



European Aviation Safety Agency

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**

NPA 2011-20 (B.I) — Draft Implementing Rules

COMMISSION OF THE EUROPEAN COMMUNITIES

Brussels, ...
C

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)

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 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

¹ OJ L 79, 13.3.2008, p. 1.

² OJ L 309, 24.11.2009, p. 51.

COVER REGULATION

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 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.

COVER REGULATION

- (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 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) 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) 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

1. This Regulation and its Annexes lay down detailed rules for the uniform implementation of Regulation (EC) No 216/2008 and its Implementing Rules in the area of aerodromes.
2. This Regulation and its Annexes also lay down detailed rules on the conditions:
 - (a) for establishing and notifying to the applicant the certification basis applicable to an aerodrome;
 - (b) 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;

COVER REGULATION

- (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 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.

'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 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 equipment' shall mean 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.

'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.

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

'Aircraft stand taxilane' 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.

'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.

'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. 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;

COVER REGULATION

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' 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.

'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.

'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.

'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.

COVER REGULATION

'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
- 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.

'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).

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

'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.

'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.

'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 taxiway,
- 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*, including the

TE.RPRO.00034-002© European Aviation Safety Agency. All rights reserved.

Proprietary document. Copies are not controlled. Confirm revision status through the EASA-Internet/Intranet.

Supplement and any Addenda, approved and published by the International Civil Aviation Organisation.

'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. Member States shall designate one or more entities as the competent authority(ies) within that Member State with the necessary powers and responsibilities for the certification and oversight of aerodromes and aerodrome operators, and providers of apron management services, subject to Regulation (EC) No 216/2008.

The 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 and such organisations. Member States shall ensure that competent authorities exercise their powers impartially and transparently.

2. If a Member State designates more than one entity as competent authority:
 - (a) the areas of competence of each 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.
3. Member States shall ensure that the competent authority(ies) has(ve) the necessary capability to ensure the oversight of all aerodromes, aerodrome operators, and providers of apron management services subject to their oversight programme, including sufficient resources to fulfil the requirements of this Regulation.
4. Member States shall ensure that competent authority personnel do not perform oversight activities when there is evidence that this could result directly or indirectly in a conflict of interest
5. Personnel authorised by the 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 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.
6. The tasks under paragraph 5 shall be carried out in compliance with the legal provisions of the relevant Member State.

Article 4

Notification to the Agency

Within three months after the coming into force of this Regulation, the competent authorities of the Member States shall notify 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

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, the Agency and other Member States of the exempted aerodromes. The notification to the Commission and Agency shall further include:
 - (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:
- (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 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 if the relevant traffic figures at that aerodrome are exceeded for three consecutive years.
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) 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 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.

COVER REGULATION

2. Before the end of the period specified in (1), the competent authority may issue certificates in accordance with this Regulation for such aerodromes and aerodrome operators, if:
 - (a) the competent authority has established the certification basis using the 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 operation which are different from the requirements in accordance to which the national certificate was issued.
3. The 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 may, until 31 December 2019, 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 nor qualify as a case of special condition under ADR.AR.C.020 of Annex I; 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 shall compile the evidence supporting the conditions above in a document. This document shall not form part of the certification basis. The competent authority shall specify the period of acceptance of such deviations and inform the Agency of all such documents it has issued.
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 for their continued validity and justification, as appropriate. This document shall be amended as necessary.

Article 8

Obstacles — Objects

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

Article 9

Sources of lights

1. 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.
2. Member States shall ensure that the competent authority and the aerodrome operators are consulted when such sources of light or dazzle that may confuse air navigation, endanger safety or adversely affect the operation of an aerodrome are proposed in the vicinity of the aerodrome.

Article 10

Land use planning

Member States shall ensure that the competent authority and the aerodrome operators are consulted when developments, activities, or changes in the land use in the vicinity of an aerodrome are proposed.

Article 11

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 when the Implementing Rules regarding the provision of apron management services shall be in effect. 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 be in effect.
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 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 aerodrome operators shall be certified and overseen by the designated competent authority of the Member State in which the aerodrome is located.

ADR.AR.A.010 — Oversight documentation *REV*

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
- (b) 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 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.

ANNEX I — Part-AR

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

- (d) The competent authority shall evaluate the alternative means of compliance proposed by an aerodrome operator for a given aerodrome, 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.

When the 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 of the applicant accordingly;
 - (2) notify the Agency of their content, including copies of the relevant documentation;
 - (3) inform other Member States about alternative means of compliance that were accepted.
- (e) When the 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 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 shall without undue delay notify the Agency in case of any problems with the implementation of Regulation (EC) No 216/2008 and its Implementing Rules.
- (b) The 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}

TE.RPRO.00034-002© European Aviation Safety Agency. All rights reserved.

