

# FACTSHEET – AERODROME ISSUE PAPER

## INTRODUCTION

This factsheet aims to describe what constitutes an Aerodrome Issue Paper (ADIP), and illustrates the process for raising and processing an ADIP, including the roles of the Applicant/Person evaluating the non-compliance, and the roles of the Authority and Command.

When an Applicant identifies an enduring design deficiency, a robust application of Safety Risk Management (SRM) is required to provide a defensible and credible approach to ensuring safety of flight. An ADIP is a DASA template that may be used to document what SRM activities an Applicant/Command has completed.

An ADIP will usually underpin an Exception Military Aerodrome Certification Review Item (MACRI) but may also be used to support an Equivalent Safety Finding (ESF) MACRI<sup>1</sup>. For details on how the ADIP supports the MACRI process, refer to [Factsheet – Military Aerodrome Certification Review Items](#).

## BACKGROUND

An aerodrome Certification Basis (CB) is an agreed set of design requirements that the aerodrome must be compliant with in order to obtain an Aerodrome Certificate. The design requirements are selected to enable facilities that support safe flight operations to be designed and constructed.

However, experience has shown that it is highly likely during the design and construction of an aerodrome, there will be some areas where proposed facilities won't comply or compliance cannot be demonstrated to the approved design requirements. The risks to safe flight operations arising from these non-compliances must be identified and subject to SRM. While it may be possible to generate a safety argument demonstrating an Equivalent Level of Safety (ELOS), it may be necessary to conduct a detailed SRM, and complete application of the Defence 7-Step SRM process.

The 7-Step SRM process must demonstrate that risks arising from the non-compliance have been eliminated, and if not reasonably practicable to eliminate the risk, minimise those risks So Far As is Reasonably Practicable (SFARP). The process requires the Aerodrome Operator and major aerodrome users (i.e. Military Air Operators (MAOs) and civilian air operators as applicable) to agree with the identified controls, the reasonably practicable decisions, the risk characterisation, and the retention of the risk remaining after minimisation. Whilst this SRM process may be completed in any form that an Applicant is confident robustly applies the 7-Step SRM process, the DASA has developed an ADIP form which may be used that covers the required elements of Defences 7-Step SRM process.

## WHAT IS AN AERODROME ISSUE PAPER AND WHEN SHOULD IT BE USED?

The ADIP form is the DASA-developed form to support an applicant document the application of Defence's 7-Step SRM process to Aerodrome shortfalls. It is employed to support Commanders and Managers in assessing and documenting risk management decisions for risks arising from identified CB non-compliances. In the DASR.139 context, an ADIP will primarily be used to underpin a MACRI application.

An Exception MACRI will always be underpinned by documented Safety Risk Management – nominally in an ADIP<sup>2</sup>. For an ESF MACRI, an ADIP may be provided as formal demonstration of operator agreement to the identified controls – particularly if they are contentious.

The Applicant should prepare the safety argument, ADIP or SRM documentation and gain approval from the Authority prior to completing and submitting a MACRI. These can occur at the same time, however the safety

<sup>1</sup> A safety argument should normally be used to support an ESF MACRI. However, if the safety argument is complex and the controls contentious, an ADIP can be used to capture the argument and controls, and gain operator agreement.

<sup>2</sup> While DASA has developed an ADIP template it is not mandatory for use and equivalent risk communication document can be used by the applicant.

argument or SRM is usually complex and may be varied during the approval process, where a MACRI should be solely focused on addressing the change in CB requirement and seeking Authority approval. DASA will review the ADIP and the MACRI application and communicate the review outcomes with the Applicant. By approving an ADIP, DASA is providing assurance that the risk management is following the 7-Step SRM process and is defensible.

## **AERODROME ISSUE PAPER PROCESS OVERVIEW**

The process for raising and processing an ADIP is summarised below:

### **Establish Impact to Capability Imperative.**

An Applicant must first document and confirm that Defence has a well-defined capability imperative that would be impeded if compliance was required and warrants seeking operator retention of residual risk. If a Defence capability imperative is not impeded, and the options of compliance to the CB requirement and tailoring of the CB have been exhausted, the Authority would not be able to certify the aerodrome (as partial compliance to the CB is not permitted). The Applicant must re-evaluate the capability requirement, the aerodrome design and the compliance evidence.

