

Requirements for Apron Management Service Regulation (EU) 2020/1234

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EASA Webinar, 23 November 2021

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Overview of the RM process

- ToR of Rulemaking Group published on 20/07/2012
- Opinion 2013-24 published on 18/12/2013
- Opinion 02/2014 published on 24/09/2014
- However
 - Proposal not adopted due to unclear essential requirements in Reg (EC) 216/2008
 - No clear criteria for certification or declaration

Overview of the RM process

- Following the adoption of Reg(EU) 2018/1139
 - Revision of the draft regulation to align with Reg(EU) 2018/1139
 - Publication of Regulation (EU) 2020/1234 on 31/8/2020
 - Applicability: 20 March 2022

Requirements in Regulation (EU) 2018/1139

→ Definition

→ *'apron management service (AMS)' means a service provided to regulate the activities and the movement of aircraft and vehicles on an apron*

→ Article 37(2)

→ *Organisations responsible for the provision of groundhandling services and **AMS** at aerodromes **subject to the Regulation** shall **declare** their capability, and the availability to them of the means, to discharge the responsibilities associated with the services provided in compliance with the essential requirements referred to in Article 33.*

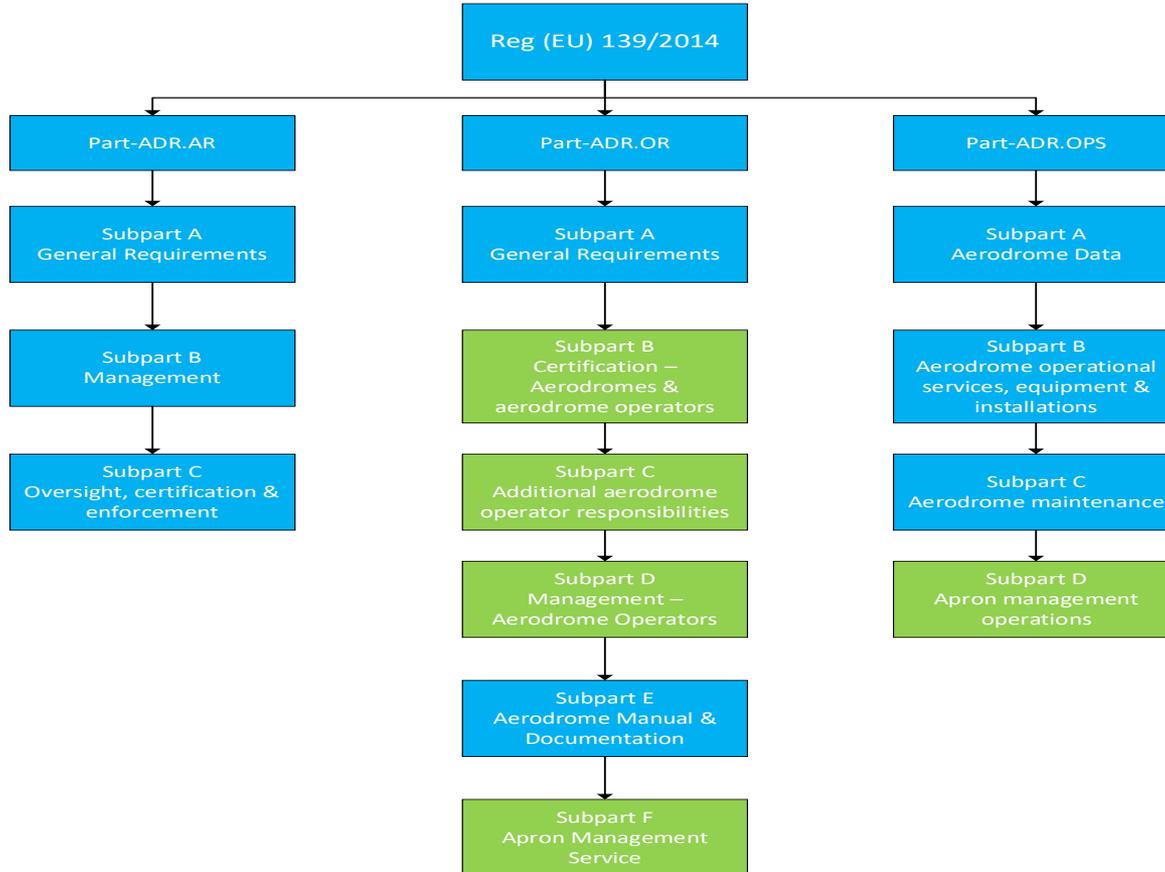
Essential Requirements

- *The AMS provider shall provide its services in accordance with the operating procedures included in the aerodrome manual*
- *As appropriate for the type of activity undertaken and the size of the organization, the AMS provider shall implement and maintain a management system, including safety management, to ensure compliance with the essential requirements set out in this Annex*
- *The AMS provider shall establish formal arrangements with the aerodrome operator and the air traffic services provider describing the scope of the services to be provided*

Essential Requirements

- The AMS provider **shall establish an occurrence reporting system** as part of the management system in order to contribute to the aim of continuous improvement of safety. Without prejudice to other reporting obligations, the provider **shall transmit all occurrences to the reporting system of the aerodrome operator, and, if relevant, to that of the air traffic services provider**
- The AMS provider **shall participate in the safety programmes established by the aerodrome operator**

Structure of Regulation (EU) No 139/2014



Authority Requirements

Part-ADR.AR

Part-ADR.AR.A

→ ***ADR.AR.A.001 Scope***

→ Expands to receiving of declarations and oversight of AMS providers

