

**AERODROME MANUAL**

<b>SI REF -</b>	01/22	<b>DATE OF ISSUE -</b>	7 <sup>th</sup> January 2022	<b>EFFECTIVE DATE -</b>	7 <sup>th</sup> January 2022
<b>AERODROME MANUAL/ AOI REF(s) -</b>	Aerodrome Manual Part B.				

**Aerodrome manual, Part B, Section 2, Para 10 Management of Change**

**10.2 Changes Requiring Prior Approval**

10.2.4 Notifications of changes requiring prior approval will be submitted at least 30 days prior to the intended implementation date and will be made using application form SRG2011 available at <https://publicapps.caa.co.uk/docs/33/SRG2011Issue02.1.pdf>

10.2.5 Any changes as detailed in para 10.2 requiring prior approval shall only be implemented upon receipt of formal approval by the Competent Authority.

**10.3 Change Not Requiring Prior Approval**

**10.3.1** East Midlands Airport will appropriately manage and assess all changes to personnel, systems, equipment and procedures to ensure an acceptable level of safety is maintained during and after periods of change. The EMA Change Management Manual details the process in place to assess any changes.

**10.3.2** Compliance Manager - Operational Safety (CMOS) and Developments and Safeguarding Officer (DSO) will review all assessed and documented changes, not requiring prior approval on a six-monthly basis. Immediately following this review an email notification will be sent to the CAA.

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<b>Originator -</b>	Compliance Manager Operations and Safety	<b>Confirmed By -</b>	Head of Compliance and Business Resilience
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