

AERODROME SAFETY INSPECTOR FINDINGS & AERODROME OPERATOR CORRECTIVE ACTION PLAN (GACAR PART 139)

Aerodrome Name			
Aerodrome Reference Code		Aerodrome Operator	
Inspection Type		Inspection Date	
Report Number		Report Date	
Name of Certification Project Manager		Signature	

GENERAL INSTRUCTION

1. This form of findings must be completed by GACA Aerodrome Safety Inspectors/Certificate Project Manager.
2. Wherever, findings are observed during the Technical Inspection, On-site verification, Surveillance and Un-Announced Inspections, the same are to be filled in this form by ASIs and Certification Project Manager in assigned fields. Any supporting documents may be submitted in Appendix B, if so required.
3. Based on the findings, the Aerodrome Operator must conduct initial safety risk assessments and develop mitigation measures. Then finding needs to be re-assessed for residual risk considering the mitigation. The aerodrome operator must develop the corrective action plan as per the timeline of the finding category and submitted in this form using prescribed space. Any supporting documents may be submitted in Appendix C, if so required.
4. For any clarification, the General Manager (Aerodrome Standards) of General Authority of Civil Aviation, Kingdom of Saudi Arabia, may be contacted

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SUBPART A – CERTIFICATION AND AUTHORIZATION

No.	FINDINGS BY GACA AERODROME SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY AERODROME OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) (Ref-E Book 7)	INITIAL RISK ASSESSMENT (Ref GACAR 5)	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT (Ref GACAR 5)	START DATE (CAP)	COMPLETION DATE (CAP)	
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SUBPART B – CERTIFICATION OF AERODROMES

No.	FINDINGS BY GACA AERODROME SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY AERODROME OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) (Ref-E Book 7)	INITIAL RISK ASSESSMENT (Ref GACAR 5)	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT (Ref GACAR 5)	START DATE (CAP)	COMPLETION DATE (CAP)	
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SUBPART C – AUTHORIZATION OF AERODROMES

No.	FINDINGS BY GACA AERODROME SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY AERODROME OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) (Ref-E Book 7)	INITIAL RISK ASSESSMENT (Ref GACAR 5)	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT (Ref GACAR 5)	START DATE (CAP)	COMPLETION DATE (CAP)	
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SUBPART D – DESIGN AND ESTABLISHMENT OF AERODROMES

No.	FINDINGS BY GACA AERODROME SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY AERODROME OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) (Ref-E Book 7)	INITIAL RISK ASSESSMENT (Ref GACAR 5)	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT (Ref GACAR 5)	START DATE (CAP)	COMPLETION DATE (CAP)	
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SUBPART E – AERODROME DATA

No.	FINDINGS BY GACA AERODROME SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY AERODROME OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) (Ref-E Book 7)	INITIAL RISK ASSESSMENT (Ref GACAR 5)	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT (Ref GACAR 5)	START DATE (CAP)	COMPLETION DATE (CAP)	
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SUBPART F – PHYSICAL CHARACTERISTICS

No.	FINDINGS BY GACA AERODROME SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY AERODROME OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) (Ref-E Book 7)	INITIAL RISK ASSESSMENT (Ref GACAR 5)	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT (Ref GACAR 5)	START DATE (CAP)	COMPLETION DATE (CAP)	
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SUBPART G – OBSTACLE RESTRICTION AND REMOVAL

No.	FINDINGS BY GACA AERODROME SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY AERODROME OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) (Ref-E Book 7)	INITIAL RISK ASSESSMENT (Ref GACAR 5)	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT (Ref GACAR 5)	START DATE (CAP)	COMPLETION DATE (CAP)	
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SUBPART H – VISUAL AIDS FOR NAVIGATION

No.	FINDINGS BY GACA AERODROME SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY AERODROME OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) (Ref-E Book 7)	INITIAL RISK ASSESSMENT (Ref GACAR 5)	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT (Ref GACAR 5)	START DATE (CAP)	COMPLETION DATE (CAP)	
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SUBPART I – VISUAL AIDS FOR DENOTING OBSTACLES

No.	FINDINGS BY GACA AERODROME SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY AERODROME OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) (Ref-E Book 7)	INITIAL RISK ASSESSMENT (Ref GACAR 5)	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT (Ref GACAR 5)	START DATE (CAP)	COMPLETION DATE (CAP)	
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SUBPART J – VISUAL AIDS FOR DENOTING THE RESTRICTED USE AREAS

No.	FINDINGS BY GACA AERODROME SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY AERODROME OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) (Ref-E Book 7)	INITIAL RISK ASSESSMENT (Ref GACAR 5)	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT (Ref GACAR 5)	START DATE (CAP)	COMPLETION DATE (CAP)	
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SUBPART K – ELECTRICAL SYSTEMS

No.	FINDINGS BY GACA AERODROME SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY AERODROME OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) (Ref-E Book 7)	INITIAL RISK ASSESSMENT (Ref GACAR 5)	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT (Ref GACAR 5)	START DATE (CAP)	COMPLETION DATE (CAP)	
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SUBPART L – AERODROME OPERATIONAL SERVICES, EQUIPMENT AND INSTALLATION

No.	FINDINGS BY GACA AERODROME SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY AERODROME OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) (Ref-E Book 7)	INITIAL RISK ASSESSMENT (Ref GACAR 5)	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT (Ref GACAR 5)	START DATE (CAP)	COMPLETION DATE (CAP)	
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SUBPART M – AERODROME MAINTENANCE

