



~~European Aviation Safety Agency~~

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COMMENT RESPONSE DOCUMENT (CRD)

TO NOTICE OF PROPOSED AMENDMENT

(NPA) 2011-20 (B.I)

~~RMT.0136 (ADR.001 (a)) & RMT.0137 (ADR.001 (b))~~

~~RMT.0140 (ADR.002 (a)) & RMT.0141 (ADR.002 (b))~~

~~RMT.0144 (ADR.003 (a)) & RMT.0145 (ADR.003 (b))~~

Authority, Organisation and Operations Requirements for

~~Aerodromes~~Aerodromes'

(B.I) CRD to NPA 2011-20 (B.I) – *Draft Implementing Rules*

COVER REGULATION

COMMISSION OF THE EUROPEAN COMMUNITIES

Brussels, ...

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Draft

COMMISSION REGULATION (EU) No .../...

of [...]

**laying down requirements and administrative procedures
related to aerodromes pursuant to Regulation (EC) No 216/2008
of the European Parliament and of the Council**

(Text with EEA relevance)

COVER REGULATION

Draft

COMMISSION REGULATION (EU) No .../...

of [...]

**laying down requirements and administrative procedures
related to aerodromes pursuant to Regulation (EC) No 216/2008
of the European Parliament and of the Council**

THE COMMISSION OF THE EUROPEAN UNION,

Having regard to the Treaty on the ~~functioning~~Functioning of the European Union,

Having regard to Regulation (EC) No 216/2008 of the European Parliament and of the Council of 20 February 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency, and repealing Council Directive 91/670/EEC, Regulation (EC) No 1592/2002 and Directive 2004/36/EC¹, amended by Regulation (EC) No 1108/2009 of the European Parliament and of the Council of 21 October 2009², and in particular Article 8a(5) thereof,

Whereas:

- (1) Regulation (EC) No 216/2008 aims at establishing and maintaining a high uniform level of civil aviation safety in Europe. That Regulation provides for the means of achieving that objective and other objectives in the field of civil aviation safety.
- (2) The implementation of Regulation (EC) No 216/2008 requires the establishment of more detailed Implementing Rules, in particular concerning the safety regulation of aerodromes, in order to maintain a high uniform level of civil aviation safety in Europe while pursuing the objective of an overall improvement in aerodrome safety.
- (3) Aerodromes and aerodrome equipment as well as the operation of aerodromes shall comply with the essential requirements set out in Annex Va and, if applicable, Annex Vb. According to Regulation (EC) No 216/2008, a certificate shall be required in respect of each aerodrome; compliance with the certification basis and the Implementing Rules should mean that the essential requirements set out in Annex Va and, if applicable, Annex Vb have been complied with; the certificate and certification of changes to that certificate shall be issued when the applicant has shown that the aerodrome complies with the aerodrome certification basis; organisations responsible for the operation of aerodromes shall demonstrate their capability and means to discharge the responsibilities

¹ OJ L 79, 13.3.2008, p. 1.

² OJ L 309, 24.11.2009, p. 51.

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associated with their privileges.

- (4) These capabilities and means shall be recognised through the issuance of a single or separate certificate if the Member State where the aerodrome is located so decides. The privileges granted to the certified organisation and the scope of the certificate, including a list of aerodromes to be operated, shall be specified in the certificate.
- (5) Regulation (EC) No 216/2008 requires the European Commission to adopt the necessary Implementing Rules for establishing the conditions for the design and safe operation of aerodromes referred to in Article 8a(5) before 31 December 2013. This Regulation provides for those Implementing Rules.
- (6) In order to ensure a smooth transition and a high level of civil aviation safety in the European Union, the Implementing Rules should reflect the state of the art and the best practices in the field of aerodromes; take into account the applicable International Civil Aviation Organisation (hereinafter referred to as 'ICAO') Standards and Recommended Practices; and worldwide aerodrome operation experience, and scientific and technical progress in the field of aerodromes; be proportionate to the size, traffic, category and complexity of the aerodrome and nature and volume of operations thereon; provide for the necessary flexibility for customised compliance; and cater for the cases of aerodrome infrastructure which has been developed, prior to the coming into force of this Regulation, in accordance with the different requirements contained in the national legislations of the Member States.
- (7) It is necessary to provide sufficient time for the aerodrome industry and Member State administrations to adapt to the new regulatory framework and to verify the continued validity of certificates issued before the applicability of this Regulation.
- (8) Member States should ensure, as far as practicable, that any aerodromes controlled and operated by the military and open to public use offer a level of safety that is at least equivalent to the level required by the essential requirements set out in Annex Va and Vb to Regulation (EC) No 216/2008. Therefore, Member States may also decide to apply this Regulation to said aerodromes.
- (9) Member States may decide to exempt from the provisions of Regulation (EC) No 216/2008 an aerodrome which handles no more than 10 000 passengers per year and handles no more than 850 movements related to cargo operations per year. However, said aerodrome and the operation thereon should be expected to comply with the general safety objectives of Regulation (EC) No 216/2008 and any other rule of European Union law. Therefore, Member States may also decide to apply this Regulation to said aerodromes.
- (10) Requirements for heliports (Annex 14, Volume II, Heliports) both in terms of stand-alone Instrument Flight Rule (IFR) heliports as well as Visual Flight Rules (VFR) heliports co-located at certified aerodromes will be undertaken at a later stage. Until these

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Implementing Rules are in place, the respective national regulations should be applicable, to the extent they do not conflict with applicable Community rules.

(11) Requirements for the certification of aerodrome equipment, as well as for the oversight of designers and producers of safety-critical aerodrome equipment, should follow at a later stage jointly with the work to be done for specific ATM systems and constituents.

(12) Requirements for apron management services should follow at a later stage, to be developed jointly with ATM and aerodrome experts, and thus certain articles of this Regulation should come into effect when such requirements for apron management services have been adopted.

(13) With a view to ensuring uniformity in the application of common requirements, it is essential that common standards be applied by the competent authorities and, where applicable, the Agency when assessing compliance with these requirements; the Agency should develop Acceptable Means of Compliance and Guidance Material to facilitate the necessary regulatory uniformity.

(14) With regard to obstacle management in the aerodrome surroundings as well as other activities outside the aerodrome's boundary it was recognized that in different Member States there may be different authorities and other entities in charge of monitoring, assessment and mitigation risks. The aim of this regulation is not to change current allocation of tasks within the Member State. At the same time, a seamless organisation of the competences regarding the safeguarding of aerodrome surroundings and the monitoring and mitigating of risk caused by human activities should be ensured inside each Member State. It should be ensured, that authorities given responsibilities of safeguarding the surrounding of aerodromes have the adequate competency to fulfil their obligations.

~~(13)~~(15) The measures provided for in this Regulation are based on the Opinion issued by the EASA (hereafter referred to as the 'Agency') in accordance with Articles 17(2)(b) and 19(1) of Regulation (EC) No 216/2008.

~~(14)~~(16) The measures provided for in this Regulation are in accordance with the opinion of the Committee established by Article 65 of Regulation (EC) No 216/2008,

HAS ADOPTED THIS REGULATION:

Article 1

Subject matter and scope

1. This Regulation ~~and its Annexes lay~~lays down detailed rules for the uniform implementation of Regulation (EC) No 216/2008 ~~and its Implementing Rules~~ in the area of aerodromes.

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2. Competent Authorities involved in the certification and oversight of aerodromes, aerodrome operators and apron management service providers shall within 48 months from the coming into force of this Regulation comply with the requirements laid down in Annex I to this Regulation.
3. Aerodrome operators and providers of apron management services shall comply with the requirements laid down in Annex II to this Regulation.
4. Aerodrome operators shall comply with the requirements laid down in Annex III to this Regulation.
5. This Regulation ~~and its Annexes also lay~~lays down detailed rules on:
 2. ~~the conditions:~~
 - (a) for establishing and notifying to the applicant the certification basis applicable to an aerodrome;
 - (b) the conditions for issuing, maintaining, amending, limiting, suspending or revoking certificates for aerodromes, certificates for organisations responsible for the operation of aerodromes, including operating limitations related to the specific design of the aerodrome;
 - (c) the conditions for operating an aerodrome in compliance with the essential requirements set out in Annex Va and, if applicable, Annex Vb to Regulation (EC) No 216/2008;
 - (d) the responsibilities of the holders of certificates;
 - (e) the conditions for the acceptance and for the conversion of existing aerodrome certificates issued by Member States;
 - (f) the conditions for the decision not to permit exemptions referred to in Article 4(3b) of Regulation (EC) No 216/2008, including criteria for cargo aerodromes, the notification of exempted aerodromes and for the review of granted exemptions;
 - (g) the conditions under which operations shall be prohibited, limited or subject to certain conditions in the interest of safety;
 - (h) certain conditions and procedures for the declaration by and for the oversight of apron management service providers referred to in paragraph 2(e) of Article 8a of Regulation (EC) No 216/2008.

Article 2

Definitions

For the purpose of this Regulation, the following definitions shall apply:

'Acceptable Means of Compliance (AMC)' are non-binding standards adopted by the Agency to illustrate means to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules.

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'Accelerate-stop distance available (ASDA)' means the length of the take-off run available plus the length of the stopway, if provided.

'Aerodrome' ~~shall mean~~means a defined area (including any buildings, installations and equipment) on land or water or on a fixed, fixed offshore or floating structure intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

'Aerodrome control service' means an air traffic control service for aerodrome traffic.

'Aerodrome equipment' ~~shall mean~~means any equipment, apparatus, appurtenance, software or accessory, that is used or intended to be used to contribute to the operation of aircraft at an aerodrome.

'Aerodrome operating minima' means the limits of usability of an aerodrome for:

1. take-off, expressed in terms of runway visual range and/or visibility and, if necessary, cloud conditions;
2. landing in precision approach and landing operations, expressed in terms of visibility and/or runway visual range and decision altitude/height (DA/H) as appropriate to the category of the operation;
3. landing in approach and landing operations with vertical guidance, expressed in terms of visibility and/or runway visual range and decision altitude/height (DA/H); and
4. landing in non-precision approach and landing operations, expressed in terms of visibility and/or runway visual range, minimum descent altitude/height (MDA/H) and, if necessary, cloud conditions.

'Aeronautical data' means a representation of aeronautical facts, concepts or instructions in a formalised manner suitable for communication, interpretation or processing.

'Aeronautical ground light' means any light specially provided as an aid to air navigation, other than a light displayed on an aircraft.

~~'Aircraft movement' means either a take-off or landing.~~

'Aeroplane' means a power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

'Aeronautical information service' means a service established within the defined area of coverage responsible for the provision of aeronautical information and data necessary for the safety, regularity, and efficiency of air navigation.

'Air navigation services' means air traffic services; communication, navigation and surveillance services; meteorological services for air navigation; and aeronautical information services.

'Air traffic services' means the various flight information services, alerting services, air traffic advisory services and air traffic control services (area, approach and aerodrome control services).

'Air traffic control service' means a service provided for the purpose of:

1. preventing collisions:
 - between aircraft, and
 - in the manoeuvring area between aircraft and obstructions; and
2. expediting and maintaining an orderly flow of air traffic.

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'Aircraft' means a machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

'Aircraft stand' means a designated area on an apron intended to be used for parking an aircraft.

'Aircraft stand taxiway' means a portion of an apron designated as a taxiway and intended to provide access to aircraft stands only.

'Alternative means of compliance' are those that propose an alternative to an existing Acceptable Means of Compliance or those that propose new means to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules for which no associated Acceptable Means of Compliance have been adopted by the Agency.

~~'Approved (by the competent authority)' means formally agreed or authorised by the competent authority.~~

'Alerting service' means a service provided to notify relevant organisations regarding aircraft in need of search and rescue aid, and to assist such organisations as required.

'Approach control service' means an ATC service for arriving or departing controlled flights.

'Apron' means a defined area intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance.

'Apron management service' means a service provided to manage the activities and the movement of aircraft and vehicles on an apron.

'Apron taxiway' means a portion of a taxiway system located on an apron and intended to provide a through taxi-route across the apron.

'Area control service' means an air traffic control service for controlled flights in a block of airspace;

'Audit' means a systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which requirements are complied with.

~~'Instrument runway' means one of the following types of runways intended for the operation of aircraft using instrument approach procedures:~~

- ~~1. **Non-precision approach runway.** An instrument runway served by visual aids and a non-visual aid providing at least directional guidance adequate for a straight-in approach.~~
- ~~2. **Precision approach runway, category I.** An instrument runway served by non-visual aids and visual aids, intended for operations with a decision height not lower than 60 m (200 ft) and either a visibility not less than 800 m or a runway visual range not less than 550 m.~~
- ~~3. **Precision approach runway, category II.** An instrument runway served by non-visual aids and visual aids intended for operations with a decision height lower than 60 m (200 ft) but not lower than 30 m (100 ft) and a runway visual range not less than 300 m.~~
- ~~4.2. **Precision approach runway, category III.** An instrument runway served by non-visual aids and visual aids to and along the surface of the runway and:~~

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~~A — intended for operations with a decision height lower than 30 m (100 ft), or no decision height and a runway visual range not less than 175 m;~~

~~B — intended for operations with a decision height lower than 15 m (50 ft), or no decision height and a runway visual range less than 175 m but not less than 50 m;~~

~~C — intended for operations with no decision height and no runway visual range limitations.~~

'Certification ~~Specifications~~specifications' are technical standards adopted by the Agency indicating means to show compliance with the ~~essential requirements of Annex Va and, if applicable, Annex Vb to~~ Regulation (EC) No 216/2008 and its Implementing Rules and which can be used by organisations for the purpose of certification.

'Clearway' means a defined rectangular area on the ground or water under the control of the appropriate entity, selected or prepared as a suitable area over which an aeroplane may make a portion of its initial climb to a specified height.

'Competent Authority' means the authority designated in accordance with Article 3 of this Regulation.

'Communication services' means aeronautical fixed and mobile services to enable ground-to-ground, air-to-ground and air-to-air communications for ATC purposes.

'Continuing oversight' means the tasks to be conducted to verify that the conditions under which a certificate has been granted continue to be fulfilled at any time during its period of validity, as well as the taking of any safeguard measure.

'Dangerous goods' means articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the Technical Instructions or which are classified according to those Technical Instructions.

'Data quality' means a degree or level of confidence that the data provided meet the requirements of the data user in terms of accuracy, resolution and integrity.

'Declared distances' means:

- 'Take-off run available (TORA)',
- 'Take-off distance available (TODA)',
- 'Accelerate-stop distance available (ASDA)',
- 'Landing distance available (LDA)'.

'Flight information service' shall mean a service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights.

'Human factors principles' means principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance.

'Human performance' means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

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'Inspection' means an independent documented conformity evaluation by observation and judgement accompanied as appropriate by measurement, testing or gauging, in order to verify compliance with applicable requirements.