Proprietary document. Copies are not controlled. Confirm revision status through the EASA-Internet/Intranet.

ANNEX I — Part-AR

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

- (a) Without prejudice to Directive 2003/42/EC³, the 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 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 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 shall also notify those measures to the Agency and, when combined action is required, the other Member States concerned.

ADR.AR.A.040 — Safety directives

- (a) The 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 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 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 shall forward a copy of the safety directive to the Agency.

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).

- (d) The competent authority shall verify the compliance of aerodrome operators and providers of apron management services with the applicable safety directives.

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

- (a) The 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 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 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 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 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.

ADR.AR.B.010 — Allocation of tasks *REV*

- (a) When allocating a task related to the initial certification or continuing oversight of aerodromes and their operators or providers or apron management services subject to Regulation (EC) No 216/2008 and its Implementing Rules to a natural or legal person, 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
 - (iv) compliance 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.
 - (2) established a documented agreement with the natural or legal person, approved by both parties at the appropriate management level, which clearly defines:
 - (i) the tasks to be performed,
 - (ii) the declarations, reports and records to be provided,
 - (iii) the technical conditions to be met in performing such tasks,
 - (iv) the related liability coverage, and
 - (v) the protection given to information acquired in carrying out such tasks.
- (b) The competent authority shall ensure that the internal audit process required by ADR.AR.B.005(a)(4) covers all certification of continuing oversight tasks performed on its behalf.

ADR.AR.B.015 — Changes to the management system *REV*

- (a) The 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 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 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.

ADR.AR.B.020 — Record-keeping *REV*

- (a) The 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, 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 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 itself;
 - (7) findings, corrective actions and date of action closure;
 - (8) enforcement measures taken;
 - (9) safety information and follow-up measures; and
 - (10) the use of flexibility provisions in accordance with Article 14 of Regulation (EC) No 216/2008.
- (b) The competent authority shall maintain a list of all certificates it issued and declarations it received.
- (c) Records related to the:
- (1) certification of an aerodrome and an aerodrome operator shall be kept for the lifespan of the certificate;
 - (2) training and qualifications of the personnel of the competent authority shall be kept until the end of their employment.
- (d) All records related to oversight activities and enforcement actions shall be kept for a minimum period of five years, subject to applicable data protection law.

ANNEX I — Part-AR

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

- (a) The 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.

ADR.AR.C.010 — Oversight programme *REV*

- (a) The competent authority shall establish and maintain an oversight programme covering the oversight activities required by ADR.AR.C.005.
- (b) 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 activities and shall be based on the assessment of the associated risks. It shall include within each oversight planning cycle, meetings, audits and inspections, including unannounced inspections, as appropriate.
- (c) For each aerodrome and its operator an oversight planning cycle not exceeding 48 months shall be applied.
- (d) For providers of apron management services declaring their activity to the competent authority, the oversight programme shall be developed taking into

ANNEX I — Part-AR

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

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.

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

ADR.AR.C.015 — Initiation of certification process *REV*

- (a) Upon receiving an application for the initial issue 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, it shall assess the application and notify the applicant of:
 - (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.
- (c) In case of an existing aerodrome, the competent 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 authority shall conclude the certification within the shortest of time period practicable.

ADR.AR.C.020 — Certification basis *REV*

The certification basis to be notified to an applicant by the competent authority shall consist of:

- (a) the applicable 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 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;
- (c) any special condition in accordance with ADR.AR.C.025.

ADR.AR.C.025 — Special conditions *REV*

TE.RPRO.00034-002© European Aviation Safety Agency. All rights reserved.

Proprietary document. Copies are not controlled. Confirm revision status through the EASA-Internet/Intranet.

ANNEX I — Part-AR

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

- (a) The competent authority shall prescribe special detailed technical specifications, named special conditions, for an aerodrome, if the related 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 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, 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:
- (1) it has approved the aerodrome manual submitted by the aerodrome operator; and
 - (2) the aerodrome operator has demonstrated, to the satisfaction of the competent authority, compliance with the elements required in ADR.OR.B.025.
- (b) The competent authority may require any inspection, test, safety assessment, or exercise it finds necessary before issuing the certificate.
- (c) 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) 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.
- (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 approval attached to the certificate.

