with accepted working methods as regards quality.

Operational system

- A major operational change might be:
 - bringing national regulations into line with international regulations, where safety work is not carried out;
 - introduction of a new working method which might have an impact on flight operations;
 - a new operational procedure based on a new navigation aid, where the calculation methods are not approved by the Luftfahrtstilsynet [Aviation Inspectorate].
- A minor operational change might:
 - change an element of a flight operations procedure;
 - entail changes to speed regulations in a TMA.
- Changes which do not require a specific safety plan:
 - changes which according to a change analysis do not have a negative impact on air safety;
 - changes which are made in accordance with calculation methods approved by the Luftfahrtstilsynet.