



TERMS OF REFERENCE

Task Nr: ADR.002 (a) and ADR.002 (b)

Issue: 1

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Regulatory reference:

- Basic 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
- Regulation (EC) No 1108/2009 of the European Parliament and of the Council of 21 October 2009 amending Regulation (EC) No 216/ 2008 in the field of aerodromes, air traffic management and air navigation services and repealing Council Directive 06/23/EEC²

Reference documents:

- ICAO Annex 14 and its associated publications:
 - ICAO Doc 9137, Airport Services Manual;
 - ICAO Doc 9774, Manual on Certification of Aerodromes;
 - ICAO Doc 9859, Safety Management Manual;
 - ICAO Doc 9157, Aerodrome Design Manual;
 - ICAO Doc 9184, Airport Planning Manual;
 - ICAO Doc 9640, Manual of Aircraft Ground De-icing/Anti-icing Operations;
 - ICAO Doc 9476, Surface Movement Guidance and Control Systems (SMGCS);
 - ICAO Doc 9830, Advanced Surface Movement Guidance and Control Systems (A-SMGCS);
 - ICAO Doc 9815, Manual on Laser Emitters and Flight Safety;
 - ICAO Doc 9643, Manual on Simultaneous Operations on Parallel or Near-Parallel Instrument Runways (SOIR);
 - ICAO Doc 8168, Aircraft Operations (PANS-OPS);
 - ICAO Doc 4444, Air Traffic Management (PANS-ATM);
 - ICAO Doc 8126, Aeronautical Information Services Manual;
 - ICAO Doc 9332, Manual on the ICAO Bird Strike Information System (IBIS);
 - ICAO Doc 9674, World Geodetic System — 1984

¹ OJ L 79, 19/03/2008, p. 1.

² OJ L 309, 24/11/2009, p. 51.

- (WGS-84) Manual;
- ICAO Doc 9365, All Weather Operations;
- ICAO Doc 9734, Establishment and Management of a State's Safety Oversight System;
- ICAO Doc 9870, Preventing Runway Incursions.
- ICAO Annexes (relevant parts) 2, 3, 4, 6, 10, 11, 15, 16, 17 and 18;
- Preliminary preparatory material produced by the Group of Aerodrome Safety Regulators (GASR) for the Agency;
- European Action Plan for the Prevention of Runway Incursions (EAPPRI);
- Appropriate and relevant regulatory material from the EASA Member States.

<p>1. Subject: Implementing measures for the safety of aerodrome operations and safe aircraft operations at aerodromes - Requirements for aerodrome operations</p>
<p>2. Problem/Statement of issue and justification; reason for regulatory evolution (regulatory tasks):</p> <p>The Basic Regulation (EC) 216/2008 (hereafter BR) was amended, with the adoption of Regulation 1108/2009 by the European co-legislators in order to include the safety regulation of aerodromes (and ATM/ANS) into the European aviation safety regulatory system (henceforth the EASA system). Therefore, a series of implementing measures shall now be prepared by the European Aviation Safety Agency (EASA or the Agency) within a defined timeframe for the field of aerodrome safety.</p> <p>Altogether the amended BR requires the development of safety rules containing the detailed requirements with which related oversight authorities, aerodrome operator organisations, aerodrome design and operations³, as well as aerodrome equipment⁴ have to comply.</p>
<p>3. Objective:</p> <p><u>3.1 Overall Objective</u></p> <p>The overall objective is to develop under task ADR.002a implementing rules (IRs) and under task ADR.002b the necessary acceptable means of compliance (AMC) and, as appropriate, identify or develop guidance material (GM). The regulatory material shall provide the necessary means for all regulated entities and persons to comply with the requirements.</p> <p><u>3.2 Description of Rulemaking Task ADR.002</u></p> <p>More specifically, the following implementing measures will be developed:</p> <ul style="list-style-type: none"> • requirements and processes for the safe operations of aerodromes (e.g. runway maintenance); • requirements and processes for safe aerodrome operational services, regardless of

³ Implementing measures 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 collocated at certified aerodromes will be done at a later stage. Until these implementing rules are in place, the respective national regulations will be applicable, to the extent they do not conflict with applicable community rules.

⁴ Please note that the requirements for aerodrome equipment, as well as for the oversight over designers and producers of safety-critical aerodrome equipment will follow at a later stage possibly jointly with the work to be done for specific ATM systems and constituents.

whether the aerodrome operator or a third party is providing them (e.g. Rescue and Fire Fighting Services);

- requirements for the safety of aircraft-related ground operations provided on the movement area (e.g. movement of vehicles);
- requirements on the physical and mental fitness of rescue and fire fighting personnel, which may be incorporated into the subpart OR.ADR to be developed under task ADR.001.