→ ***ADR.AR.A.005 Competent Authority***

→ Expands the role of the Competent Authority responsible for the certification and oversight of aerodromes

→ ***ADR.AR.A.010 Oversight documentation***

→ Expands the availability of oversight documentation to AMS providers

Part-ADR.AR.A

→ *ADR.AR.A.015 Means of compliance*

→ Expands to AMS providers

→ *ADR.AR.A.030 Immediate reaction to a safety problem*

→ Expands to AMS providers

→ Measures notified to AMS providers must also be notified to the aerodrome operator where the service is provided

→ *ADR.AR.A.040 Safety directives*

→ Safety directives notified to ANS providers must also be notified to the operator of the aerodrome where the service is provided

Part-ADR.AR.B

→ *ADR.AR.B.005 Management system*

- Coordination between competent authorities of different Member States
- When
 - AMS provider operating in more than one State
- AMC/GM to ADR.AR.B.005 have been updated to include AMS

Part-ADR.AR.C

→ *ADR.AR.C.005 Oversight*

→ Point (a)(2) change in the wording

→ *ADR.AR.C.010 Oversight programme*

→ Change in the wording in point (a)

→ Point (c) inclusion of AMS providers into the oversight programme

→ *ADR.AR.C.040 Changes*

→ Applies to aerodrome operators **only**

Part-ADR.AR.C

→ *ADR.AR.C.050 Declaration of organisations responsible for the provision of AMS and notification of change (revised)*

- Notifications for declarations and changes are sent to the Competent Authority
- The Competent Authority
 - Checks completeness of the information
 - If non-compliance is identified, AMS provider and aerodrome operator are notified
 - Inspection to verify the information, is possible
 - Actions may be taken
- The Competent Authority keeps a register of the declarations and notifications of changes

Part-ADR.AR.C

- *ADR.AR.C.055 Findings, observations, corrective actions and enforcement*
- Findings raised to AMS providers are also notified to the aerodrome operator where the service is provided.

Organisation Requirements

Part-ADR.OR

Part ADR.OR.A

→ No changes in this part

Part ADR.OR.B

- Refers to the certification of the aerodrome and the aerodrome operator only
- ***ADR.OR.B.060 Declaration of providers of apron management services***
 - Moved to Part-ADR.OR.F and content updated
- ***ADR.OR.B.070 Termination of the provision of apron management service***
 - Aerodrome operator
 - Takes measures to mitigate the risk from the termination of AMS
 - Publish the information through the AIS

Part ADR.OR.C

- Applicable to aerodrome operator only
- References to AMS providers have been removed

