



**EASA**  
European Aviation Safety Agency

# Part-BOP – Subpart ADD II

## Management System

Air Ops Balloon Workshop – Session 2  
15 October 2015

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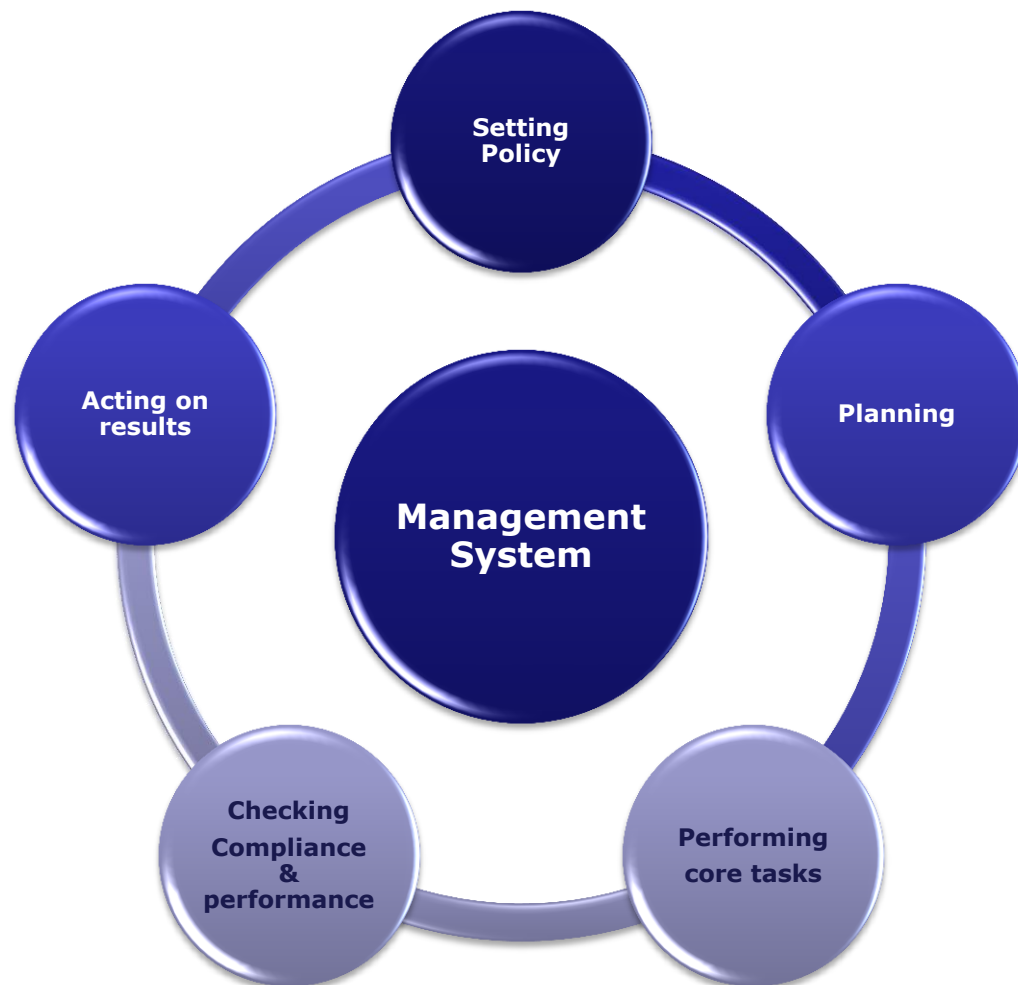


# Management system – Introduction

- **The EASA system is built on a network of approved organisations**
  - The need for approval is determined depending on risk & ‘exposure’ thresholds, e.g.
    - operation of certain category of aircraft (large, CMPA etc...)
    - commercial operations, including CAT
- A management system is a prerequisite for obtaining and maintaining an organisation approval.
- Main objectives of such management system are to:
  - ensure compliance with requirements
  - aim for continuous improvement of this system; and thereby continuously improve the safety of operations.