'Instrument runway' means one of the following types of runways intended for the operation of aircraft using instrument approach procedures:

- 5.3. 'Non-precision approach runway'. An instrument runway served by visual aids and a non-visual aid providing at least directional guidance adequate for a straight-in approach.
4. 'Precision approach runway, category I'. An instrument runway served by non-visual aids and visual aids, intended for operations with a decision height not lower than 60 m (200 ft) and either a visibility not less than 800 m or a runway visual range not less than 550 m.
5. 'Precision approach runway, category II'. An instrument runway served by non-visual aids and visual aids intended for operations with a decision height lower than 60 m (200 ft) but not lower than 30 m (100 ft) and a runway visual range not less than 300 m.
6. 'Precision approach runway, category III'. An instrument runway served by non-visual aids and visual aids to and along the surface of the runway and:
 - A - intended for operations with a decision height lower than 30 m (100 ft), or no decision height and a runway visual range not less than 175 m;
 - B - intended for operations with a decision height lower than 15 m (50 ft), or no decision height and a runway visual range less than 175 m but not less than 50 m;
 - C - intended for operations with no decision height and no runway visual range limitations.

'Landing distance available (LDA)' means the length of runway which is declared available and suitable for the ground run of an aeroplane landing.

'Low visibility procedures' means procedures applied at an aerodrome for the purpose of ensuring safe operations during lower than Standard Category I, other than Standard Category II, Category II and III ~~conditions~~ approaches and low visibility take-offs.

'Low visibility take-off (LVTO)' means a take-off with an RVR lower than 400 m but not less than 75 m.

'Lower than Standard Category I operation' means a Category I instrument approach and landing operation using Category I Decision Height, with an RVR lower than would normally be associated with the applicable Decision Height but not lower than 400 m.

~~'Obstacle' means all fixed (whether temporary or permanent) and mobile objects, or parts thereof that:~~

- ~~— are located on an area intended for the surface movement of aircraft; or~~
- ~~— extend above a defined surface intended to protect aircraft in flight; or~~

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- ~~stand outside those defined surfaces and that have been assessed as being a hazard to air navigation.~~

'Manoeuvring area' means that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

'Meteorological services' means those facilities and services that provide aircraft with meteorological forecasts, briefs and observations as well as any other meteorological information and data provided by States for aeronautical use.

'Marker' means an object displayed above ground level in order to indicate an obstacle or delineate a boundary.

'Marking' means a symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information.

'Movement' means either a take-off or landing.

'Movement area' means that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft consisting of the manoeuvring area and the apron(s).

'Navigation services' means those facilities and services that provide aircraft with positioning and timing information.

'Non-instrument runway' means a runway intended for the operation of aircraft using visual approach procedures.

'Obstacle' means all fixed (whether temporary or permanent) and mobile objects, or parts thereof, that:

- are located on an area intended for the surface movement of aircraft; or
- extend above a defined surface intended to protect aircraft in flight; or
- stand outside those defined surfaces and that have been assessed as being a hazard to air navigation.

'Other than Standard Category II operation' means a precision instrument approach and landing operation using ILS or MLS where some or all of the elements of the precision approach Category II light system are not available, and with:

- Decision Height (DH) below 200 ft but not lower than 100 ft; and
- Runway Visual Range (RVR) -of not less than 350 m.

'Oversight planning cycle' means a time period where all applicable requirements are verified with audits and inspections.

'Paved runway' means a runway with a hard surface that is made up of engineered and manufactured materials bound together so it is durable and either flexible or rigid.

'Rapid exit taxiway' means a taxiway connected to a runway at an acute angle and designed to allow landing aeroplanes to turn off at higher speeds than are achieved on other exit taxiways thereby minimising runway occupancy times.

'Runway' means a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

'Runway visual range (RVR)' means the range over which the pilot of an aircraft on the centre line of a runway can see the runway surface markings or the lights delineating the runway or identifying its centre line.

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'Safety management system' means a systematic approach to managing safety including the necessary organisational structure, accountabilities, policies and procedures.

'Sign' means:

- Fixed message sign means a sign presenting only one message;
- Variable message sign means a sign capable of presenting several predetermined messages or no message, as applicable.

'Stopway' means a defined rectangular area on the ground at the end of take-off run available prepared as a suitable area in which an aircraft can be stopped in the case of an abandoned take off.

'Take-off distance available (TODA)' means the length of the take-off run available plus the length of the clearway, if provided.

'Take-off run available (TORA)' means the length of runway declared available and suitable for the ground run of an aeroplane taking off.

'Taxiway' means a defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including:

- aircraft stand taxilane,
- apron taxiway,
- rapid exit taxiway.

'Technical Instructions' means the latest effective edition of the 'Technical Instructions for the Safe Transport of Dangerous Goods by Air' (Air-Air' (Doc 9284-AN/905)), including the Supplement and any Addenda, approved and published by the International Civil Aviation Organisation.

'Terms of the certificate' means the following:

- ICAO location indicator
- Conditions to operate (VRF/ IFR, day/ night)
- Runway – declared distances
- Types of approaches provided
- Aerodrome operating minima
- Aerodrome Reference Code
- Scope of aircraft operations with higher aerodrome reference code letter
- Provision of apron management services (yes/no)
- Rescue and fire-fighting level of protection
- Any other information found necessary to be included by the Competent Authority.

'Visual aids' means indicators and signalling devices, markings, lights, signs and markers or combinations thereof.

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~~'Runway visual range (RVR)' means the range over which the pilot of an aircraft on the centre line of a runway can see the runway surface markings or the lights delineating the runway or identifying its centre line.~~

~~'Safety management system' means a systematic approach to managing safety including the necessary organisational structure, accountabilities, policies and procedures.~~

Article 3

Oversight capabilities

1. ~~1.~~ Member States shall designate one or more entities as the **competent authority** Competent Authority (ies) within that Member State with the necessary powers and responsibilities for the certification and oversight of aerodromes ~~and, aerodrome operators, operations, as well as personnel and organisations involved therein, within the scope and providers applicability of apron management services, subject to~~ Regulation (EC) No 216/2008.
2. The ~~competent authority~~ Competent Authority shall be independent of aerodrome operators and providers of apron management services. This independence shall be achieved through adequate separation, at functional level at least, between the ~~competent authority~~ Competent Authority and such organisations. Member States shall ensure that ~~competent authorities~~ Competent Authorities exercise their powers impartially and transparently.
- ~~23.~~ If a Member State designates more than one entity as ~~competent authority~~ Competent Authority:
 - (a) the areas of competence of each ~~competent authority~~ Competent Authority shall be clearly defined in terms of responsibilities and geographic limitation; and
 - (b) coordination shall be established between those entities to ensure effective oversight of all aerodromes and aerodrome operators, as well as providers of apron management services, subject to Regulation (EC) No 216/2008 and its Implementing Rules within their respective remits.
- ~~34.~~ Member States shall ensure that ~~the competent authority~~ Competent Authority (ies) has(ve) the necessary ~~capability to ensure the oversight of all aerodromes, aerodrome operators, capabilities and providers of apron management services subject to their oversight programme, including sufficient~~ resources to fulfil ~~the~~ their requirements ~~of~~ under this Regulation.
- ~~45.~~ Member States shall ensure that ~~competent authority~~ Competent Authorities' personnel do not perform oversight activities when there is evidence that this could result directly or indirectly in a conflict of interest, in particular when relating to family or financial interest.
- ~~56.~~ Personnel authorised by the ~~competent authority~~ Competent Authority to carry out certification and/or oversight tasks shall be empowered to perform at least the following tasks:
 - (a) examine the records, data, procedures and any other material relevant to the

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execution of the certification and/or oversight task;

- (b) take copies of or extracts from such records, data, procedures and other material;
- (c) ask for an oral explanation on site;
- (d) enter aerodromes, relevant premises, operating sites or other areas and means of transport;
- (e) perform audits, investigations, tests, exercises, assessments, inspections; and
- (f) take enforcement measures as appropriate.

67. The tasks under paragraph 56 shall be carried out in compliance with the legal provisions of the relevant Member State.

8. The Member States shall ensure that the Competent Authorities of aerodromes located near national borders coordinate their oversight activities to ensure the effective oversight and safeguarding of these aerodromes.

Article 4

Notification Information to the Agency

Within three months after the coming into force of this Regulation, ~~the competent authorities of~~ the Member States shall ~~notify~~inform the Agency of the names of the aerodromes and the aerodrome operators, as well as the number of passengers and cargo movements of the aerodromes to which the provisions of Regulation (EC) No 216/2008 and this Regulation apply.

Article 5

Exemptions in accordance with Article 4(3b) of Regulation (EC) No 216/2008

1. The ~~competent authority of the~~ Member State shall, within one month following the decision to grant an exemption in accordance with Article 4(3b) of Regulation (EC) No 216/2008, ~~notify the Commission,~~inform the Agency ~~and other Member States~~ of the exempted aerodromes. The ~~notification information~~ to the ~~Commission and~~ Agency shall further include: the name of the aerodrome operator and the traffic figures for the number of passengers and cargo movements of the aerodrome of the relevant year.

~~(a) the name of the aerodrome operator, and the traffic figures for the number of passengers and cargo movements of the aerodrome per year, over the last four years; and~~

~~(b) a declaration and assessment that:~~

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- ~~(i) the requirements set forth by Article 4(3b) of Regulation (EC) No 216/2008 are met,~~
 - ~~(ii) the aerodrome is certified by the competent authority of that Member State, if it is used for international operations, and~~
 - ~~(iii) the aerodrome offers a level of safety that is at least as effective as that required by the essential requirements as defined in Annex Va, and Vb if applicable, to Regulation (EC) No 216/2008.~~
2. The ~~competent authority of the~~ Member State shall, on an annual basis ~~within the first three months of the calendar year,~~ review the traffic figures ~~and report them to the Commission and the Agency, and revoke the exemption of an exempted aerodrome; and if the relevant traffic figures at that aerodrome are exceeded for three consecutive years-~~ inform the Agency and revoke the exemption.
3. The Commission may, ~~in accordance with the safeguard procedure referred to in Article 65(7) of Regulation (EC) No 216/2008~~ at any time decide not to permit an exemption granted if:
- (a) ~~any of the requirements set forth in paragraph (1)~~ (b) the general safety objectives of Regulation (EC) 216/2008 are not met; or
 - (b) such exemption does not comply with any other rule of Community law; or
 - (c) the relevant passenger and cargo traffic figures have been surpassed over the last three consecutive years.

In such a case the ~~competent authority of the~~ Member State concerned shall revoke the exemption.

- ~~4. The competent authority shall ensure that operators of those aerodromes whose exemption has to be revoked in accordance with paragraph (2), or (3), shall apply for a certificate in accordance with the provisions of this Regulation.~~

Article 6

Conversion of certificates

1. Aerodrome certificates issued by the ~~competent authority~~ Competent Authority to aerodromes and their operators, prior to the coming into force of this Regulation, shall remain valid for a maximum period of 48 months, following the coming into force of this Regulation.
2. Before the end of the period specified in paragraph (1), the ~~competent authority~~ Competent Authority shall issue certificates in accordance with this Regulation for such aerodromes and aerodrome operators, if:

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- (a) ~~the competent authority has established~~ the certification basis has been established using the ~~Certification Specifications~~certification specifications issued by the Agency, including any cases of equivalent level of safety and special conditions which have been identified and documented; and
- (b) the certificate holder has demonstrated compliance with the ~~elements of the certification basis, the requirements of Regulation (EC) No 216/2008 and its Implementing Rules which are applicable to its organisation and its operations~~specifications which are different from the ~~requirements in accordance to which the national requirements on which the existing certificate was issued;~~ and
- (c) the certificate holder has demonstrated compliance with those requirements of Regulation (EC) No 216/2008 and its Implementing Rules which are applicable to its organisation and its operation and which are different from the national requirements on which the existing certificate was issued.
3. In derogation from paragraph 2(b), the Competent Authority may decide to waiver demonstration of compliance if it is found to create an undue or disproportionate effort.
- 3.4. The ~~competent authority~~Competent Authority shall keep records of its conversion process.

Article 7

Deviations from Certification Specifications

1. During the certification process for the issuance of the first certificates in accordance with this Regulation and its Annexes, the ~~competent authority~~Competent Authority may, until 31 December ~~2019~~2023, accept applications for a certificate including deviations from Certification Specifications issued by the Agency, if:
- (a) such deviations do not qualify as an equivalent level of safety case under ADR.AR.C.020, nor qualify as a case of special condition under ADR.AR.C.~~020~~025 of Annex I of this Regulation; and
- (b) such deviations have existed prior to the entry into force of this Regulation; and
- (c) the essential requirements in Annex Va to Regulation (EC) No 216/2008 are respected by such deviations, supplemented by mitigating measures and corrective actions as appropriate; and
- (d) a supporting safety assessment for any such deviation has been completed.
2. The ~~competent authority~~Competent Authority shall compile the evidence supporting the conditions above in a ~~document. This document shall not form part of the certification basis.~~Deviation Acceptance and Action Document (DAAD). The competent authority shall specify the period of acceptance of such deviations ~~and inform the Agency of all such documents it has issued.~~

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3. The conditions referred to in paragraph (1)(a), (c) and (d) above shall be reviewed and assessed by the aerodrome operator and the ~~competent authority~~ **Competent Authority** for their continued validity and justification, as appropriate. This document shall be amended as necessary.

Article 8

~~Obstacles~~ — ~~Objects~~

Safeguarding of aerodrome surroundings

1. Member States shall ensure ~~that the competent authority and the aerodrome operators are consulted~~ **appropriate consultations** with regard to proposed constructions within the limits of the obstacle limitation and protection surfaces and other ~~areas established by the competent authority in accordance with this Regulation~~ **surfaces associated with the aerodrome.**
2. Member States shall ensure ~~that the competent authority is consulted~~ **appropriate consultations** with regard to proposed constructions beyond the limits of the obstacle limitation ~~and protection surfaces, established by the competent authority in accordance and other surfaces associated~~ **with this Regulation, the aerodrome** and which extend above a height established by ~~that authority. the Member State.~~

Article 9

~~Sources~~ Monitoring of lights

~~Member States shall not permit the installation or use of such sources of light or dazzle that may confuse air navigation, endanger safety or adversely affect the operation of an~~
aerodrome. surroundings

Member States shall ensure ~~that the competent authority~~ **appropriate consultations with regard to human activities** and **land use such as, but not limited to items on the following list:**

1. ~~any development or change in land use in the aerodrome operators are consulted when such area;~~
2. ~~any development which may create obstacle-induced turbulence;~~
3. ~~the use of hazardous, confusing and misleading lights;~~
4. ~~the use of highly reflective surfaces which may cause dazzling;~~

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5. the creation of areas that might encourage wildlife activity;
6. sources of light or dazzle that may confuse air navigation, endanger safety or adversely affect the operation; non-visible radiation or the presence of an aerodrome are proposed in the vicinity; moving or fixed objects which may interfere with, or adversely affect, the performance of the aerodrome; aeronautical communications, navigation and surveillance systems.

Article 10

Land-use planning

Wildlife hazard management

1. Member States shall ensure that wildlife strike hazards are assessed through:
 - (a) the competent authority establishment of a national procedure for recording and reporting wildlife strikes to aircraft;
 - (b) the collection of information from aircraft operators, aerodrome operators are consulted when developments, activities, or changes personnel and other sources on the presence of wildlife constituting a potential hazard to aircraft operations; and;
 - (c) an ongoing evaluation of the wildlife hazard by competent personnel.
2. Member States shall ensure that wildlife strike reports are collected and forwarded to ICAO for inclusion in the land-use in the vicinity of an aerodrome are proposed. ICAO Bird Strike Information System (IBIS) database.