Part ADR.OR.D

- Applicable to the aerodrome operator only
- No changes

Part ADR.OR.E

- No changes
- Procedures for apron management and apron safety are already included in the structure of the aerodrome manual

Part ADR.OR.F

→ To whom it applies

- Organisations providing guidance to aircraft and are **different** from the aerodrome operator and the air traffic services provider
- For aerodrome operators and air traffic services providers
 - Notify the Competent Authority
 - Revise Safety Policy to include AMS
 - Submit to the Competent Authority the training programme of the personnel intended to be used for the provision of the service

Part ADR.OR.F

→ *ADR.OR.F.001 Responsibilities*

- The service is provided in accordance with
 - Reg(EU) 2018/1139 and Reg(EU) 139/2014
 - Declaration
 - Operating procedures included in the aerodrome manual
 - The Management Manual of the AMS provider
 - Any other manual used for the provision of the service

Part ADR.OR.F

→ ***ADR.OR.F.005 Declaration***

- Must be submitted at least 2 months before the start of the provision of the service
- Content
 - the name of the organisation responsible for the provision of AMS
 - contact details of the organisation responsible for the provision of AMS
 - name and contact details of the accountable manager
 - the name(s) of the aerodrome(s) in the Member State where the service will be provided
 - a list of aerodromes located in other Member States where the service is provided
 - the date of the intended start of the provision of the apron management service

Part ADR.OR.F

→ *ADR.OR.F.005 Declaration (contd)*

→ Content (contd)

- a statement that confirms that it has established formal arrangements with the aerodrome operator and the air traffic service provider at the aerodrome where it intends to provide the apron management service
- a statement that confirms that it has developed a safety policy and will apply that policy during the provision of the service covered by the declaration
- A statement that confirms that the organization complies and continues to comply with the applicable requirements during the provision of the service

Part ADR.OR.F

→ *ADR.OR.F.010 Continued validity of the declaration*

→ Conditions

- compliance with the regulatory requirements including the handling of findings
- the Competent Authority is granted access to the organization, in order to ensure continuous compliance
- the declaration has not been withdrawn by the AMS provider or the Competent Authority has not notified the AMS provider to cease operations covered by the declaration

Part ADR.OR.F

→ *ADR.OR.F.015 Start of the provision of AMS*

→ Conditions

- Declaration is received by the Competent Authority
- Formal arrangements with the aerodrome operator and the air traffic services provider have been established
- Evidence are provided that personnel have completed the required initial and unit training

Part ADR.OR.F

→ *ADR.OR.F.020 Termination of the provision of AMS*

→ Actions by the AMS provider

→ notify the aerodrome operator and the Competent Authority

→ submit to the Competent Authority an amended declaration or request de-registration of the declaration

Part ADR.OR.F

→ *ADR.OR.F.025 Changes*

- Changes requiring notification
 - Information included in the declaration
 - Training programme
 - Management system manual
- Coordinated with the aerodrome operator
- Notified without undue delay to the Competent Authority and if necessary submit a new declaration
- Provide the Competent Authority with the documentation supporting the change

Part ADR.OR.F

→ **ADR.OR.F.030 Access**

→ Allow the Competent Authority

→ access to facilities, documents, records, data, procedures or any other material relevant to the activity

→ to perform or witness any action, inspection, test, assessment or exercise

→ **ADR.OR.F.035 Findings and corrective action**

→ Response to findings

→ identification of the root-cause

→ corrective action plan

→ demonstrate to the Competent Authority the implementation of the corrective action plan

→ Actions are coordinated with the aerodrome operator, where necessary

Part ADR.OR.F

- ***ADR.OR.F.040 Immediate reaction to a safety problem – safety directives***
 - obligation to implement
 - coordination with the aerodrome operator and air traffic services, where necessary
- ***ADR.OR.F.045 Management system***
 - similar to the aerodrome operator
 - processes are coordinated with the aerodrome operator and air traffic services

Part ADR.OR.F

→ ***ADR.OR.F.050 Reporting of malfunctions of systems***

- Competent Authority
- Design organization of the system/equipment

→ ***ADR.OR.F.055 Safety Reporting System***

- Establishment and implementation of a safety reporting system
- Used for mandatory and voluntary reports
- Protection of the identity of the reporter
- Transmission of reports to the aerodrome operator and or ATS if relevant
- Analysis and assessment of the reports
- Participation in the investigation of the reports