These requirements will detail the essential requirements for aerodromes (Annex Va, chapter B - Operations and Management) and transpose the relevant provisions of ICAO Annex 14 into the European legal system:

- Chapter 2 on Aerodrome Data provision⁵;
- Chapter 9⁶ on Aerodrome Operational Services, Equipment and Installations;
- Chapter 10 on Aerodrome Maintenance;

Furthermore, the IRs, AMC as well as GM on aerodrome operations will:

- reflect the state of the art in the field of aerodromes and take into account the applicable ICAO Standards and Recommended Practices;
- define in collaboration with group ADR.001 the aerodrome operational services, and detail the related competences, procedures and obligations of the provider of those services⁷;
- integrate the relevant to aerodrome operations guidance material contained in the above-mentioned Reference Documents;
- ensure that all relevant recommendations for the prevention of runway incursions are addressed;
- give high-level responsibilities of the aerodrome operator for the installation and calibration of immovable aerodrome equipment on site;
- integrate best practices from among the EASA Member States or other regulatory systems (e.g. FAA and TCCA);
- be clearly distinguished from the implementing measures concerning aerodrome operators organisations that are to be developed under rulemaking task ADR.001;
- be proportionate to the size, traffic, category and complexity of the aerodrome and nature and volume of operations thereon.
- allow for immediate reaction to established causes of accidents and serious incidents.

3.3 Elements to be considered

In addition the following should be considered:

- In due time, interfaces between the regulatory materials to be developed under the planned EASA rulemaking tasks on aerodrome equipment and ATM systems and constituents as well as on data quality need to be managed;
- Any recommendation developed by ICAO Panels for amending relevant ICAO SARPs, PANS and guidance material.

⁵ Aerodrome Data related provisions need to be also looked at by the task ADR.003 on requirements for aerodrome design.

⁶ Apart from the provisions contained in 9.9 to 9.11, which will be dealt with under ADR.003.

⁷ Please note that the Agency will not yet start working on apron management/control services but later on will initiate a joint group with ATM and aerodrome experts.

4. Specific tasks and interface issues (Deliverables):

Under ADR.002 a) the development of an Opinion, containing draft IRs for a Commission regulation. Under ADR.002 b) decision(s) of the Executive Director of the Agency containing AMC and GM. All of these will be developed following the EASA rulemaking procedure:

EASA Deliverables:

1. Opinion on IR for the requirements necessary for the safety of aerodrome operations and safe aircraft operations at aerodromes;
2. Draft decisions of the EASA Executive Director for the AMCs and GM accompanying the proposed IR in the opinion above.
3. Matrices, stating the source and justification of each regulatory provision, which shall include any cross reference to the ER's in the amended BR, the ICAO SARP's and any applicable Community legislation. In particular, any proposed change to and non use of any of the above provisions shall be justified and presented in said matrices.

The outputs of this task will be placed in an Annex to a new Commission Regulation to be called Part Aerodrome Operations (Part-ADR.OPS).

5. Working Methods (in addition to the applicable Agency procedures):

Use of a rulemaking group following EASA rulemaking procedure, with the Agency providing the secretariat and having the overall responsibility for the achievement of the task. The secretariat will coordinate, facilitate and propose text.

The rulemaking group composition will be defined based on the rulemaking procedure of the Agency and, in particular, will reflect the complexity of the related issues and will require the necessary expertise of the potentially affected stakeholders.

The experts involved in the work of the rulemaking group may be invited to participate in assessing the comments to be received on the Notice of Proposed Amendment (NPA), after the consultation with the public.

The rulemaking group might create sub-groups for specific topics with ad-hoc expertise invited, including expertise provided by the GASR. These sub-groups shall have a clear relationship and reporting line to the main rulemaking group.

Meetings of the rulemaking group(s) shall primarily be held at the Agency's premises, in Cologne.

6. Time scale, milestones:

Start of the work in 2010/Q3 (July 2010).

NPA for task ADR.002 a) and ADR.002 b) will be published in 2012/Q1 (January 2012).

Opinions on the IRs under ADR.002 a) will be issued eleven (11) months thereafter estimated in 2012/Q4 (December 2012).

Decisions on the associated AMC's and GM to be developed under task ADR.002 b) will be issued after the adoption of the IRs at the latest by 2013/Q4 (December 2013).