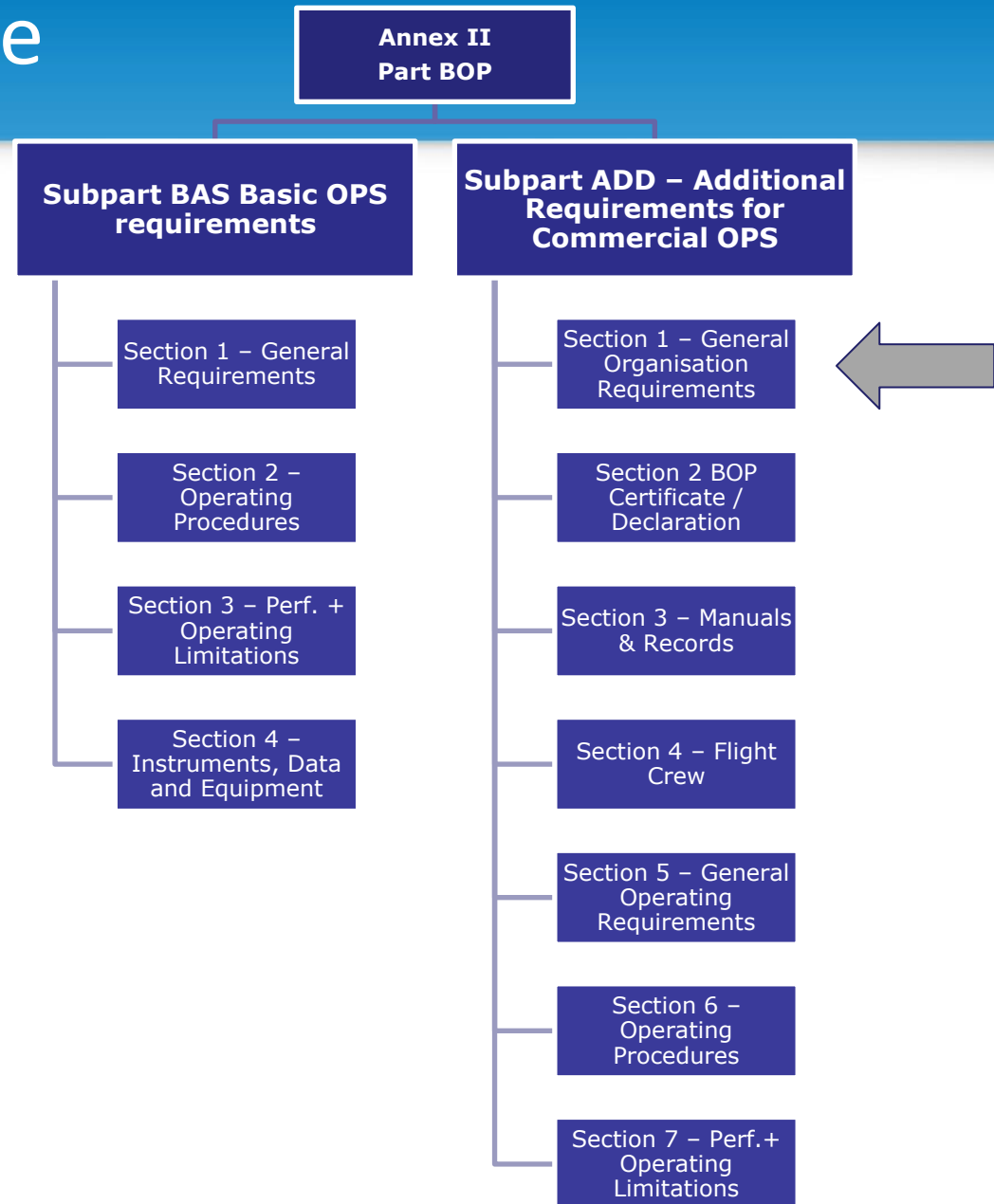


# Management system – Basic features





# Rule structure





# Management system – core elements

## ➤ **BOP.ADD.030 Management system**

- The Operator shall establish, implement and maintain a management system, including
  - defined responsibilities and accountabilities
  - a safety policy
  - hazard identification and risk management
  - maintaining personnel trained and competent
  - documentation of all management system key processes
  - compliance monitoring
- The management system shall correspond to
  - the size of the operator
  - the nature and complexity of its activities



# Safety Risk Management

## ➤ **AMC1 BOP.ADD.030 (a)(3) Management system**

### SAFETY RISK MANAGEMENT

Hazard identification and safety risk management should:

- (a) be performed using internal safety or occurrence reports, hazard checklists, risk registers or similar risk management tools or processes, integrated into the activities of the operator;
- (b) in particular address safety risks related to a change; making use of the existing hazard identification, risk assessment and mitigation tools or processes; and
- (c) include provisions for emergency response or a formal emergency response plan (ERP), to define the actions to be taken by the operator or specified individuals in an emergency.



## ➤ **AMC1 BOP.ADD.030 (a)(6) Management system**

### COMPLIANCE MONITORING – AUDIT

The operator should

- ensure the independence of the audit
- as a minimum monitor compliance with regards to
  - privileges
  - manuals, logs and records
  - training standards
  - management system procedures
- decide on frequency and depth depending on
  - volume and complexity of operations
  - results of past audits
  - finding raised by competent authority, etc.



# Organisational review

## ➤ **AMC2 BOP.ADD.030 (a)(6) Management system**

### COMPLIANCE MONITORING – ORGANISATIONAL REVIEW

- alternative for operators with '3 persons or less' to ensure that the management system remains effective
  - no independence required
  - to be performed at least once a year

## ➤ **GM1 BOP.ADD.030 (a)(6) Management system**

### COMPLIANCE MONITORING – ORGANISATIONAL REVIEW

The organisational review may consist of

- checklist(s) covering all items to be reviewed
- a schedule for the accomplishment of different checklist items





# Compliance Monitoring Checklist

## ➤ **GM2 BOP.ADD.030 (a)(6) Management system**

### COMPLIANCE MONITORING CHECKLIST

Example for documenting audits or organisational reviews covering

- BOC and declaration, change management
- Flight operations
- Ground handling
- Pilot training
- Documentation related to operations
- Contracted activities, if applicable
- Training and communication on safety
- Record keeping
- etc.



## ➤ **BOP.ADD.035 Contracted activities**

- When contracting activities, the operator shall ensure that the service or product conforms to the applicable requirements
- When a BOC holder contracts activities to a non-certified organisation, this organisation shall work under the approval of the operator
  - Compliance monitoring and safety risk management need to include the activities that are contracted



## ➤ **BOP.ADD.040 Personnel requirements**

The operator shall

- appoint an accountable manager, responsible for the management system
- identify the responsibilities of personnel for all tasks
- have sufficient qualified personnel
- maintain appropriate records of personnel
- nominate one or more persons responsible for
  - Flight operations
  - Ground operations
  - Continuing airworthiness



## ➤ **GM1 BOP.ADD.040 Personnel requirements**

### SMALLEST OPERATOR

- The smallest operator is the one-person operator
- All of the nominated posts are filled by this person, being the accountable manager
- May conduct the organisational review him/herself



## ➤ **BOP.ADD.045 Facility requirements**

The operator shall have facilities allowing the performance and management of all planned tasks and activities.



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# End of presentation

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