No.	FINDINGS BY GACA AERODROME SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY AERODROME OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) (Ref-E Book 7)	INITIAL RISK ASSESSMENT (Ref GACAR 5)	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT (Ref GACAR 5)	START DATE (CAP)	COMPLETION DATE (CAP)	
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SUBPART APPENDICES A TO M – OTHERS, IF ANY

No.	FINDINGS BY GACA AERODROME SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY AERODROME OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) (Ref-E Book 7)	INITIAL RISK ASSESSMENT (Ref GACAR 5)	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT (Ref GACAR 5)	START DATE (CAP)	COMPLETION DATE (CAP)	
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APPENDIX A – DOCUMENTATION DETAILS BY ASIs		
(TO BE FILLED BY GACA AERODROME SAFETY INSPECTOR)		
GACAR 139 Sub Part	Finding Reference No.	Details of Document/Evidence Attachment
Sub Part A		
Sub Part B		
Sub Part C		
Sub Part D		
Sub Part E		
Sub Part F		
Sub Part G		
Sub Part H		
Sub Part I		
Sub Part J		
Sub Part K		
Sub Part L		
Sub Part M		
Appendices		

DETAILS OF GACA AERODROME INSPECTORS' SAFETY TEAMS			
No.	Name of the Aerodrome Safety Inspector	Signature	Date
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AERODROME SAFETY INSPECTOR FINDINGS & AERODROME OPERATOR CORRECTIVE ACTION PLAN

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APPENDIX B - FINDING LEVEL CHARTS			
(TO BE FILLED BY GACA CERTIFICATION PROJECT MANAGER)			
GACAR PART 139 SUBPARTS	Status of Finding Level		
	Level 1	Level 2	Level 3
SUBPART A – CERTIFICATION AND AUTHORIZATION			
SUBPART B – CERTIFICATION OF AERODROMES			
SUBPART C – AUTHORIZATION OF AERODROMES			
SUBPART D – DESIGN AND ESTABLISHMENT OF AERODROMES			
SUBPART E – AERODROME DATA			
SUBPART F – PHYSICAL CHARACTERISTICS			
SUBPART G – OBSTACLE RESTRICTION AND REMOVAL			
SUBPART H – VISUAL AIDS FOR NAVIGATION			
SUBPART I – VISUAL AIDS FOR DENOTING OBSTACLES			
SUBPART J – VISUAL AIDS FOR DENOTING RESTRICTED USE			
SUBPART K – ELECTRICAL SYSTEM			
SUBPART L – AERODROME OPERATIONAL SERVICES, EQUIPMENT AND INSTALLATION			
SUBPART M – AERODROME MAINTENANCE			
SUBPART APPENDICES A TO M – OTHERS, IF ANY			

VERIFICATION BY GACA CERTIFICATE PROJECT MANAGER			
No.	Name Of the Certification Project Manager	Signature	Date
1.			

AERODROME SAFETY INSPECTOR FINDINGS & AERODROME OPERATOR CORRECTIVE ACTION PLAN (GACAR PART 139)

APPENDIX C – DOCUMENTATION DETAILS BY OPERATOR		
(TO BE FILLED BY AERODROME OPERATOR)		
GACAR 139 Sub Part	Finding Reference No.	Details of Document/Evidence Attachment
Sub Part A		
Sub Part B		
Sub Part C		
Sub Part D		
Sub Part E		
Sub Part F		
Sub Part G		
Sub Part H		
Sub Part I		
Sub Part J		
Sub Part K		
Sub Part L		
Sub Part M		
Appendices		

DETAILS OF AERODROME OPERATOR MANAGEMENT PERSONNEL			
No.	Name of Aerodrome Operator Management Personnel	Signature	Date
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AERODROME SAFETY INSPECTOR FINDINGS & AERODROME OPERATOR CORRECTIVE ACTION PLAN (GACAR PART 139)

VERIFICATION BY AERODROME OPERATOR ACCOUNTABLE EXECUTIVE			
No.	Name of the Accountable Executive	Signature	Date
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APPENDIX D - FINDING LEVEL		
(For details explanation refer E-Book Volume 7)		
Level	Description	Time scale
Level 1 (Non-Compliance)	A level 1 finding is a significant non-compliance with the GACAR Part-139 requirements which lowers the safety standard and is capable of causing serious risk to flight safety.	The audit team leader (CPM) shall consider and assess each finding as an immediate safety risk and assign a timescale for closure between IMMEDIATE and 7 days.
Level 2 (Non-Compliance)	A level 2 finding is any non-compliance, other than level 1, with the GACAR Part-139 requirements which could lower the safety standard and possibly cause hazards to flight safety.	The audit team leader (CPM) shall consider and assess each finding, which is not L 1, for associated safety risk and assign a timescale for closure between 8 days and 90 days.
Level 3 (Observation)	A level 3 finding is an observation or recommendation to improve safety standards and/or achieve better practice by addressing deficiencies that may lead to potential findings of level 2 if not corrected.	Generally, aerodromes provide action plans for such observations but no specific timescale for closure shall be assigned. The aerodrome operator shall be expected to provide a written response/action plan to the observation within 90 days. Additional time be considered based on finding (observation) and corrective action plan justification provided by the aerodrome operator.