Article 11

Local community emergency plan

Member States shall ensure that a local community plan for aviation emergency situations in the aerodrome local area is established.

Article 12

Entry into force

1. This Regulation shall enter into force on the twentieth day following its publication in the *Official Journal of the European Union*.
2. Articles ADR.AR.C.050 and ADR.OR.B.060 contained in Annex I and II to this Regulation, as well as Appendix II to Annex II, shall come into force become applicable when the

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Implementing Rules regarding the provision of apron management services ~~shall beare~~ in ~~effectforce~~. Articles ADR.AR.A.015 and ADR.OR.A.015 shall not apply for providers of apron management services until the Implementing Rules regarding the provision of apron management services ~~shall beare~~ in ~~effectforce~~.

3. This Regulation shall be binding in its entirety and directly applicable in all Member States.

Done at Brussels, [...]

*For the Commission
The President
[...]*

ANNEX I

Part — Authority Requirements — Aerodromes (Part-ADR.AR)

SUBPART A — GENERAL REQUIREMENTS (ADR.AR.A)

ADR.AR.A.001 — Scope

This ~~Part~~Annex establishes requirements for the ~~administration and management system to be complied with by the Agency and the Member States for the implementation of Annex II (Part OR) and Annex III (Part OPS) to Regulation (EC) No 216/2008.~~

ADR.AR.A.005 — Competent authority

~~Aerodromes and Authorities involved in the certification and oversight of aerodromes, aerodrome operators shall be certified and overseen by the and apron management service providers.~~

ADR.AR.A.005 Competent Authority

~~The Competent Authority designated competent authority of by the Member State in which the aerodrome is located shall:~~

- ~~(a) certify and oversee the aerodrome and its aerodrome operator;~~
- ~~(b) oversee providers of apron management services.~~

ADR.AR.A.010 — Oversight documentation^{-REV}

~~(a) The competent authority~~The Competent Authority shall provide the relevant legislative acts, standards, rules, technical publications and related documents to its relevant personnel in order to perform their tasks and to discharge their responsibilities.

~~(b) The Competent Authority shall make available legislative acts, standards, rules, technical publications and related documents to:~~

~~(a) its relevant personnel in order to perform their tasks and to discharge its responsibilities; and~~

~~the~~ aerodrome operators and other interested parties to facilitate their compliance with the applicable requirements.

ADR.AR.A.015 — Means of compliance^{REV}

- (a) The Agency shall develop Acceptable Means of Compliance (AMC) that may be used to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules. When the Acceptable Means of Compliance are complied with, the related requirements of the Implementing Rules are met.
- (b) Alternative means of compliance may be used to establish compliance with the Implementing Rules.
- (c) The ~~competent authority~~Competent Authority shall establish a system to consistently evaluate that the alternative means of compliance used by itself or by aerodrome operators or providers of apron management services under its oversight provide for compliance with Regulation (EC) No 216/2008 and its Implementing Rules.

- (d) The ~~competent authority~~Competent Authority shall evaluate the alternative means of compliance proposed by an aerodrome operator ~~for or a given aerodrome provider of apron management services~~, in accordance with ADR.OR.A.015, by analysing the documentation provided and, if considered necessary, conducting an inspection of the aerodrome operator ~~or~~, the aerodrome or the provider of apron management services.

When the ~~competent authority~~Competent Authority finds that the alternative means of compliance proposed by the aerodrome operator or the provider of apron management services are in accordance with the Implementing Rules, it shall without undue delay:

- (1) notify the applicant that the alternative means of compliance may be implemented and, if applicable, amend the ~~approval or certificate~~ or approval of the applicant accordingly;
- (2) ~~notify~~inform the Agency of their content, including copies of the relevant documentation;
- (3) inform other Member States about alternative means of compliance that were accepted~~;~~;
- (4) inform the other certified aerodromes located in the Member State of the Competent Authority, as appropriate.

- (e) When the ~~competent authority~~Competent Authority itself uses alternative means of compliance to achieve compliance with Regulation (EC) No 216/2008 and its Implementing Rules, it shall:
- (1) make them available to aerodrome operators and providers of apron management services under its oversight; and
 - (2) without undue delay notify the Agency.

The ~~competent authority~~Competent Authority shall provide the Agency with a full description of the alternative means of compliance, including any revisions to procedures that may be relevant, as well as an assessment demonstrating that the Implementing Rules are met.

~~ADR.AR.A.020 — Notification of cases of equivalent level of safety and special conditions~~^{REV}

~~The competent authority shall notify the Agency of all significant cases of equivalent level of safety or special conditions contained in a certification basis.~~

ADR.AR.A.025 — Information to the Agency

- (a) The ~~competent authority~~Competent Authority shall without undue delay notify the Agency in case of any significant problems with the implementation of Regulation (EC) No 216/2008 and its Implementing Rules.
- (b) The ~~competent authority~~Competent Authority shall provide the Agency with safety-significant information stemming from the occurrence reports it has received.

ADR.AR.A.030 — Immediate reaction to a safety problem^{REV}

- (a) Without prejudice to Directive 2003/42/EC³, the ~~competent authority~~Competent Authority shall implement a system to appropriately collect, analyse and disseminate safety information.
- (b) The Agency shall implement a system to appropriately analyse any relevant safety information received and without undue delay provide to Member States and the Commission any information, including recommendations or corrective actions to be taken, necessary for them to react in a timely manner to a safety problem involving aerodromes, aerodrome operators and providers of apron management services subject to Regulation (EC) No 216/2008 and its Implementing Rules.
- (c) Upon receiving the information referred to in (a) and (b), the ~~competent authority~~Competent Authority shall take adequate measures to address the safety problem, including the issuing of safety directives in accordance with ADR.AR.A.040.
- (d) Measures taken under (c) shall immediately be notified to the aerodrome operators or providers of apron management services which need to comply with them under Regulation (EC) No 216/2008 and its Implementing Rules. The ~~competent authority~~Competent Authority shall also notify those measures to the Agency and, when combined action is required, the other Member States concerned.

³ Directive 2003/42/EC of the European Parliament and of the Council of 13 June 2003 on occurrence reporting in civil aviation (OJ L 167, 4.7.2003, p. 23).

ADR.AR.A.040 — Safety directives

- (a) The ~~competent authority~~Competent Authority shall issue a safety directive if it has determined the existence of an unsafe condition requiring immediate action, including the showing of compliance with any amended or additional Certification Specification established by the Agency, which the ~~competent authority~~Competent Authority finds is necessary.
- (b) A safety directive shall be forwarded to the aerodrome operators or providers of apron management services concerned, as appropriate, and shall contain, as a minimum, the following information:
- (1) the identification of the unsafe condition;
 - (2) the identification of the affected design, equipment, or operation;
 - (3) the actions required and their rationale, including the amended or additional ~~Certification Specifications~~certification specifications that have to be complied with;
 - (4) the time limit for compliance with the required actions; and
 - (5) its date of entry into force.
- (c) The ~~competent authority~~Competent Authority shall forward a copy of the safety directive to the Agency.
- (d) The ~~competent authority~~Competent Authority shall verify the compliance of aerodrome operators and providers of apron management services with the applicable safety directives.

ANNEX I — Part-AR

SUBPART B — MANAGEMENT (ADR.AR.B)

SUBPART B — MANAGEMENT (ADR.AR.B)**ADR.AR.B.005 — Management system^{REV}**

- (a) The ~~competent authority~~Competent Authority shall establish and maintain a management system, including as a minimum:
- (1) documented policies and procedures to describe its organisation, means and methods to achieve compliance with Regulation (EC) No 216/2008 and its Implementing Rules. The procedures shall be kept up-to-date and serve as the basic working documents within that ~~competent authority~~Competent Authority for all related tasks;
 - (2) a sufficient number of personnel, including aerodrome inspectors, to perform its tasks and discharge its responsibilities. Such personnel shall be qualified to perform their allocated tasks and have the necessary knowledge, experience, initial, on-the-job and recurrent training to ensure continuing competence. A system shall be in place to plan the availability of personnel, in order to ensure the proper completion of all related tasks;
 - (3) adequate facilities and office accommodation to perform the allocated tasks;
 - (4) a ~~function~~formal process to monitor compliance of the management system with the relevant requirements and adequacy of the procedures, including the establishment of an internal audit process and a safety risk management process. ~~Compliance monitoring shall include a feedback system of audit findings to the senior management of the competent authority to ensure implementation of corrective actions as necessary; and~~
 - ~~(5) a person or group of persons, ultimately responsible to the senior management of the competent authority for the compliance monitoring function.~~
- (b) The ~~competent authority~~Competent Authority shall, for each field of activity included in the management system, appoint one or more persons with the overall responsibility for the management of the relevant task(s).
- (c) The ~~competent authority~~Competent Authority shall establish procedures for participation in a mutual exchange of all necessary information and assistance of other competent authorities concerned.
- ~~(d) A copy of the procedures related to the management system and their amendments shall be made available to the Agency for the purpose of standardisation.~~

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SUBPART B — MANAGEMENT (ADR.AR.B)

ADR.AR.B.010 — Allocation of tasks ^{REV} to qualified entities

- (a) ~~When allocating a task~~ Tasks related to the initial certification or continuing oversight of ~~aerodromes and their operators~~ persons or ~~providers or apron management services~~ organisations subject to Regulation (EC) No 216/2008 and its Implementing Rules ~~to a natural or legal person~~ shall be allocated by Member States only to qualified entities. When allocating tasks, the competent authority shall ensure that it has:
- ~~(1)~~ a system in place to initially and continuously ~~assess their:~~
- ~~(i)~~ ~~adequate technical competence,~~
 - ~~(ii)~~ ~~adequate facilities and equipment,~~
 - ~~(iii)~~ ~~absence from conflict of interest, and~~
- ~~(2)~~ (1) ~~compliance~~ assesses that the qualified entity complies with ~~the criteria defined in Annex V to Regulation (EC) No 216/2008, where relevant.~~
- This system and the results of the assessments shall be documented.
- ~~(3)~~ (2) established a documented agreement with the ~~natural or legal person~~ qualified entity, approved by both parties at the appropriate management level, which clearly defines:
- (i) the tasks to be performed_{7.L}
 - (ii) the declarations, reports and records to be provided_{7.L}
 - (iii) the technical conditions to be met in performing such tasks_{7.L}
 - (iv) the related liability coverage_{7.L} and
 - (v) the protection given to information acquired in carrying out such tasks.
- (b) The ~~competent authority~~ Competent Authority shall ensure that the internal audit process and safety risk management process required by ADR.AR.B.005(a)(4) covers all certification ~~of~~ for continuing oversight tasks performed on its behalf.

ADR.AR.B.015 — Changes to the management system ^{REV}

- (a) The ~~competent authority~~ Competent Authority shall have a system in place to identify changes that affect its capability to perform its tasks and discharge its responsibilities as defined in Regulation (EC) No 216/2008 and its Implementing Rules. This system shall enable it to take action, as appropriate, to ensure that the management system remains adequate and effective.
- (b) The ~~competent authority~~ Competent Authority shall update its management system to reflect any change to Regulation (EC) No 216/2008 and its Implementing Rules in a timely manner, so as to ensure effective implementation.
- (c) The ~~competent authority~~ Competent Authority shall notify the Agency of changes affecting its capability to perform its tasks and discharge its responsibilities as defined in Regulation (EC) No 216/2008 and its Implementing Rules.

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SUBPART B — MANAGEMENT (ADR.AR.B)

ADR.AR.B.020 — Record-keeping-^{REV}

- (a) The ~~competent authority~~Competent Authority shall establish a system of record-keeping providing for adequate storage, accessibility and reliable traceability of:
- (1) the management system's documented policies and procedures;
 - (2) training, qualification and authorisation of its personnel;
 - (3) the allocation of tasks to qualified entities, covering the elements required by ADR.AR.B.010, as well as the details of tasks allocated;
 - (4) certification process and continuing oversight of aerodromes and aerodrome operators;
 - (5) declaration process and continuing oversight of providers of apron management services;
 - (6) the documentation regarding cases of equivalent level of safety and special conditions contained in the certification basis, as well as any Deviation Acceptance and Action Document (DAAD);
 - ~~(6)~~(7) the evaluation and notification to the Agency of alternative means of compliance proposed by aerodrome operators and providers of apron management services and the assessment of alternative means of compliance used by the ~~competent authority~~Competent Authority itself;
 - ~~(7)~~(8) findings, corrective actions and date of action closure;
 - ~~(8)~~(9) enforcement measures taken;
 - ~~(9)~~(10) safety information and follow-up measures; and
 - ~~(10)~~(11) the use of flexibility provisions in accordance with Article 14 of Regulation (EC) ~~No~~-216/2008.
- (b) The ~~competent authority~~Competent Authority shall maintain a list of all certificates it issued and declarations it received.
- ~~(c)~~—Records related to the:
- ~~(d)~~(c) certification of an aerodrome and an aerodrome operator, or the declaration of a provider of apron management services shall be kept for the lifespan of the certificate or declaration;
- ~~(1)~~—trainingRecords relating to (a)(1) to (a)(3) and ~~qualifications of the personnel of the competent authority shall be kept until the end of their employment.~~
- ~~(e)~~(d) ~~All records related to oversight activities and enforcement actions(a)(7) to (a)(11)~~ shall be kept for a minimum period of five years, subject to applicable data protection law.

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SUBPART ~~B~~ MANAGEMENTC — OVERSIGHT, CERTIFICATION AND ENFORCEMENT (ADR.AR.~~B~~C)

**SUBPART C — OVERSIGHT, CERTIFICATION AND ENFORCEMENT
(ADR.AR.C)****ADR.AR.C.005 — Oversight^{REV}**

- (a) The ~~competent authority~~Competent Authority shall verify:
- (1) compliance with the certification basis and all requirements applicable to aerodromes and aerodrome operators prior to the issue of an approval or certificate;
 - (2) continued compliance, with the certification basis and applicable requirements, of aerodromes and aerodrome operators or providers of apron management service subject to declaration obligation; and
 - (3) implementation of appropriate safety measures as defined in ADR.AR.A.030(c) and (d).
- (b) This verification shall:
- (1) be supported by documentation specifically intended to provide personnel responsible for safety oversight with guidance to perform their functions;
 - (2) provide the aerodrome operators and providers of apron management services concerned with the results of safety oversight activity;
 - (3) be based on audits and inspections, including unannounced inspections, where appropriate; and
 - (4) provide the competent authority with the evidence needed in case further action is required, including the measures foreseen by ADR.AR.C.055.
- (c) The scope of oversight shall take into account the results of past oversight activities and the safety priorities identified.

(d) The Competent Authority shall collect and process any information deemed useful for oversight, including unannounced inspections, as appropriate.