Part ADR.OR.F

→ ***ADR.OR.F.060 Safety programmes***

- Obligation to participate in the safety programmes of the ADR operator

→ ***ADR.OR.F.065 Personnel requirements***

- Accountable manager
- Operations manager
- Safety manager
- Sufficient number of personnel
- For aerodrome operators and ATS providers it can be included in the existing functions

Part ADR.OR.F

- ***ADR.OR.F.075 Use of alcohol, psychoactive substances and medicines***
 - Follow the procedures of the aerodrome operator
- ***ADR.OR.F.080 Record keeping***
 - Records are kept for 5 years, except:
 - Current declaration as long as it is valid
 - Written arrangements with other organisations, as long as they are in effect
 - Safety assessments reports of systems, procedures, activities, as long as they are in effect
 - Personnel records
 - At least 4 years after the end of the employment or
 - Until the area has been audited by the Competent Authority
 - Keeping of hazard register

Part ADR.OR.F

→ *ADR.OR.F.085 Formal arrangement with the aerodrome operator*

- Arrangement must be concluded before the start of operations
- Content
 - Duration
 - Definition of the area where AMS will be provided
 - List of services
 - Methods of exchanging operational information

Part ADR.OR.F

→ *ADR.OR.F.090 Formal arrangement with the ATS provider*

- Arrangement must be concluded before the start of operations
- Content
 - Duration
 - Scope of services, including coordination of start-up clearances, taxi and push-back of aircraft
 - Handover points
 - Methods of exchanging operational information

Part ADR.OR.F

→ *ADR.OR.F.095 Management System Manual*

- Accessible to personnel
- Amendments and revisions to be coordinated with the aerodrome operator and submitted to the Competent Authority before the effective date
- Review of the manual
- Incorporation of amendments requested by the Competent Authority
- Notification of changes to other relevant organisations
- Signed by the accountable manager
- Keep at least one complete and current copy at the aerodrome

Part ADR.OR.F

→ *ADR.OR.F.095 Management System Manual*

→ Content

→ General part

→ Management system and qualification requirements

→ For aerodrome operator and ATS provider who provide AMS exclusively or partially, the information needs to be included in their manual

Part ADR.OR.F

→ *ADR.OR.F.100 Documentation*

- Availability of parts of the aerodrome manual related to AMS to its personnel
- Make available any other documentation required by the Competent Authority
- Dissemination of operational instructions and other information without delay

Operations Requirements

Part-ADR.OPS

Part ADR.OPS.D

→ ***ADR.OPS.D.001 Apron management safety related activities***

- Responsibility of the ADR operator for means and procedures to:
 - Regulate movement with the objective of preventing collisions between aircraft, and between aircraft and objects
 - Regulate entry of aircraft into, and coordinate exit of aircraft from the apron with ATS provider
 - Safe and expeditious movement of vehicles
 - Appropriate regulation of
 - Aircraft stand allocation
 - Marshalling
 - Aircraft arrival/departure procedure to/from the stand
 - Aircraft refuelling
 - Jet blast precautions and engine tests
 - Start-up clearances and taxi instructions
- Responsibilities may be re-allocated to other organisations and include the allocation in the aerodrome manual

Part ADR.OPS.D

→ *ADR.OPS.D.005 Apron boundaries*

- Established in coordination with ATS and published in the AIP
- Considerations
 - Aerodrome layout
 - Runway and taxiway configuration and method of operation
 - Traffic density
 - Weather conditions
 - Operational procedures

Part ADR.OPS.D

→ *ADR.OPS.D.010 Coordination of aircraft entry to/exit from the apron*

- Required when the apron is not managed by the ATS provider
- What is required
 - Handover points between AMS and ATS (to be published in the AIP)
 - Designated air-ground communication facilities (to be published in the AIP)
 - Holding areas for arriving aircraft when aircraft stands are not available

