

	<b>GOVT OF INDIA</b>
	<b>DIRECTORATE GENERAL OF CIVIL AVIATION</b>
	<b>AERODROME STANDARDS DIRECTORATE</b>

## AERODROME LICENSING PROCESS CHECKLIST

NAME OF THE AERODROME OPERATOR	AAI
DATE OF THE ASSESSMENT	05-05-2020

ACTIVITY	COMPLIANCE STATUS	OUTSTANDING ISSUES	REMARKS
Initial briefing with operator to review requirements for licensing.	Done		
Identify key contact(s) with the operator	Done		
Receipt of Application including relevant documents and fee	Done		
Select key personnel to review application	In progress	Scheduled for next week	Pending approval ministry
Conduct initial assessments of documents	Done		
If assessment is not satisfactory, advise operator accordingly.	Not satisfactory	Advised operator	Increase security
Ensure all documents are in compliance before moving to inspection phase	All in compliance		
Assessment of facilities and equipment	Done		
Conduct on-site inspection including Operational procedures.	Conducted	OK	
Assessment of process for evaluation of the competence and experience of the aerodrome operator's	All in compliance		

personnel			
Availability of BCAS clearance regarding security compliance of aerodrome and its facilities	Pending		
Availability of arrangement with AAI for coordination regarding local airspace, AIS and other relevant operational procedures ( e.g. MoU/ LoA)	In progress		
Record and brief operator regarding non- compliance by way of inspection report	Done		
Receive corrective action plan	N/A		
Review status of corrective action plans	Reviewed		
Verify and document corrective action taken	Verified		
Ensure all open issues are resolved.	Resolved		
Ensure all checklists have been completed	Completed		
Verify all items are closed or acceptable exemption has been granted.	All in compliance		
Obtain DG approval for issuance of license	Approval given	by DGCA	Approval given on 05-04-2020 5:00:00 PM
Prepare Aerodrome License for issuance	Prepared		
Determine Special Conditions	None		
Update License register	Updating		
Issue License	In process	License registration in progress	
Post/handover licence	Done		
Notify AIS of aerodrome particulars	Notified		
Modify surveillance plan.	In place		