ADR.AR.C.010 — Oversight programme^{REV}

(a) ~~The competent authority shall~~The Competent Authority shall for each aerodrome operator and provider of apron management services declaring their activity to the Competent Authority:

- (1) establish and maintain an oversight programme covering the oversight activities required by ADR.AR.C.005;
- (2) For each aerodrome and its operator the oversight programme shall be developed taking into account the specific nature of the organisation, the complexity of its activities, the results of past certification and oversight

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SUBPART C — OVERSIGHT, CERTIFICATION AND
ENFORCEMENT (ADR.AR.C)

~~activities and shall be based on the assessment of the associated risks. It shall include apply an appropriate oversight planning cycle, not exceeding 48 months.~~

~~(a) The oversight programme shall include within each oversight planning cycle, meetings, audits and inspections, including unannounced inspections, as appropriate.~~

~~(b) For each aerodrome and its operator an oversight planning cycle not exceeding 48 months shall be applied.~~

~~(a)(b) For providers of apron management services declaring their activity to the competent authority, the oversight programme shall be developed taking into account the specific nature of the organisation, the complexity of its activities, the results of past oversight activities and shall be based on the assessment of associated risks. It shall include audits and inspections, including unannounced inspections, as appropriate.~~

~~(c) The oversight programme and planning cycle shall reflect the safety performance of the aerodrome operator and risk exposure of the aerodrome.~~

~~(b)(d) The oversight programme shall include records of the dates when meetings, audits and inspections are due and when such meetings, audits and inspections and have been carried out.~~

ADR.AR.C.015 — Initiation of certification process^{REV}

~~(a) Upon receiving an application for the initial issueissuance of a certificate, the competent authority shall verify the applicant's compliance with the eligibility criteria of Article ADR.OR.B.010.~~

~~(b) If the competent authority is satisfied that the applicant meets the eligibility criteria, itCompetent Authority shall assess the application and shall verify compliance with the applicable requirements. The Competent Authority shall establish and notify the applicant of:~~

~~(c)(a) (1) of the established certification basis, in accordance with ADR.AR.C.020; and~~

~~(2) the use of proposed alternative means of compliance in accordance with ADR.AR.A.015(d), when applicable.~~

~~(d)(b) In case of an existing aerodrome, the competent authorityCompetent Authority shall prescribe the conditions under which the aerodrome operator shall operate during the certification period, unless the competent authority determines that the operation of the aerodrome needs to be suspended. The competent authorityCompetent Authority shall inform the aerodrome operator of the expected schedule for the certification process and conclude the certification within the shortest of time period practicable.~~

ADR.AR.C.020 — Certification basis^{REV}

The certification basis is to be notified to an applicant by the ~~competent authority~~Competent Authority and shall consist of:

- (a) the applicable ~~Certification Specifications~~certification specifications issued by the Agency, related to the type and operation of the aerodrome and which are effective on the date of application for that certificate, unless:
 - (1) the applicant elects compliance with later effective amendments; or
 - (2) the ~~competent authority~~Competent Authority finds that compliance with such later effective amendments is necessary;
- (b) any provision for which an equivalent level of safety has been accepted by the ~~competent authority~~Competent Authority;
- (c) any special condition in accordance with ADR.AR.C.025.

ADR.AR.C.025 — Special conditions^{REV}

- (a) The ~~competent authority~~Competent Authority shall prescribe special detailed technical specifications, named special conditions, for an aerodrome, if the related ~~Certification Specifications~~certification specifications issued by the Agency referred to in Article ADR.AR.C.020(a) are inadequate or inappropriate, to ensure compliance with the essential requirements of Annex Va to Regulation (EC) No 216/2008, because:
 - (1) the ~~Certification Specifications~~certification specifications cannot be met due to physical, topographical or similar limitations related to the location of the aerodrome;
 - (2) the aerodrome has novel or unusual design features; or
 - (3) experience from the operation of that aerodrome or other aerodromes having similar design features, has shown that safety may be endangered.
- (b) The special conditions shall contain such technical specifications, including limitations or procedures to be complied with, as the competent authority finds is necessary to ensure compliance with the essential requirements set out in Annex Va to Regulation (EC) No 216/2008.

ADR.AR.C.035 — Issuance of certificate^{REV}

~~(a) The competent authority shall issue the certificate(s) prescribed in paragraph (d) when:~~

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SUBPART C — OVERSIGHT, CERTIFICATION AND
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~~(1) it has approved the aerodrome manual submitted by the aerodrome operator; and~~

~~the aerodrome operator has demonstrated, to the satisfaction of the competent authority, compliance with the elements required in ADR.OR.B.025.~~

(a) The competent authority may require any inspection, test, safety assessment, or exercise it finds necessary before issuing the certificate.

(b) The competent authority shall issue either:

~~(1) a single aerodrome certificate; or~~

~~(2) two separate certificates, one for the aerodrome and one for the aerodrome operator.~~

~~(c) The competent authority shall issue the certificate(s) prescribed in paragraph (b) when the aerodrome operator has demonstrated to the satisfaction of the competent authority compliance with ADR.OR.B.025 and ADR.OR.E.005.~~

~~(d) The certificate shall be considered to include the aerodrome's certification basis, the aerodrome manual, and, if relevant, any other operating conditions or limitations prescribed by the competent authority and any Deviation Acceptance and Action Documents (DAAD).~~

~~(e) The certificate shall be issued for an unlimited duration. The privileges of the activities that the aerodrome operator is approved to conduct shall be specified in the terms of the certificate attached to it.~~

~~(e)(f)~~ Findings, other than level 1 and which have not been closed prior to the date of certification, shall be safety assessed and mitigated as necessary and a corrective action plan for the closing of the finding shall be approved by the competent authority.

~~(d)(g) The competent authority shall issue either:~~

~~(1) a single certificate, as prescribed in Appendix I to this Part; or~~

~~(2) two separate certificates, as prescribed in Appendix II to this Part, one for the aerodrome and one for the aerodrome operator.~~

~~(b) The certificate shall be issued for an unlimited duration. The privileges of the activities that the aerodrome operator is approved to conduct shall be specified in the terms of approval attached to the certificate.~~

~~(c) The certificate is considered to include the applicable certification basis with which the competent authority records compliance and any other conditions or limitations prescribed in the applicable Certification Specifications and requirements.~~

~~(e)(h)~~ To enable an aerodrome operator to implement changes without prior competent authority approval of the Competent Authority in accordance with

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ADR.OR.B.040~~,(d)~~, the ~~competent authority~~Competent Authority shall approve a procedure ~~submitted by the aerodrome operator~~ defining the scope of such changes and describing how such changes will be managed and notified.

ADR.AR.C.040 — Changes^{REV}

- (a) Upon receiving an application for a change, in accordance with ADR.OR.B.40, that requires prior approval, the ~~competent authority~~Competent Authority shall assess the application and, ~~if relevant~~, notify the aerodrome operator of:
- (1) the applicable ~~Certification Specifications~~certification specifications issued by the Agency, which are applicable to the proposed change and which are effective on the date of the application, unless:
 - (i) the applicant elects compliance with later effective amendments~~;~~ or
 - (ii) the competent authority finds that compliance with such later effective amendments is necessary;
 - (2) any other ~~Certification Specification~~certification specification issued by the Agency that the competent authority finds is directly related to the proposed change;
 - (3) any special condition, and amendment to special conditions, prescribed by the competent authority in accordance with Article ADR.AR.C.025, the ~~competent authority~~Competent Authority finds is necessary;
 - (4) the amended certification basis, if affected by the proposed change.
- ~~(b)~~—The competent authority shall approve the change when:
- ~~(1)~~—~~it has approved any changes to the aerodrome manual, submitted by the the aerodrome operator; and~~
 - ~~(e)(b)~~ ~~(2)~~—~~the aerodrome operator~~ has demonstrated, to the satisfaction of the ~~competent authority~~Competent Authority, compliance with the ~~elements required~~requirements in ADR.OR.B.~~40.040~~ and, if applicable, with ADR.OR.E.005.
 - ~~(d)(c)~~ If the approved change affects the terms of ~~approval of~~ the certificate, the ~~competent authority~~Competent Authority shall amend ~~the certificate~~them.
 - ~~(e)(d)~~ The ~~competent authority~~Competent Authority shall ~~prescribe the~~approve any conditions under which the aerodrome operator shall operate during the change, ~~unless the competent authority determines that the certificate needs to be suspended.~~
 - ~~(f)(e)~~ Without prejudice to any additional enforcement measures, when the aerodrome operator implements changes requiring prior approval without having received competent authority approval as defined in (a), the competent authority shall consider the need to suspend, limit or revoke the certificate.

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~~(g)~~(f) For changes not requiring prior approval, the competent authority shall assess the information provided in the notification sent by the aerodrome operator in accordance with ADR.OR.B.040 (d) to verify their appropriate management and verify their compliance with the Certification Specifications issued by the Agency and the certification specifications and other appropriate requirements applicable requirements, as appropriate to the change. In case of any non-compliance, the competent authority shall:

- (1) notify the aerodrome operator about the non-compliance and request further changes; and
- (2) in case of level 1 or level 2 findings, act in accordance with Article ADR.AR.C.055.

~~ADR.AR.C.045 — Change of aerodrome operator~~^{REV}

~~(a) — Upon receiving an application for the change of the operator of an aerodrome, in accordance with Article ADR.OR.B.055, the competent authority shall:~~

- ~~(1) — amend the existing aerodrome operator certificate of the new operator of the aerodrome concerned, if that new operator is also the operator of other aerodrome(s); or~~
- ~~(2) — issue a new certificate for the aerodrome concerned and another for the aerodrome operator, if the new aerodrome operator is not the operator of other aerodrome(s); and~~
- ~~(3) — revoke the previous certificate(s).~~

~~(b) — The competent authority shall issue or amend the certificates when:~~

- ~~(1) — it has verified that the new aerodrome operator complies with the eligibility criteria of ADR.OR.B.010;~~
- ~~(2) — it has approved the aerodrome manual submitted by the new aerodrome operator; and~~
- ~~(3) — the aerodrome operator has demonstrated, to the satisfaction of the competent authority, compliance with the elements required in ADR.OR.B.025, as applicable.~~

~~(c) — The competent authority shall prescribe any conditions it finds necessary under which the aerodrome operator shall operate during the change, unless the competent authority determines that the certificate needs to be suspended.~~

ADR.AR.C.050 — Declarations of providers of apron management services^{REV}

(a) Upon receiving a declaration from a provider of apron management services intending to provide such services at an aerodrome, the competent authority

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shall verify that the declaration contains all the information required by Part-ADR.OR and shall acknowledge receipt of the declaration to that organisation.

- (b) If the declaration does not contain the required information, or contains information that indicates non-compliance with applicable requirements, the ~~competent authority~~ Competent Authority shall notify the provider of apron management services and the aerodrome operator about the non-compliance and request further information. If ~~required~~ necessary, the ~~competent authority~~ Competent Authority shall carry out an inspection of the provider of apron management services and the aerodrome operator. If the non-compliance is confirmed, the ~~competent authority~~ Competent Authority shall take action as defined in ADR.AR.C.055.
- (c) The Competent Authority shall keep a register of the declarations of providers of apron management services under its oversight.

ADR.AR.C.055 — Findings, observations, corrective actions and enforcement measures^{REV}

- (a) ~~The competent authority~~ The Competent Authority for oversight in accordance with ADR.AR.C.005 (a) shall have a system to analyse findings for their safety significance.
- (b) A level 1 finding shall be issued by the ~~competent authority~~ Competent Authority when any significant non-compliance is detected with the certification basis of the aerodrome, the applicable requirements of Regulation (EC) No 216/2008 and its Implementing Rules, with the aerodrome ~~operator's~~ operators or the ~~provider's~~ providers of apron management services procedures and manuals, with the terms of ~~an approval~~ the certificate or certificate or with the content of a declaration which lowers safety or seriously endangers safety.
- The level 1 finding shall include, ~~but is not limited to~~:
- (1) failure to give the competent authority access to the aerodrome and aerodrome operators or providers of apron management services facilities as defined in ADR.OR.C.015 during normal operating hours and after two written requests;
 - (2) obtaining or maintaining the validity of a certificate by falsification of submitted documentary evidence;
 - (3) evidence of malpractice or fraudulent use of a certificate; and
 - (4) the lack of an accountable manager.
- (c) A level 2 finding shall be issued by the ~~competent authority~~ Competent Authority when any non-compliance is detected with the certification basis of the aerodrome, the applicable requirements of Regulation (EC) No 216/2008 and its Implementing Rules, with the aerodrome operators or the providers of apron management services procedures and manuals, with the terms of ~~an~~

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~~approval of the certificate or the~~ certificate or with the content of a declaration which could lower or possibly hazard safety.

- (d) When a finding is detected, during oversight or by any other means, the ~~competent authority~~ Competent Authority shall, without prejudice to any additional action required by Regulation (EC) No 216/2008 and its Implementing Rules, communicate the finding to the aerodrome operator or the provider of apron management services in writing and request corrective action to address the non-compliance(s) identified.
- (1) In the case of level 1 findings, the ~~competent authority~~ Competent Authority shall take immediate and appropriate action to prohibit or limit activities, and if appropriate, it shall take action to revoke the certificate or to ~~de-register the declaration, or to~~ limit or suspend ~~the certificate or declaration~~ in whole or in part, depending upon the extent of the finding, until successful corrective action has been taken by the aerodrome operator or ~~by~~ the provider of apron management services.
 - (2) In the case of level 2 findings, the ~~competent authority~~ Competent Authority shall:
 - (i) grant the aerodrome operator or the provider of apron management services a corrective action implementation period included in an action plan appropriate to the nature of the finding~~;~~ and
 - (ii) assess the corrective action and implementation plan proposed by the aerodrome operator or the provider of apron management services and, if the assessment concludes that they are sufficient to address the non-compliance(s), accept these.
 - (3) Where the aerodrome operator or the provider of apron management services fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by the ~~competent authority~~ Competent Authority, the finding shall be raised to a level 1 finding, and action taken as laid down in (d)(1).