Part ADR.OPS.D

- ***ADR.OPS.D.015 Management of aircraft movement on the apron***
 - Provision of instructions on the routes to be followed
 - Availability of adequate visual aids to identify the assigned route
 - Intended route is free of obstacles

Part ADR.OPS.D

→ *ADR.OPS.D.025 Aircraft stand allocation*

- Implementation of procedure to ensure that aircraft stand
 - Suitable for the aircraft type intended to be used;
 - Allocated aircraft stand is transmitted to AMS or ATS as appropriate
 - Communicated to the persons responsible for aircraft taxiing
- Parameters for stand allocation
 - Aircraft characteristics
 - Parking aids
 - Facilities serving the stand
 - Vicinity of infrastructure
 - Other parked aircraft in the neighboring stands
 - Aircraft stand dependencies

Part ADR.OPS.D

→ ***ADR.OPS.D.030 Marshalling of aircraft***

→ In accordance with Appendix 1 of SERA

→ ***ADR.OPS.D.035 Aircraft parking***

→ Monitoring of parking manoeuvre

→ Guidance is provided

→ If automated parking guidance system is used, is functioning properly

→ Alert flight crew for emergency stop

→ No persons, other than those required, are allowed to enter the stand before parking procedure is completed

→ Aircraft stand clear of FOD

Part ADR.OPS.D

→ *ADR.OPS.D.040 Aircraft departure from the stand*

- GSE and PBB, if applicable, are removed
- Exit route is free of FOD
- Vehicle movement on the stand and traffic on the adjacent roads have been ceased
- Only persons required for the departure of the aircraft are allowed in the stand

Part ADR.OPS.D

→ *ADR.OPS.D.045 Dissemination of information*

- Information on limitation of operations to apron users by the aerodrome operator
- Content
 - Type of the limitation
 - Duration of the limitation, if known
 - Mitigation measures to be applied
 - Operational impact
 - Availability and restriction of aircraft stands and fixed installation
 - Special parking procedures
 - Temporary changes of driving routes
 - Work in progress

Part ADR.OPS.D

→ *ADR.OPS.D.050 Alerting of emergency services*

- Establishment and implementation of procedure in the AEP
- Provision of appropriate means and facilities
- Content of the procedure
 - Contact details and means to alert emergency services
 - Information to be given
 - Location of the accident or incident
 - Nature of the accident or incident
 - Damages
 - Injuries to persons
 - Dangerous goods

Part ADR.OPS.D

→ *ADR.OPS.D.055 Jet blast precautions*

- Safety awareness by the aerodrome operator
- Parking and securing of vehicles at areas where jet blast effect is minimized
- Changes to apron layouts should consider the jet blast effect
- Jet blast sensitive places shall
 - Either an request for minimum thrust is published in the AIP; or
 - Take measures to minimize the risk

Part ADR.OPS.D

→ ***ADR.OPS.D.060 Aircraft refuelling***

- Establishment of a procedure
- The procedure is covering the basic safety precautions and does not interfere on how refuelling is done

→ ***ADR.OPS.D.065 Engine test***

- Engine test procedure to be established by the aerodrome operator
- Content
 - Person that has the authority to approve
 - Areas where engine tests can be conducted
 - Safety measures

Part ADR.OPS.D

→ ***ADR.OPS.D.070 High visibility clothing***

→ Obligation for all persons working on the movement area

→ ***ADR.OPS.D.075 Start-up clearances and taxi instructions***

→ Coordination between AMS and ATS provider

→ The procedure includes the following

→ Definition of the authority to issue start-up clearances

→ Means to inform each other for start-up clearances issued

→ Means to inform each other of push-back clearances and taxi instructions given

Part ADR.OPS.D

- **ADR.OPS.D.080 'FOLLOW ME' and marshalling training**
 - Conducted in accordance with ADR.OR.D.017
 - Proficiency checks
 - Every 12 months
- **ADR.OPS.D.085 Training of personnel providing taxi instructions to aircraft through R/T**
 - In accordance with ADR.OR.D.017
 - Initial training is followed by unit training
 - Recurrent training every 12 months
 - Refresher training for absences of more than 12 months
 - Proficiency checks every 12 months
 - Language proficiency as ADR.OPS.B.029

Questions

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