### **Demonstrate Risks have been Eliminated or Otherwise Minimised SFARP.**

Only when it has been established that a Defence capability imperative exists to continue pursuing risk management, the Applicant is to employ Defence's 7-Step SRM process<sup>3</sup>. The ADIP form is structured to support the Applicant in proceeding through the 7-Step SRM process. The SRM process is used to identify the risks to the non-compliance and attempts to eliminate those risks SFARP, and if they cannot be eliminated, minimise those risks SFARP utilising the hierarchy of controls. The SRM process requires a comprehensive and cohesive technical and operational position to be reached, underpinned by consultation with a range of stakeholders including aircraft operators, engineering and maintenance support organisations.

The steps in the SRM process forms the basis of the ADIP form, however an equivalent format that suitably documents the SRM process may be used in support of the MACRI.

### **Seek Aerodrome Operator and affected MAO(s) Advice.**

The SRM process requires confirmation that appropriate consultation, cooperation and coordination has been conducted between Risk Management Authorities (RMAs) and all persons with a shared duty to ensure health and safety for aerodrome users. The Applicant is to seek advice from the Aerodrome Operator and affected MAOs, regarding the acceptability of the risk controls and characterisation of the risk. Advice should also be sought from civilian operators of the Defence aerodrome. The Applicant must provide evidence of this consultation with the Aerodrome Operator and Air Operators when submitting the ADIP or equivalent risk communication.

The above three activities align with the requirements of the first five steps of the Defence's 7 Step SRM process. Prior to requesting Aerodrome Operator signature, it is recommended that the Applicant consult with DASA, who can review mature drafts to provide assurance that the 7-Step SRM process has been robustly applied.

### **Aerodrome Operator Approval.**

The Aerodrome Operator approves the ADIP or equivalent risk communication, confirming that:

- Defence has a well-defined capability imperative that would be impeded if compliance was required and warrants seeking operator retention of residual risk;
- the risks arising from the non-compliance have been eliminated or otherwise minimised SFARP and residual risks have been appropriately retained;
- shared duty holders have approved the controls and characterisation;
- and that the resulting hazards and controls are identified and will be managed in the aerodromes hazard management system, and reviewed throughout the service life of the aerodrome.

<sup>3</sup> GM SMS.A.25(b)(2)(2.2) – Safety risk management and mitigation (AUS)  
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This activity and the MAOs approval sought above aligns with the requirements of step six of the SRM process - 'Decision to Proceed'.

### **Submit ADIP form to DASA.**

The ADIP form is to be submitted to DASA containing all the information outlined above. While the ADIP can be submitted in conjunction with the MACRI form, the SRM is usually complex and may be varied during the approval process. Thus gaining Authority approval prior to completing the MACRI form, will avoid unnecessary rework of the MACRI application.

### **Authority Review and Approval.**

Upon receipt of the ADIP, DASA will review the application and communicate the review outcomes with the Applicant. DASA's review focuses on assessing if the 7-Step SRM process has been robustly applied and Commands risk decisions are defensible.

### **Update Hazard Log.**

On Authority approval of the ADIP, the Applicant is responsible for updating the aerodrome hazard management system (the hazard management system is expected to comply with the SMS regulation applied to the Aerodrome Operator) with the risks and risk treatments identified.

## **REVIEW OF RISKS and TREATMENTS**

Step seven of the SRM process, is for risk treatments to be reviewed regularly. Risks and treatments documented in the hazard log (which resulted from the ADIP) are to be reviewed based on triggers identified by the RMA to confirm that the non-compliance and treatments remain valid. All formal risk management outcomes must be reviewed according to the nature of the risk. For noteworthy risks, the review periods should not exceed 12 months and for other risks, the period should not exceed 24 months<sup>4</sup>. Other triggers such as change in context, including change in aircraft or aerodrome facilities which impact the non-compliance, and changes to operating intent, would also drive review. Further, updates to standards or technologies should trigger a review as they may create a pathway for compliance in the future, removing the need for an ADIP.

## **USEFUL INFORMATION**

- Document templates can be accessed from the DASA website:  
<http://www.defence.gov.au/DASP/DASR-Regulations/DASR-Templates.asp>
- DASA Point of Contact: Aerodrome and Heliport Certification Section:  
[dasa.aerodromes@defence.gov.au](mailto:dasa.aerodromes@defence.gov.au)

## **APPENDIX**

### **A. Aerodrome Issue Paper Process Overview Diagram**

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<sup>4</sup> AC 03/2018 Risk Management in the Defence Aviation Safety Program  
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APPENDIX A - Aerodrome Issue Paper Process Overview Diagram