~~(e) — The competent authority may issue observations.~~

- (4) ~~The competent authority~~ The Competent Authority shall record all findings it has raised and where applicable, the enforcement measures it has applied, as well as all corrective actions and date of action closure for findings~~;~~

~~ADR.AR.C.060 — Wildlife management~~^{REV}

~~(a) — The competent authority shall establish and implement a procedure for the reporting and the recording of wildlife strikes to aircraft.~~

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~~(b) — The competent authority shall:~~

- ~~(1) — take action to eliminate or to prevent the establishment of any source or activity which may attract wildlife on an aerodrome or its vicinity, unless a wildlife hazard assessment indicates that these sources are unlikely to create conditions conducive to a wildlife hazard problem; and~~
- ~~(2) — allow an aerodrome operator to be consulted about the planning of such sources or activities.~~

~~(e) For those cases not requiring level 1 or level 2 findings, the Competent Authority may issue observations.~~

~~**ADR.AR.C.065 — Obstacles — Objects**~~^{REV}

~~(a) — The competent authority shall:~~

- ~~(1) — establish obstacle limitation surfaces, protection surfaces and other areas associated with an aerodrome and its surroundings to define the limits to which objects may project into the airspace;~~
- ~~(2) — not permit new objects or extensions to existing objects, remove objects or otherwise protect the surfaces and areas established in accordance with (a)(1), as appropriate;~~
- ~~(3) — not permit developments which may endanger safety due to obstacle-induced turbulence.~~

~~(b) — The competent authority shall ensure that obstacles, individual objects or constructions are marked and/or lighted, as appropriate, in accordance with the Certification Specifications issued by the Agency.~~

~~(c) — The competent authority shall ensure that an aeronautical study is conducted to determine the effect on the operation of aircraft by constructions, beyond the limits of the obstacle limitation surfaces, established in accordance with paragraph (a), and which extend above a height established by that authority.~~

~~— In areas beyond the limits of the obstacle limitation surfaces, at least those objects which extend to a height of 150 m or more above ground elevation shall be regarded as obstacles, unless an aeronautical study indicates that they do not constitute a hazard to aircraft.~~

~~**ADR.AR.C.070 — Confusing, misleading and hazardous lights**~~^{REV}

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SUBPART C — OVERSIGHT, CERTIFICATION AND ENFORCEMENT (ADR.AR.C)

- ~~(a) The competent authority shall ensure that sources of light or dazzle that may confuse air navigation, endanger safety or adversely affect the operation of an aerodrome are extinguished, screened, or modified, or are subject to any other action required in the interest of safety.~~
- ~~(b) The competent authority shall establish protective zones around aerodromes to protect the safety of aircraft against the hazardous effects of laser emitters.~~

~~**ADR.AR.C.075 — Protection of communication, navigation and surveillance systems**~~^{REV}

~~The competent authority shall:~~

- ~~(a) establish protection areas for each aeronautical communications, navigation and surveillance system;~~
- ~~(b) not permit, or shall modify or otherwise mitigate sources of non-visible radiation or the presence of moving or fixed objects that may interfere with, or adversely affect, the performance of the systems mentioned in subparagraph (a).~~

~~**ADR.AR.C.080 — Other activities**~~^{REV}

~~The competent authority shall ensure that potential hazards to safety and the use of the aerodrome associated with proposed developments, activities or changes in the land use in the vicinity of an aerodrome are identified and mitigated.~~

APPENDIX I

[MEMBER STATE]

A Member of the European Union⁴

CERTIFICATE

Certificate reference: [STATE CODE]: xxxxx

~~Pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council and the Commission Regulation (EC) No .../... for the time being in force and subject to the conditions specified below, [THE COMPETENT AUTHORITY OF THE MEMBER STATE⁵] hereby certifies that:~~

~~[COMPANY NAME AND ADDRESS]~~

~~is authorised to operate aerodrome [NAME OF AERODROME], in accordance with the provisions of Regulation (EC) No 216/2008 and its Implementing Rules, the aerodrome certification basis, the terms of approval attached to this certificate and the approved aerodrome manual.~~

~~This certificate shall remain valid for an unlimited duration, unless it is surrendered, suspended or revoked.~~

~~Date of original issue:~~

~~Revision No:~~

~~Signed:~~

~~For the competent authority [COMPETENT AUTHORITY IDENTIFICATION]~~

⁴— Delete for non-EU Member States.

⁵— Delete for non-EU Member States.

TERMS OF APPROVAL	
Certificate reference: [STATE CODE] : xxxxx	[MEMBER STATE]⁶
Aerodrome name—Location indicator:	xxxxx
Operating conditions:	Day
	Night
	VFR-only IFR-only VFR/IFR
Runway designation—Declared distances	ASDA: LDA: TODA: TORA:
Type of approaches:	Non-instrument
	Instrument
	Non-precision approach
	Precision approach
	• Standard Category I • Lower than Standard Category I • Precision Approach Category II • Other than Standard Category II • Precision Approach Category III-A • Precision Approach Category III-B • Precision Approach Category III-C
Operating minima:	DA/DH—MDA/MDH Visibility/RVR
Aerodrome reference code:	Code number/Code letter
Approved aircraft type(s) above aerodrome Reference code:	
Provision of apron management services:	Specify name of service provider
Rescue and fire fighting category:	
Fuel provision at the aerodrome:	Yes/No
Appointed/nominated persons	Accountable manager: Safety management: Compliance monitoring: Aerodrome—operational—services—and maintenance:
Other:	

⁶—Delete for non-EU Member States.

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09/12/2011

| **EASA FORM UUUUU Issue 1**

APPENDIX II

[MEMBER STATE]

A Member of the European Union⁷

AERODROME OPERATOR CERTIFICATE

Certificate reference: [STATE CODE]: xxxxx

~~Pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council and the Commission Regulation (EC) No .../... for the time being in force and subject to the conditions specified below, [THE COMPETENT AUTHORITY OF THE MEMBER STATE⁸] hereby certifies that:~~

[COMPANY NAME AND ADDRESS]

~~is authorised to operate aerodrome [NAME OF AERODROME(S)]⁹, in accordance with the provisions of Regulation (EC) No 216/2008 and its Implementing Rules, the aerodrome certification basis, the terms of approval attached to the aerodrome certificate and its approved aerodrome manual and the following appointed/nominated personnel:~~

~~Accountable manager:~~

~~Safety management:~~

~~Compliance monitoring:~~

~~Aerodrome operational services and maintenance:~~

~~Apron management services are provided by [specify name of service provider]. This certificate shall remain valid for an unlimited duration, unless it is surrendered, suspended or revoked.~~

~~Date of original issue:.....~~

~~Revision No:.....~~

~~Signed:.....~~

~~For the competent authority [COMPETENT AUTHORITY IDENTIFICATION]~~

⁷ — Delete for non-EU Member States.

⁸ — Delete for non-EU Member States.

⁹ — Delete as appropriate. If the operator operates more than one aerodrome, all aerodromes shall be listed.

~~EASA FORM XXXX Issue 1~~

~~[MEMBER STATE]~~

~~A Member of the European Union¹~~

~~AERODROME CERTIFICATE~~

~~Certificate reference: [STATE CODE]: xxxxx~~

~~Pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council and the Commission Regulation (EC) No .../... for the time being in force and subject to the conditions specified below, [THE COMPETENT AUTHORITY OF THE MEMBER STATE] hereby certifies that:~~

~~[NAME OF AERODROME²]~~

~~is authorised to be operated as an aerodrome by [AERODROME OPERATOR COMPANY NAME AND ADDRESS], in accordance with the provisions of Regulation (EC) No 216/2008 and its Implementing Rules, the aerodrome certification basis, the terms of approval attached to this aerodrome certificate and the approved aerodrome manual.~~

~~This certificate shall remain valid for an unlimited duration, unless it is surrendered, suspended or revoked.~~

~~Date of original issue:~~

~~Revision No:~~

~~Signed:~~

~~For the competent authority [COMPETENT AUTHORITY IDENTIFICATION]~~

~~EASA FORM YYYY Issue 1~~

¹ ~~— Delete for non EU Member States.~~

² ~~— Delete as appropriate.~~

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SUBPART C – OVERSIGHT, CERTIFICATION AND ENFORCEMENT (ADR.AR.C)

TERMS OF APPROVAL	
Certificate reference: [STATE CODE] : xxxxx	[MEMBER STATE ¹²]
Aerodrome name — Location indicator:	xxxxx
Operating conditions:	Day
	Night
	VFR-only IFR-only VFR/IFR
Runway designation — Declared distances	ASDA: LDA: TODA: TORA:
Type of approaches:	Non-instrument
	Instrument
	Non-precision approach
	Precision approach <ul style="list-style-type: none"> • Standard Category I • Lower than Standard Category I • Precision Approach Category II • Other than Standard Category II • Precision Approach Category III-A • Precision Approach Category III-B • Precision Approach Category III-C
Operating minima:	DA/DH — MDA/MDH Visibility/RVR
Aerodrome reference code:	Code number/Code letter
Approved aircraft type(s) above aerodrome Reference code:	
Rescue and fire fighting category:	
Fuel provision at the aerodrome:	Yes/No
Other:	

¹² Delete for non-EU Member States.

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26 Nov 2012

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SUBPART C – OVERSIGHT, CERTIFICATION AND ENFORCEMENT (ADR.AR.C)

EASA FORM ZZZZ Issue 1

ANNEX II

Part — Organisation Requirements — Aerodrome Operators (Part-ADR.OR)

SUBPART A — GENERAL REQUIREMENTS (ADR.OR.A)

ADR.OR.A.005 — Scope

This ~~Part~~Annex establishes the requirements to be followed by:

- (a) an aerodrome operator subject to Regulation (EC) No 216/2008 with respect to its certification, management, manuals and other responsibilities;
- (b) a provider of apron management services.

ADR.OR.A.010 — Competent ~~authority~~Authority

For the purpose of this Part, the ~~competent authority~~Competent Authority shall be the one designated by the Member State where the aerodrome is located.

ADR.OR.A.015 — Means of compliance ^{REV}

- (a) Alternative means of compliance to those adopted by the Agency may be used by an aerodrome operator or an apron management service provider to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules.
- (b) When an aerodrome operator or an apron management service provider wishes to use an alternative means of compliance to ~~those~~the Acceptable Means of Compliance (AMC) adopted by the Agency to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules, it shall, prior to implementing it, provide the competent authority with a full description of the alternative means of compliance. The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating ~~compliance with Regulation (EC) No 216/2008 and its~~that the Implementing Rules are met.

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SUBPART A – GENERAL REQUIREMENTS
(ADR.OR.A)

The aerodrome operator or the provider of apron management services may implement these alternative means of compliance subject to prior approval by the competent authority and upon receipt of the notification, as prescribed in ADR.AR.A.015(d).

- (c) ~~Except if the~~Where apron management services are not provided by the aerodrome operator itself, ~~a provider of such services shall notify the competent authority when it uses the use of~~ alternative means of compliance ~~to establish compliance by providers of such services in accordance~~ with Regulation (EC) No 216/2008(a) and ~~its Implementing Rules. Such notification shall~~(b), shall also require prior agreement by the operator of the aerodrome where such services are provided.

SUBPART B — CERTIFICATION (ADR.OR.B)

ADR.OR.B.005 — Certification obligations of aerodromes and aerodrome operators
REV

~~Notwithstanding the provisions of Article 5 and 6 of this Regulation, prior~~Prior to commencing the operation of an aerodrome or when an exemption in accordance with Article 5 of this Regulation has been revoked, the aerodrome operator shall obtain ~~a~~the applicable certificate(s) issued by the ~~competent authority~~Competent Authority.

ADR.OR.B.010 — Eligibility
REV

~~Without prejudice to the provisions of the applicable national and European Union legislation, any natural or legal person who has shown compliance with the applicable requirements established in Regulation (EC) No 216/2008 and its Implementing Rules shall be eligible for a certificate.~~

ADR.OR.B.015 — Application for a certificate
REV

- (a) The application for a certificate shall be made in a form and manner established by the ~~competent authority~~Competent Authority.
- (b) An applicant shall provide to the Competent Authority the following ~~information to the competent authority~~:
- (1) its official name and business name, address, and mailing address;
 - (2) information and data regarding:
 - (i) the location of the aerodrome;i
 - (ii) the type of operations at the aerodrome;i and
 - (iii) the design and facilities of the aerodrome;
 - (3) the proposed applicable ~~Certification Specifications and certification specifications~~;
 - ~~(3)~~(4) documentation demonstrating how it will comply with the applicable requirements established in Regulation (EC) No 216/2008 and its Implementing Rules. Such documentation shall include a procedure, contained in the aerodrome manual, describing how changes not requiring prior approval will be managed and notified to the Competent Authority; subsequent changes to this procedure shall require prior approval by the competent authority;

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SUBPART B — CERTIFICATION (ADR.OR.B)

- (4)(5) evidence of adequacy of resources to operate the aerodrome in accordance with the applicable requirements;
- (5)(6) documented evidence showing the relationship of the applicant with the aerodrome owner and/or the land owner;
- (6) — the name of and relevant information about the accountable manager;
- (7) and the names of the other nominated persons required by ADR.OR.D.005 and ADR.OR.D.015, together with their qualifications and experience; and; and
- (8) a copy of the aerodrome manual required by ADR.OR.E.005;
- (c) If found appropriate by the competent authority acceptable to the Competent Authority, information under subparagraphs ~~(6)~~, (7) and (8) may be provided at a later stage determined by the competent authority, but prior to the issuance of the certificate.

ADR.OR.B.025 — ~~Compliance~~^{REV} Demonstration of compliance

- (a) An aerodrome operator shall:
 - (1) perform and document all actions, inspections, tests, safety assessments or exercises necessary, and shall demonstrate to the competent authority:
 - (i) compliance with the notified certification basis, the Certification Specifications certification specifications applicable to a change, any safety directive, as appropriate, and the applicable requirements of Regulation (EC) No 216/2008 and its Implementing Rules, and;
 - (ii) that the aerodrome, as well as its defined obstacle limitation and protection surfaces and other surfaces areas associated with the aerodrome, have no features or characteristics making it unsafe for operation; and
 - (iii) that the flight procedures of the aerodrome have been approved.
 - (2) provide to the competent authority the means by which compliance has been demonstrated; and
 - (3) declare to the competent authority its compliance with (a)(1), in accordance with the form established in Appendix I to this Part.
- (b) Relevant design information, drawings and test reports, including drawings, , inspection and, test records and other relevant reports, shall be held and kept by the aerodrome operator at the disposal of the competent authority, in accordance with the provisions of ADR.OR.D.035 and provided on request to the competent authority.

ADR.OR.B.030 — Terms of approval the certificate and privileges of the certificate holder

An aerodrome operator shall comply with the scope and privileges defined in the terms of ~~approval~~the certificate attached to ~~its certificate~~it.

ADR.OR.B.035 — Continued validity ^{REV} of a certificate

- (a) A certificate shall remain valid subject to:
- (1) the aerodrome operator remaining in compliance with the relevant requirements of Regulation (EC) No 216/2008, and its Implementing Rules, and the aerodrome remaining in compliance with the certification basis, taking into account the provisions related to the handling of findings as specified under ADR.OR.C.020;
 - (2) the competent authority being granted access to the aerodrome operator's organisation as defined in ADR.OR.C.015 to determine continued compliance with the relevant requirements of Regulation (EC) No 216/2008 and its Implementing Rules; and
 - (3) the certificate not being surrendered or revoked.
- (b) Upon revocation or surrender, the certificate shall be returned to the competent authority without delay.

ADR.OR.B.037 Continued validity of a declaration of a provider of apron management services

A declaration made by a provider of apron management services in accordance with ADR.OR.B.060 shall remain valid subject to:

- (a) the provider of apron management services and the related facilities remaining in compliance with the relevant requirements of Regulation (EC) No 216/2008, and its Implementing Rules, taking into account the provisions related to the handling of findings as specified under ADR.OR.C.020;
- (b) the competent authority being granted access to the apron management services provider's organisation as defined in ADR.OR.C.015 to determine continued compliance with the relevant requirements of Regulation (EC) No 216/2008 and its Implementing Rules; and
- (c) the declaration not being withdrawn by the provider of such services or deregistered by the competent authority.

ADR.OR.B.040 — Changes ^{REV}

- (a) Any change affecting:
- (1) the terms of ~~approval of~~ the certificate, its certification basis and aerodrome equipment; or

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SUBPART B — CERTIFICATION (ADR.OR.B)

~~(2) — any of the significantly~~ elements of the aerodrome operator's management system as required in ADR.OR.D.005 ~~(b)(1), (b)(3), (b)(4), (b)(6) and (b)(7); or~~

~~(3)(2) — any additional elements notified to the competent authority in accordance with paragraph (c) but found necessary to be approved by the competent authority;~~

shall require prior approval by the competent authority.

~~(b)~~ For any other changes requiring prior approval in accordance with Regulation (EC) No 216/2008 and its Implementing Rules, the aerodrome operator shall apply for and obtain an approval issued by the competent authority.

~~(b)(c)~~ The application for a change in accordance with paragraph (a) or (b) shall be submitted before any such change takes place, in order to enable the competent authority to determine continued compliance with Regulation (EC) No 216/2008 and its Implementing Rules and to amend, if necessary, the certificate and related terms of approval ~~the certificate~~ attached to it.

The change shall only be implemented upon receipt of formal approval by the competent authority in accordance with ADR.AR.C.040.

~~The~~ During the changes, the aerodrome operator shall operate under the conditions prescribed ~~approved~~ by the competent authority ~~during such changes, as applicable.~~

~~(c)(d)~~ All changes ~~Changes~~ not requiring prior approval shall be managed and notified to the competent authority as defined in the procedure approved by the competent authority ~~Competent Authority~~ in accordance with ADR.AR.C.035(g).

~~(d)(e)~~ The aerodrome operator shall provide the competent authority with the relevant documentation in accordance with ADR.OR.B.045 ~~paragraph (f)~~ and ADR.OR.E.005.

ADR.OR.B.045 — Assessment of changes^{REV}

~~(e)(f)~~ As part of its management system as defined in ADR.OR.D.005, an aerodrome operator proposing a change to the aerodrome, its operation, its organisation or its management system, shall:

- (1) determine the interdependencies with any affected parties, plan and conduct a safety assessment in coordination with these organisations;
- (2) ~~agree and~~ align assumptions and mitigations with those any affected parties, in a transparent and systematic way, ~~where they are affected by the assumptions and mitigations;~~
- (3) ~~An aerodrome operator shall~~ ensure that the scope of the change under assessment of the change comprises the whole aerodrome system and the including its interactions ~~of its elements;~~ and

~~(a) — An aerodrome operator shall~~ ensure that complete and valid arguments ~~and,~~ evidence and safety criteria are established and documented to support the safety assessment.

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SUBPART B — CERTIFICATION (ADR.OR.B)

- ~~(b) An aerodrome operator shall determine the safety acceptability of a; and that the change using specific safety criteria, where each criterion is expressed in terms of safety risk or other measures that relate to safety.~~
- (4) ~~The aerodrome operator shall ensure that the safety criteria are justified for the specific change, taking into account the type of change, and supportsupports the improvement of safety whenever reasonably practicable.~~

ADR.OR.B.050 — Continuing compliance with the Agency's ~~Certification Specifications~~^{REV} certification specifications

An aerodrome operator, following an amendment of the ~~Certification Specifications~~^{REV} certification specifications established by the Agency, shall:

- (a) perform a review to identify any ~~Certification Specifications~~^{REV} certification specifications which are applicable to the aerodrome; and
- (b) if relevant, initiate a change process in accordance with ADR.OR.B.040 and implement the necessary changes at the aerodrome.

ADR.OR.B.055 — Change of aerodrome operator^{REV}

- ~~(a) An aerodrome operator shall notify the competent authority about its intention to transfer the operation of the aerodrome, indicating the date that the transfer shall take place.~~
- ~~(b) The new operator to whom the operation of the aerodrome is to be transferred shall apply for a certificate to the competent authority, prior to the date that the transfer shall take place.~~
- ~~(c) The new operator to whom the operation of the aerodrome is to be transferred shall provide the competent authority with the relevant documentation in accordance with ADR.OR.B.045 and ADR.OR.E.005.~~

ADR.OR.B.060 — Declaration of providers of apron management services^{REV}

- (a) ~~The~~In Member States where providers of apron management services are allowed to declare their capability and means of discharging the responsibilities associated with the provision of apron management services, the provider of apron management services, following an agreement with an aerodrome operator for the provision of such services at an aerodrome, shall:
- (1) provide the competent authority with all relevant information and declare its compliance with all applicable requirements of Regulation (EC) No 216/2008 and its

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SUBPART B — CERTIFICATION (ADR.OR.B)

Implementing Rules, using thea form established ~~in Appendix II to this Part~~ by the Competent Authority;

- (2) provide the competent authority with a list of the alternative means of compliance used, in accordance with ADR.OR.A.015(eb);
 - (3) maintain compliance with the applicable requirements and with the information given in the declaration;
 - (4) notify the competent authority of any changes to its declaration or the means of compliance it uses through submission of an amended declaration; and
 - (5) provide its services in accordance with the aerodrome manual and comply with all relevant provisions contained therein.
- (b) Before ceasing the provision of such services, the provider of apron management services shall notify the competent authority and the aerodrome operator.

ADR.OR.B.065 — Termination of operation

An operator intending to terminate the operation of an aerodrome shall:

- (a) notify the competent authority as earlysoon as possible;
- (b) provide such information to the appropriate Aeronautical Information Service provider;
- (c) surrender the certificate to the competent authority upon the date of termination of operation; and
- (d) ensure that appropriate measures have been taken to avoid the unintended use of the aerodrome by aircraft, unless the competent authority has approved the use of the aerodrome for other purposes.

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SUBPART C — ADDITIONAL OPERATOR
RESPONSIBILITIES (ADR.OR.C)

**SUBPART C — - ADDITIONAL AERODROME OPERATOR RESPONSIBILITIES
(ADR.OR.C)**

ADR.OR.C.005 — Operator Aerodrome operator responsibilities^{REV}

- (a) The aerodrome operator is responsible for the operation and maintenance of the aerodrome in accordance with:
- (1) Regulation (EC) No 216/2008 and its Implementing Rules;
 - (2) the terms of ~~approval of~~ its certificate;
 - (3) the content of the aerodrome manual; and
 - (4) any other manual for the aerodrome equipment available at the aerodrome, as applicable.
- ~~(b)~~ The aerodrome operator shall ~~have formal arrangements in place with organisations that provide ensure:~~
- (1) the provision of air navigation services appropriate to the level of traffic and the operating conditions at the aerodrome, including but not limited to:
 - ~~(1) air traffic services;~~
 - ~~(2) aeronautical information services;~~
 - ~~(3) communication, navigation and surveillance services;~~
 - ~~(4) meteorological services;~~
 - (2) the design and maintenance of the flight procedures, in accordance with the applicable requirements;
 - ~~(5) ground handling services;~~
 - ~~(6) security services;~~
- unless directly or through formal arrangements with organisations providing such services are provided directly by the aerodrome operator itself.
- ~~(b)~~(c) An aerodrome operator shall coordinate with the competent authority to ensure that relevant information for the safety of aircraft is published, and is contained in the aerodrome manual, including where appropriate:
- (1) exemptions or derogations granted from the applicable requirements;
 - (2) provisions for which an equivalent level of safety was accepted by the competent authority as part of the certification basis; and
 - (3) special conditions and limitations with regard to the use of the aerodrome.

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SUBPART C — ADDITIONAL OPERATOR
RESPONSIBILITIES (ADR.OR.C)

~~ADR.OR.C.010 — Use of the aerodrome by large aircraft~~^{REV}

~~(a) Subject to prior approval by the competent authority, an aerodrome operator may permit the use of the aerodrome or parts thereof by aircraft with a higher code letter than the aerodrome design characteristics specified in the terms of approval of certificate.~~

~~(b) In showing compliance with this article, the provisions of ADR.OR.B.040 shall apply.~~

(d) If an unsafe condition develops at the aerodrome, the aerodrome operator shall, without undue delay, take all necessary measures to ensure that those parts of the aerodrome found to endanger safety are not used by aircraft.

ADR.OR.C.015 — Access^{REV}

For the purpose of determining compliance with the relevant requirements of Regulation (EC) No 216/2008 and its Implementing Rules, an aerodrome operator or provider of apron management services shall grant access to any person authorised by the competent authority, to:

- (a) any facility, document, records, data, procedures or any other material relevant to its activity subject to certification or declaration, whether it is contracted or not;
- (b) perform or witness any action, inspection, test, assessment or exercise the competent authority finds is necessary.

ADR.OR.C.020 — Findings and corrective actions^{REV}

After receipt of notification of findings, the aerodrome operator or the provider of apron management services shall:

- (a) identify the root cause of the finding non-compliance;
- (b) define a corrective action plan; and
- (c) demonstrate the corrective action implementation to the satisfaction of the competent authority within the period agreed with that authority as defined in ADR.AR.C.055(d).

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SUBPART C — ADDITIONAL OPERATOR
RESPONSIBILITIES (ADR.OR.C)

ADR.OR.C.025 — Immediate reaction to a safety problem — ~~Compliance~~ compliance with safety directives^{REV}

An aerodrome operator or provider of apron management services shall implement any safety measures, including safety directives, mandated by the competent authority in accordance with ADR.AR.A.030(c) and ADR.AR.A.040.

ADR.OR.C.030 — Occurrence reporting^{REV}

- (a) The aerodrome operator and the provider of apron management services shall report to the competent authority, and to any other organisation required by the State where the aerodrome is located, any accident, serious incident and occurrence as defined in Regulation (EU) No 996/2010¹³ and Directive 2003/42/EC¹⁴.
- (b) Without prejudice to paragraph (a) the operator shall report to the competent authority and to the organisation responsible for the design of aerodrome equipment any ~~incident~~, malfunction, technical defect, exceeding of technical limitations, occurrence or other irregular circumstance that has or may have endangered safety and that has not resulted in an accident or serious incident.
- (c) Without prejudice to Regulation (EU) No 996/2010 and Directive 2003/42/EC, the reports referred to in paragraphs (a) and (b) shall be made in a form and manner established by the competent authority and contain all pertinent information about the condition known to the aerodrome operator or the provider of apron management services.
- (d) Reports shall be made as soon as practicable, but in any case within 72 hours of the aerodrome operator or the provider of the apron management services identifying the condition to which the report relates, unless exceptional circumstances prevent this.
- (e) Where relevant, the aerodrome operator or the provider of apron management services shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified. This report shall be produced in a form and manner established by the competent authority.

¹³ Regulation (EU) No 996/2010 of the European Parliament and of the Council of 20 October 2010 on the investigation and prevention of accidents and incidents in civil aviation and repealing Directive 94/56/EC (OJ L 295, 12.11.2010, p. 35).

¹⁴ Directive 2003/42/EC of the European Parliament and of the Council of 13 June 2003 on occurrence reporting in civil aviation (OJ L 167, 4.7.2003, p. 23).

ANNEX II — Part-OR

SUBPART C — ADDITIONAL OPERATOR
RESPONSIBILITIES (ADR.OR.C)

ADR.OR.C.040 — Prevention of fire

An aerodrome operator shall establish and implement procedures to ensure that no person:

- (a) smokes within the movement area, other operational areas of the aerodrome, ~~or~~ areas of the aerodrome where fuel or other flammable material are stored;
- (b) ~~displays an open flame or undertakes an activity within the movement area of the aerodrome,~~ that would create a fire hazard within:
 - (1) areas of the aerodrome where fuel or other flammable material are stored;
 - ~~(1)~~(2) the movement area or other operational areas of the aerodrome, unless authorised by the aerodrome operator.

ADR.OR.C.045 — Use of alcohol ~~and illicit or prescribed, psychoactive~~ substances ^{REV} and medicines

- (a) An aerodrome operator shall establish and promulgate a policy stating the requirements on consumption of alcohol ~~and illicit or prescribed, psychoactive~~ substances and medicines by:
 - (1) personnel involved in the operation, rescue and firefighting, maintenance and management of the aerodrome; and
 - (2) unescorted persons operating on the movement area or other operational areas of the aerodrome.
- (b) This policy shall include the requirements that ~~persons undertaking duties on the aerodrome which may have an impact on safety~~ such persons shall:
 - (1) not consume alcohol during their duty period; and
 - (2) not perform any duties under the influence:
 - (i) of alcohol, or any psychoactive substance; or
 - (ii) any ~~illicit or prescribed substances~~ medicine that may have an effect on his/her abilities in a manner contrary to safety.

SUBPART D — MANAGEMENT (ADR.OR.D)

ADR.OR.D.005 — Management ^{REV} system

- (a) The aerodrome operator shall implement and maintain a management system that includes a safety management system.
- (b) The management system shall include:
- (1) clearly defined lines of responsibility and accountability throughout the aerodrome operator, including a direct ~~safety~~ accountability of for safety on the accountable manager/part of senior management;
 - (2) a description of the overall philosophies and principles of the aerodrome operator with regard to safety, referred to as the safety policy, signed by the accountable manager;
 - (3) a formal process that ensures that hazards in operations are identified. ~~Hazard identification shall be based on a combination of reactive, proactive and predictive methods of safety data collection;~~
 - (4) a formal process that ensures analysis, assessment and mitigation of the safety risks in aerodrome operations;
 - (5) the means to verify the safety performance of the aerodrome operator's organisation in reference to the safety performance indicators and safety performance targets of the safety management system, and to validate the effectiveness of safety risk controls;
 - (6) a formal process to:
 - (i) identify changes within the aerodrome operator's organisation ~~and~~ management system, the aerodrome or its operation which may affect established processes, procedures and services;
 - (ii) describe the arrangements to ensure safety performance before implementing changes;

ANNEX II — Part-OR

SUBPART D — MANAGEMENT (ADR.OR.D)

- (iii) eliminate or modify safety risk controls that are no longer needed or effective due to changes in the operational environment;
- (7) formal processes to review the management system referred to in paragraph (a), identify the causes of substandard performance of the safety management system, determine the implications of such substandard performance in operations, and eliminate or mitigate such causes;
- (8) a safety training programme that ensures that personnel involved in the operation, rescue and fire-fighting, maintenance and management of the aerodrome are trained and competent to perform the safety management system duties;
- (9) formal means for safety communication that ensure that ~~all~~ personnel are fully aware of the safety management system, ~~to convey~~ conveys safety critical information, and explains why particular safety actions are taken and why safety procedures are introduced or changed;
- (10) coordination of the safety management system with the aerodrome emergency response plan; and coordination of the aerodrome emergency response plan with the emergency response plans of those organisations it must interface with during the provision of its aerodrome services;
- ~~(c) The aerodrome operator shall document all management system key processes, including a process for making personnel aware of their responsibilities, and its amendment procedure.~~
- (11) ~~The aerodrome operator shall establish a function~~ a formal process to monitor compliance of the organisation with the relevant requirements and the adequacy of the procedures. ~~Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary.~~
- (c) The aerodrome operator shall document all management system key processes.
- (d) The management system shall be proportionate to the size of the organisation and its activities, taking into account the hazards and associated risks inherent in these activities.
- (e) In the case that the aerodrome operator holds also a certificate to provide air navigation services, it shall ensure that the management system covers ~~the whole range of all~~ activities in the scope of its certificates.

ADR.OR.D.007 — Management of aeronautical data and aeronautical information

~~(a)~~ TheAs part of its management system, the aerodrome operator shall implement and maintain a quality management system covering:

(1) its aeronautical data activities; and

~~(1)~~(2) its aeronautical information provision activities.

~~(a)~~(b) The aerodrome operator shall define procedures for meeting the safety and security management objectives with respect to ~~aeronautical data and aeronautical information provision activities.~~

~~(b)~~ ~~The aerodrome operator may integrate safety, security and quality management systems into its management system.~~

(1) aeronautical data activities; and

(2) aeronautical information provision activities.

ADR.OR.D.010 — Contracted activities^{-REV}

(a) Contracted activities include all activities within the aerodrome operator's scope ~~of~~in accordance with the terms of ~~approval~~the certificate that are performed by other organisations either itself certified to carry out such activity or if not certified, working under the aerodrome operator's approval. The aerodrome operator shall ensure that when contracting or purchasing any part of its activity, the contracted or purchased service or equipment or system conforms to the applicable requirements.

(b) When an aerodrome operator contracts any part of its activity to an organisation that is not itself certified in accordance with this Part to carry out such activity, the contracted organisation shall work under the approval and oversight of the aerodrome operator. The ~~contracting organisation~~aerodrome operator shall ensure that the competent authority is given access to the contracted organisation, to determine continued compliance with the applicable requirements.

ADR.OR.D.015 — Personnel requirements^{-REV}

(a) The aerodrome operator shall appoint an accountable manager, who has the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements. The accountable manager shall be responsible for establishing and maintaining an effective management system.

(b) The aerodrome operator shall nominate persons responsible for the management and supervision of the following areas:

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SUBPART D — MANAGEMENT (ADR.OR.D)

~~(1) a person for the management of the operational services of the aerodrome; and~~
~~(1)(2) maintenance of the aerodrome; and.~~

~~(2) (c) The aerodrome operator shall nominate a person or group of persons with the responsibility of ensuring that the organisation remains in compliance with the applicable requirements.~~

~~Such person(s) shall be ultimately responsible to the accountable manager.~~

~~A person or group of persons shall be nominated by the aerodrome operator for the development, maintenance and day-to-day management of the safety management system. This(those) person(s)~~

~~Those persons shall act independently of other managers within the organisation and, shall have direct access to the accountable manager and to appropriate management for safety matters and shall be responsible to the accountable manager.~~

(d) The aerodrome operator shall have sufficient and qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.

~~(c) The aerodrome operator shall maintain appropriate qualification and training records to show compliance with paragraph (d) above.~~

~~(d) The aerodrome operator shall ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.~~

~~(e) In accordance with the relevant requirements of Part ADR.OPS, the aerodrome operator shall ensure that:~~

~~(1) personnel involved in the operation, maintenance and management of the aerodrome shall:~~

~~(i) be properly trained in accordance with an adequate training programme;~~

~~(ii) demonstrate their capabilities in the performance of their assigned duties;~~

~~(iii) be aware of their responsibilities and the relationship of their duties to the operation as a whole;~~

~~(2) unescorted persons operating on the movement area and other operational areas, are properly trained; and~~

~~(3) proficiency checks programmes are implemented to ensure continuing competence of the persons referred to in (1) and (2) above;~~

- (e) ~~the~~The aerodrome operator shall assign a sufficient number of personnel supervisors to defined duties and responsibilities, taking into account the structure of the organisation and the number of personnel employed.

~~ADR.OR.D.020 — Facilities requirements~~^{REV}017 Training and proficiency check programmes****

- (a) The aerodrome operator shall establish a training programme for:
- (1) personnel involved in the operation, rescue and fire-fighting, maintenance and management of the aerodrome; and
 - (2) unescorted persons operating on the movement area or other operational areas of the aerodrome.
- (b) The aerodrome operator shall nominate adequately qualified and experienced instructors and assessors for the implementation of the training programme, and shall ensure the suitability of the facilities and means used for the provision of the training.
- (c) In accordance with the relevant requirements of Part-ADR.OPS, the aerodrome operator shall ensure that:
- (1) personnel involved in the operation, rescue and fire-fighting, maintenance and management of the aerodrome:
 - (i) are adequately trained in accordance with the training programme;
 - (ii) have demonstrated their capabilities in the performance of their assigned duties;
 - (iii) are aware of the rules and procedures relevant to the exercise of their duties; and their responsibilities and the relationship of their duties to the operation as a whole;
 - (2) unescorted persons operating on the movement area or other operational areas of the aerodrome;
 - (i) are adequately trained in accordance with the training programme;
 - (ii) have demonstrated their capabilities for such access;
 - (3) proficiency checks programmes are implemented at adequate ~~and~~ intervals to ensure continuing competence of the persons referred to in (1) and (2) above.
- (d) The aerodrome operator shall:
- (1) maintain appropriate facilities, including office accommodation and working space, qualification, training and proficiency check records to demonstrate compliance with this requirement;
 - (2) on request, make such records available to its personnel concerned; and
 - (3) if a person is employed by another employer, on request, make such records of that person available to that new employer.

~~(e) The training programme and the proficiency check programme shall require prior approval by the competent authority, as appropriate.~~

ADR.OR.D.020 Facilities requirements

(a) ~~The aerodrome operator shall ensure that adequate and appropriate facilities are available to its personnel or personnel employed by parties with whom it has contracted for the provision of aerodrome operational and maintenance services, to allow the performance and management of all tasks and activities, in accordance with the applicable requirements.~~

~~(b) The aerodrome operator shall ensure, as applicable, that adequate and designate appropriate facilities, installations and equipment exist areas at the aerodrome:~~

~~(c)(b) to be used for the safe storage and handling of dangerous goods transported through the aerodrome, in accordance with the Technical Instructions, transported through the aerodrome;~~

~~(1) for the storage and handling of aviation fuel.~~

ADR.OR.D.025 — Coordination with other relevant organisations^{REV}

The aerodrome operator shall:

(a) ensure that the ~~safety~~ management system of the aerodrome ~~explicitly~~ addresses the coordination and interface with the safety procedures of other organisations operating or providing services at the aerodrome;

(b) ensure that such organisations have ~~adequate~~ safety procedures in place to comply with the applicable requirements of Regulation (EC) No 216/2008 and its Implementing Rules and the requirements laid down in the aerodrome manual;

~~(a) coordinate and document arrangements and responsibilities of other organisations operating or providing services at the aerodrome.~~

ADR.OR.D.027 Safety programmes

The aerodrome operator shall:

(a) ~~develop~~ establish, lead and implement programmes to promote safety and the exchange of safety-relevant information; and

(b) ensure that organisations ~~mentioned in paragraph (a) operating or providing services at the aerodrome~~ are involved in such programmes.

ADR.OR.D.030 Safety reporting system

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SUBPART D — MANAGEMENT (ADR.OR.D)

~~(b) — The aerodrome operator shall establish and implement a programme to ensure that the organisations mentioned in paragraph (a) comply with the applicable regulatory requirements and the content of the aerodrome manual.~~

ADR.OR.D.030 — Safety reporting system^{REV}

- (a) ~~The aerodrome operator shall establish and maintain~~ a safety reporting system to be used by all personnel and organisations operating or providing services at the aerodrome, in order to promote safety at, and the safe use of, the aerodrome.
- (b) The aerodrome operator, in accordance with ADR.OR.D.005 (b) ~~(1)~~(3), shall:
- (1) require and ensure that the personnel and organisations mentioned in paragraph (a) use the safety reporting system for the mandatory reporting of any accident, serious incident and ~~incidents occurrence~~;
 - (2) ensure that the safety reporting system may be used for the voluntary reporting of any defect, fault and ~~potential~~ safety hazard which could impact safety.
- (c) The safety reporting system shall protect the identity of the reporter, encourage voluntary reporting and include the possibility that reports may be submitted anonymously.
- (d) The aerodrome operator shall:
- (1) record all reports submitted;
 - (2) analyse and assess the reports, as appropriate, in order to address safety deficiencies and identify trends;
 - (3) ensure that all organisations operating or providing services at the aerodrome which are relevant to the safety concern, participate ~~to~~in the analysis of such reports and that any corrective ~~and/or preventive~~ measures identified are implemented;
 - (4) conduct investigations of reports, as appropriate; and
 - (5) refrain from attribution of blame in line with the 'just culture' principles.

ADR.OR.D.035 — Record-keeping^{REV}

- (a) The aerodrome operator shall establish an adequate system of record-keeping, covering ~~in particular all the elements indicated in ADR.OR.E.005~~ all its activities undertaken under Regulation (EC) No 216/2008 and ADR.OR.D.015 its Implementing Rules.
- (b) The format of the records shall be specified in the aerodrome manual.
- (c) Records shall be stored in a manner that ensures protection ~~off~~from damage, alteration and theft.

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SUBPART D — MANAGEMENT (ADR.OR.D)

- (d) ~~Records~~Records shall be kept for a minimum of 5 years, except that the below records shall be kept as follows:
- (1) the aerodrome certification basis, the alternative means of compliance in use and the current aerodrome or aerodrome operator certificate(s), for unlimited duration;
 - (2) arrangements with other organisations, for as long as such arrangements are in effect;
 - (3) manuals of aerodrome equipment or systems employed at the aerodrome, for as long as they are used at the aerodrome;
 - (4) safety assessment reports for the lifetime of the system/procedure/activity;
 - (5) personnel training, qualifications, and medical records as well as their proficiency checks, until the as appropriate, for at least four years after the end of their employment, or until the area of their employment has been audited by the competent authority;
 - (6) the current version of the hazard register~~;~~
 - ~~(7) emergency exercise reports, reviews and corrective actions for a minimum of 10 years;~~
 - ~~(8) accident, incident and occurrence~~All records shall be subject to applicable data for a minimum of 15 years.
- (e) ~~Any other safety record should be kept for a minimum of 5 years, unless otherwise agreed with the competent authority.~~protection law.

SUBPART E — AERODROME MANUAL AND DOCUMENTATION (ADR.OR.E)**ADR.OR.E.005 — Aerodrome manual ^{REV}**

- (a) An aerodrome operator shall establish and maintain an aerodrome manual.
- (b) The content of the aerodrome manual shall reflect the certification basis and the requirements set out in this Part and Part-ADR.OPS, as applicable, and shall not contravene the terms of ~~approval of the certificate. the certificate.~~ The aerodrome manual shall contain or refer to all necessary information for the safe use, operation and maintenance of the aerodrome, its equipment, as well as its obstacle limitation and protection surfaces and other areas associated with the aerodrome.
- (c) The aerodrome manual may be issued in separate parts.
- (d) An aerodrome operator shall ensure that all aerodrome personnel and all other relevant organisation's personnel have easy access to the portions of the aerodrome manual that are relevant to their duties and responsibilities and made aware of any changes that are relevant to their duties.
- (e) An aerodrome operator shall:
 - (1) supply the competent authority with the intended amendments and revisions of the aerodrome manual, for items requiring prior approval in accordance with ADR.OR.B.040, in advance of the effective date and ensure that they do not become effective before obtaining the competent authority's approval; or
 - (2) supply the competent authority with the intended amendments and revisions of the aerodrome manual in advance of the effective date, if the proposed amendment or revision of the aerodrome manual requires only a notification to the competent authority in accordance with ~~Article~~ **Article** ADR.OR.B.040(~~ed~~) and ADR.OR.B.015(b)~~);~~.
- (f) Notwithstanding paragraph (e), when amendments or revisions are required in the interest of safety, they may be published and applied immediately, provided that any approval required has been applied for.
- (g) The aerodrome operator shall:
 - (1) review the content of the aerodrome manual, ensure that it is kept up-to-date and amended whenever necessary; ~~and~~
 - (2) incorporate all amendments and revisions required by the competent authority; ~~;~~ and
 - (3) make all aerodrome personnel and other relevant organisation's personnel aware of the changes that are relevant to their duties

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SUBPART E — AERODROME MANUAL
(ADR.OR.E)

- (h) The aerodrome operator shall ensure that any information taken from other approved documents, and any amendment thereof, is correctly reflected in the aerodrome manual. This does not prevent the aerodrome operator from publishing more conservative data and procedures in the aerodrome manual.
- (i) The aerodrome operator shall ensure that:
 - (1) the aerodrome manual is written in a language acceptable to the competent authority; and
 - (2) all personnel are able to read and understand the language in which those parts of the aerodrome manual and other operational documents pertaining to their duties and responsibilities are written.
- (j) The aerodrome operator shall ensure that the aerodrome manual:
 - (1) ~~is~~ signed by the accountable manager of the aerodrome;
 - (2) is printed or is in electronic format and is easy to revise;
 - (3) has a system for version control management which is applied and made visible in the aerodrome manual; and
 - (4) observes human factors principles and ~~be~~is organised in a manner that facilitates its preparation, use and review.
- (l) The aerodrome operator shall keep at least one complete and current copy of the ~~approved~~ aerodrome manual at the aerodrome and make it available for inspection by the competent authority.

~~ADR.OR.E.010 — Structure of the aerodrome manual~~^{REV}

- (m) The ~~aerodrome manual shall contain or refer to all necessary information for the safe use, operation and maintenance of the aerodrome, its equipment, as well as its defined obstacle limitation surfaces and other surfaces. The main structure~~content of the aerodrome manual shall be as follows:
 - (1) ~~Part A:~~ General;
 - (2) ~~Part B:~~ Aerodrome management, ~~safety management~~ system, qualification and training requirements;
 - (3) ~~Part C:~~ Particulars of the aerodrome site;
 - (4) ~~Part D:~~ Particulars of the aerodrome required to be reported to the Aeronautical Information Service; and
 - (5) ~~Part E:~~ Particulars of the operating procedures of the aerodrome, its equipment and safety measures.

Appendix I to Annex II

DECLARATION

~~in accordance with Commission Regulation (EC) No .../... on aerodrome design and operation~~

~~**Aerodrome name — Location indicator:**~~

~~**Aerodrome operator**~~

~~Name:~~

~~Place in which the operator is established or residing:~~

~~Name and contact details of the accountable manager:~~

~~**Statements**~~

~~The aerodrome as well as its defined obstacle limitation surfaces and other surfaces comply with the certification basis and are safe for use by aircraft.~~

~~All personnel are qualified, competent and trained in accordance with the applicable~~

~~requirements.~~

~~The management system documentation, including the aerodrome manual, reflects the applicable requirements set out in Part-ADR.OR and Part-ADR.OPS.~~

~~The operation and maintenance of the aerodrome will be carried out in accordance with the requirements of Regulation (EC) No 216/2008 and its Implementing Rules, the terms of approval of the certificate, and the procedures and instructions specified in the aerodrome manual.~~

~~The aerodrome operator confirms that the information disclosed in this declaration is correct.~~

~~**Date, name and signature of the accountable manager**~~

Appendix II to Annex II

Declaration

~~In accordance with Commission Regulation (EC) No XXX/2013 laying down requirements and procedures related to aerodromes pursuant to Regulation (EC) No 216/ 2008 of the European Parliament and of the Council~~

~~Provider of apron management services~~

~~Company name and address:~~

~~Name and contact details of the accountable manager:~~

~~Starting date of operation:~~

~~Aerodrome(s) at which the apron management services are provided:~~

~~Applicable requirements set out in Part ADR.OPS on the provision of apron management services are documented and reflected in an operations manual.~~

~~Attached to this declaration is a list of alternative means of compliance with references to the AMCs they replace, in accordance with ADR.OR.A.015(c).~~

~~The service is provided in accordance with the content of the relevant aerodrome manual.~~

~~Personnel of the apron management services provider have received the necessary initial training and receive recurrent training to ensure continuing competence.~~

~~(If applicable) The operator has implemented and demonstrated conformance to an officially recognised industry standard.~~

~~Reference of the standard: _____ Certification body:~~

~~Date of the last conformance audit:~~

~~Any change in the operation that affects the information disclosed in this declaration will~~

~~be notified to the competent authority.~~

~~I hereby confirm that the information disclosed in this declaration is correct.~~

~~_____~~
~~_____~~
~~Date and signature of the accountable manager~~

ADR.OR.E.010 Documentation requirements

- ~~(a) The aerodrome operator shall ensure the availability of any other documentation required and associated amendments.~~
- ~~(b) The aerodrome operator shall be capable of distributing operational instructions and other information without delay.~~

ANNEX III — Part-OPS

SUBPART A — AERODROME DATA (ADR.OPS.A)

ANNEX III

~~PART~~ Part Operations Requirements ~~—~~ Aerodromes (Part-ADR.OPS)

SUBPART A ~~—~~ AERODROME DATA (ADR.OPS.A)

ADR.OPS.A.005 ~~— Aeronautical~~ Aerodrome data~~-XXX~~

The aerodrome operator shall:

- (a) determine, document and maintain data relevant to the aerodrome and available services;
- (b) provide data relevant to the aerodrome and available services to the users and the relevant ~~Air Navigation Service~~ air traffic services and aeronautical information services providers, as appropriate.

ADR.OPS.A.010 ~~—~~ Data quality requirements~~-XXX~~

The aerodrome operator shall have formal arrangements with organisations with which it exchanges aeronautical data and/or aeronautical information.

- (a) All data relevant to the aerodrome and available services shall be provided by the aerodrome operator with the required quality and integrity.
- (b) ~~The~~ When data relevant to the aerodrome and available services are published, the aerodrome operator, shall:
 - (1) monitor data relevant to the aerodrome and available services originating from the aerodrome operator and promulgated by the relevant ~~ANS~~ air traffic services providers and aeronautical information services providers;
 - (2) notify the relevant ~~Aeronautical Information Service (AIS)~~ aeronautical information services providers of any changes necessary to ensure correct and complete data relevant to the aerodrome and available services, originating from the aerodrome operator;
 - (3) notify the relevant ~~ANS~~ air traffic services providers and aeronautical information services providers when the published data ~~is~~ originating from the aerodrome operator are incorrect or inappropriate.

CRD to NPA 2011-20 (B.I)

~~09/12/2011~~ 26 Nov 2012

ANNEX III — Part-OPS

SUBPART A — AERODROME DATA (ADR.OPS.A)

ADR-OPS.A.015 — Coordination between Aerodrome Operators, Aeronautical Information Services Providers and Air Navigation Service Providers
~~FXF~~ **aerodrome operators and providers of aeronautical information services**

- (a) ~~The~~To ensure that aeronautical information services providers obtain information to enable them to provide up-to-date pre-flight and to meet the need for in-flight information, the aerodrome operator shall ~~make arrangements with report to~~ the relevant ~~ANS providers to report pre-flight and in-flight operational~~aeronautical information ~~service providers,~~ with a minimum of delay. ~~This shall include, the following:~~
- (1) ~~Information on the status of certification of aerodromes and~~information on the aerodrome conditions, disabled aircraft removal, rescue and fire-fighting and visual approach slope indicator systems;
 - (2) ~~The~~the operational status of associated facilities, services and navigational aids ~~within their area of responsibility at the aerodrome;~~
 - (3) ~~Any~~any other information considered to be of operational significance.
- (b) Before introducing changes to the air navigation system, the aerodrome operator shall take due account of the time needed by the relevant ~~Aeronautical Information Services~~aeronautical information services for the preparation, production and issue of relevant material for promulgation.

ANNEX III — Part-OPS

SUBPART B — AERODROME OPERATIONAL SERVICES,
EQUIPMENT AND INSTALLATIONS (ADR.OPS.B)**SUBPART B — AERODROME OPERATIONAL SERVICES, EQUIPMENT
AND INSTALLATIONS (ADR.OPS.B)****ADR.****OPS.B.001 Provision of operational services**

The operational services under Subpart B of this Annex shall be provided at the aerodrome by the aerodrome operator directly or indirectly.

ADR-OPS.B.005 — Aerodrome emergency planning ~~FFF~~

The aerodrome operator shall ~~establish~~have and implement an aerodrome emergency plan that:

- (a) is commensurate with the aircraft operations and other activities conducted at the aerodrome ~~or in its vicinity~~;
- (b) provides for the coordination of ~~all~~ appropriate ~~agencies~~organisations in response to an emergency occurring at an aerodrome or in its ~~vicinity~~surroundings;
- (c) contains procedures for periodic testing of the adequacy of the plan and for reviewing the results in order to improve its effectiveness.

ADR-OPS.B.010 — Rescue and fire-fighting services ~~FFF~~ ~~ADD~~

(a) The aerodrome operator shall ensure that:

- (1) aerodrome rescue and fire-fighting, facilities, equipment and services are provided;
- (2) adequate equipment, fire extinguishing agents and sufficient personnel are available ~~in a timely manner~~for immediate response;
- (3) rescue and fire-fighting personnel are properly trained, equipped and qualified to operate in the aerodrome environment;

ANNEX III — Part-OPS

SUBPART B — AERODROME OPERATIONAL SERVICES,
EQUIPMENT AND INSTALLATIONS (ADR.OPS.B)

(4) rescue and fire-fighting personnel potentially required to act in aviation emergencies demonstrate their medical fitness to execute their functions satisfactorily, taking into account the type of activity.

(b) ~~The Temporary reduction of the level of protection of the aerodrome operator shall implement and maintain training and check programmes to ensure the continuing competence of rescue and fire-fighting personnel. services, due to unforeseen circumstances, shall not require a prior approval by the competent authority.~~

ANNEX III — Part-OPS

SUBPART B — AERODROME OPERATIONAL SERVICES,
EQUIPMENT AND INSTALLATIONS (ADR.OPS.B)**ADR-OPS.B.015 — Monitoring and inspection of movement area and related facilities ~~XXX~~**

- (a) The aerodrome operator shall monitor the condition of the movement area and the operational status of related facilities and report on matters of operational significance, whether of a temporary or permanent nature, to the relevant ANSair traffic services providers and aeronautical information services providers;
- (b) The aerodrome operator shall carry out regular inspections of the movement area and its related facilities.

ADR-OPS.B.020 — Wildlife strike hazard reduction ~~XXX~~

The aerodrome operator shall:

- (a) assess the wildlife hazard on, and in the surrounding, of the aerodrome;
- (b) establish means and procedures to minimise the risk of collisions between wildlife and aircraft, at the aerodrome;
- (c) notify the ~~competent~~appropriate authority if a wildlife assessment indicates conditions in the surroundings of the aerodrome ~~conductive~~conducive to a wildlife hazard problem.

ADR-OPS.B.025 — Operation of vehicles ~~XXX~~

The aerodrome operator shall establish and implement procedures for the formal training, assessment and authorisation of all drivers operating on the movement area.

ADR-OPS.B.030 — Surface movement guidance and control system ~~XXX~~

The aerodrome operator shall ensure that a surface movement guidance and control system is provided at the aerodrome.

ANNEX III — Part-OPS

SUBPART B — AERODROME OPERATIONAL SERVICES,
EQUIPMENT AND INSTALLATIONS (ADR.OPS.B)**ADR-OPS.B.035 — Operations in winter conditions** ^{ADD}

The aerodrome operator of aerodromes to be used during winter conditions shall ~~establish and implement~~ ensure that means and procedures are established and implemented to ~~mitigate risks to~~ ensure the safety of aerodrome operations in such conditions.

ADR-OPS.B.040 — Night operations ^{ADD}

The aerodrome operator of aerodromes to be used at night shall ~~establish and implement~~ ensure that means and procedures ~~to mitigate risks to~~ are established and implemented to ensure the safety of aerodrome operation in such conditions.

ADR-OPS.B.045 — Low visibility operations ^{ADD}

(a) The aerodrome operator of aerodromes to be used under low visibility conditions shall ~~establish and implement~~ ensure that means and procedures ~~to mitigate risks to~~ are established and implemented to ensure the safety of aerodrome operations in such conditions.

(b) Low visibility procedures shall require prior approval by the competent authority.

ADR-OPS.B.050 — Operations in adverse weather conditions ^{ADD}

The aerodrome operator shall ~~establish and implement~~ ensure that means and procedures ~~to mitigate risks to~~ are established and implemented to ensure the safety of aerodrome operations in adverse weather conditions.

ADR-OPS.B.055 — Fuel quality ^{ADD}

The aerodrome operator shall ~~ensure~~ verify that organisations involved in storing and dispensing of fuel to aircraft have procedures to ~~verify~~ ensure that aircraft are provided with uncontaminated fuel and of the correct specification.

ADR-OPS.B.060 — Access to the movement area ^{ADD}

~~(a)~~—The aerodrome operator shall ensure ~~that:~~

ANNEX III — Part-OPS

SUBPART B — AERODROME OPERATIONAL SERVICES,
EQUIPMENT AND INSTALLATIONS (ADR.OPS.B)

~~(1) — only that only~~ trained ~~and,~~ qualified and authorised persons are allowed unescorted access to the movement area;

~~a fence or other suitable barrier is provided to prevent the entrance to the movement area of animals large enough to be a hazard to aircraft and to deter the inadvertent or premeditated access of an unauthorised person onto a movement area and other operational areas of the aerodrome;~~

~~(2) — a fence or barrier is located so as to separate the movement area and other facilities or zones on the aerodrome vital to the safe operation of aircraft from areas with unrestricted access.~~

ADR-OPS.B.065 — Visual aids and aerodrome electrical systems ^{ADD}

The aerodrome operator shall have procedures to ensure that aerodrome visual aids ~~are provided and meet the required specifications.~~ electrical systems function as intended.

ADR-OPS.B.070 — Aerodrome works safety ^{ADD}

~~(a) — The aerodrome operator shall:~~

(a) — establish and implement procedures to ensure that:-

- (1) aircraft ~~manoeuvring~~ safety is not affected by aerodrome works;
- (2) ~~establish procedures to ensure that~~ aerodrome works are safety is not ~~exposed to unacceptable risks from~~ affected by aerodrome operational activities, ~~in accordance with ADR.OR.D.005 (b) (3) (4).~~

(b) Major constructions at the aerodrome, which may have an impact on safety, shall require prior approval by the competent authority.

ADR-OPS.B.075 — Safeguarding of aerodromes ^{ADD}

(a) The aerodrome operator shall monitor on the aerodrome and its surroundings:

- (1) obstacle limitation ~~surface~~ and protection surfaces ~~of navigation aids as~~ established in accordance with the certification basis, and other surfaces and areas associated with the aerodrome, in order to take appropriate

ANNEX III — Part-OPS

SUBPART B — AERODROME OPERATIONAL SERVICES,
EQUIPMENT AND INSTALLATIONS (ADR.OPS.B)

- action to mitigate the ~~risk~~risks associated with ~~the~~ penetration of ~~obstacle limitation surfaces or other safeguarding those~~ surfaces ~~and areas~~;
- (2) marking and lighting of obstacles in order to be able to take action within its competence, as appropriate;
- (3) hazards related to human activities and land use in order to take action within its competence, as appropriate.
- (b) The aerodrome operator shall have procedures in place for mitigating the risks associated with obstacles, developments and other activities within the monitored areas that could impact safe operations of aircraft operating at, to or from the aerodrome.

ADR-OPS.B.080 — ~~Marking and lighting of vehicles and other mobile objects~~ ~~xxx~~

The aerodrome operator shall ensure that vehicles and other mobile objects, excluding aircraft, on the movement area of the aerodrome are marked and ~~if the vehicles and aerodrome are used at night or in conditions of low visibility, lighted. Aircraft servicing equipment and vehicles used only on aprons may be exempted~~lighted.

ADR-OPS.B.085 — ~~Handling~~090 Use of hazardous materials — ~~ADD~~the aerodrome by higher code letter aircraft

~~The aerodrome operator shall ensure that procedures are established and maintained for the protection of persons and property on the aerodrome during the handling and storing of any hazardous materials that is or is intended to be transported by air.~~

ANNEX III – Part-OPS

*SUBPART B – AERODROME OPERATIONAL SERVICES,
EQUIPMENT AND INSTALLATIONS (ADR.OPS.B)*

- (a) Except for aircraft emergency situations, an aerodrome operator may, subject to prior approval by the competent authority, permit the use of the aerodrome or parts thereof by aircraft with a higher code letter than the aerodrome design characteristics specified in the terms of the certificate.
- (b) In showing compliance with paragraph (a), the provisions of ADR.OR.B.040 shall apply.

SUBPART C — AERODROME MAINTENANCE (ADR.OPS.C)

ADR-OPS.C.005 — General ~~FXF~~

- (a) The aerodrome operator shall establish and implement a maintenance programme, including preventive maintenance where appropriate to maintain aerodrome facilities so that they comply with the essential requirements set in Annex Va to Regulation (EC) No 216/2008.
- (b) The maintenance programme of paragraph (a), as well as major maintenance activities shall require prior approval by the competent authority.

ADR-OPS.C.010 — Pavements, other ground surfaces and drainage ~~FXF~~

- (a) The aerodrome operator shall inspect the surfaces of all movement areas including pavements (runways, taxiways and aprons), adjacent areas and drainage to regularly assess their condition as part of an aerodrome preventive and corrective maintenance programme.
- (b) The aerodrome operator shall ~~maintain~~:
- (1) Maintain the surfaces of all movement areas with the objective of avoiding and eliminating any loose object/debris that might cause damage to aircraft or impair the operation of aircraft systems;
 - (2) Maintain the surface of ~~a runway~~ runways, taxiways and aprons, in order to prevent the formation of harmful irregularities;
 - (3) each paved Take corrective maintenance action when the friction characteristics for either the entire runway or a condition so a portion thereof, when uncontaminated, are below a minimum friction level. The frequency of these measurements shall be sufficient to providedetermine the trend of the surface friction characteristics above the minimum friction level specified by the competent authority of the runway.

ADR-OPS.C.015 — Visual aids and electrical systems ~~FXF~~

The aerodrome operator shall establish and ensure the implementation of a system of corrective and preventive maintenance of visual aids and electrical systems to ensure lighting and marking system availability ~~and~~ reliability and compliance.