ANNEX I — Part-AR

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

- (f) 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.
- (g) To enable an aerodrome operator to implement changes without prior competent authority approval in accordance with ADR.OR.B.040, the 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 shall assess the application and notify the aerodrome operator of:
 - (1) the applicable 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 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 finds is necessary;
- (b) The competent authority shall approve the change when:
 - (1) it has approved any changes to the aerodrome manual, submitted by the aerodrome operator; and
 - (2) the aerodrome operator has demonstrated, to the satisfaction of the competent authority, compliance with the elements required in ADR.OR.B.40.
- (c) If the approved change affects the terms of approval of the certificate, the competent authority shall amend the certificate.
- (d) The competent authority shall prescribe the conditions under which the aerodrome operator shall operate during the change, unless the competent authority determines that the certificate needs to be suspended.
- (e) Without prejudice to any additional enforcement measures, when the aerodrome operator implements changes requiring prior approval without

ANNEX I — Part-AR

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

having received competent authority approval as defined in (a), the competent authority shall suspend, limit or revoke the certificate.

- (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 to verify compliance with the Certification Specifications issued by the Agency and the applicable requirements, as appropriate. 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

ANNEX I — Part-AR

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

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 shall notify the provider of apron management services and the aerodrome operator about the non-compliance and request further information. If required, the 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 shall take action as defined in ADR.AR.C.055.

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

- (a) The competent authority shall have a system to analyse findings for their safety significance.
- (b) A level 1 finding shall be issued by the 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 or the provider's of apron management services procedures and manuals, with the terms of an approval 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 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 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 approval of a 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 shall, without prejudice to any additional action required

ANNEX I — Part-AR

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

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 shall take immediate and appropriate action to prohibit or limit activities, and if appropriate, it shall take action to revoke the certificate or to limit or suspend it in whole or in part, depending upon the extent of the finding, until successful corrective action has been taken by the aerodrome operator or the provider of apron management services.
 - (2) In the case of level 2 findings, the 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, 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.
- (f) 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.
- (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.

ANNEX I — Part-AR

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

- (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 <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:	
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:	

EASA FORM UUUUU Issue 1

⁶ Delete for non-EU Member States.

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.

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:	

EASA FORM ZZZZ Issue 1

¹² Delete for non-EU Member States.

ANNEX II — Part-OR

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

ANNEX II

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

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

ADR.OR.A.005 — Scope

This Part establishes the requirements to be followed by an aerodrome operator subject to Regulation (EC) No 216/2008 with respect to its certification, management, manuals and other responsibilities.

ADR.OR.A.010 — Competent authority

For the purpose of this Part, the 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 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 Implementing Rules.

ANNEX II — Part-OR

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

The aerodrome operator 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 apron management services are provided by the aerodrome operator itself, a provider of such services shall notify the competent authority when it uses alternative means of compliance to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules. Such notification shall 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 to commencing the operation of an aerodrome, the aerodrome operator shall obtain a certificate issued by the 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.
- (b) An applicant shall provide 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,
 - (ii) the type of operations at the aerodrome, and
 - (iii) the design and facilities of the aerodrome;
 - (3) the proposed applicable Certification Specifications and 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;

ANNEX II — Part-OR

SUBPART B — CERTIFICATION (ADR.OR.B)

- (4) adequacy of resources to operate the aerodrome in accordance with the applicable requirements;
 - (5) document showing the relationship of the applicant with the aerodrome owner and/or the land owner;
 - (6) the name of the accountable manager;
 - (7) the names of the nominated persons required by ADR.OR.D.015, together with their qualifications and experience; and
 - (8) a copy of the aerodrome manual required by ADR.OR.E.005;
- c) If found appropriate by 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}

- (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 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 surfaces and other surfaces have no features or characteristics making it unsafe for operation;
 - (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 inspection and test records, 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 and privileges of the certificate holder

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

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

- (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.040 — Changes ^{REV}

- (a) Any change affecting:
- (1) the terms of approval of the certificate; or
 - (2) any of the elements of the operator's management system as required in ADR.OR.D.005 (b)(1), (b)(3), (b)(4), (b)(6) and (b)(7); or
 - (3) 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.

ANNEX II — Part-OR

SUBPART B — CERTIFICATION (ADR.OR.B)

- (b) For any changes requiring prior approval in accordance with Regulation (EC) No 216/2008 and its Implementing Rules, the operator shall apply for and obtain an approval issued by the competent authority. The application 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 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 operator shall operate under the conditions prescribed by the competent authority during such changes, as applicable.

- (c) All changes not requiring prior approval shall be managed and notified to the competent authority as defined in the procedure approved by the competent authority in accordance with ADR.AR.C.035(g).
- (d) The aerodrome operator shall provide the competent authority with the relevant documentation in accordance with ADR.OR.B.045 and ADR.OR.E.005.

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

- (a) 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 parties, in a transparent and systematic way, where they are affected by the assumptions and mitigations.
- (b) An aerodrome operator shall ensure that the scope of the change under assessment comprises the whole aerodrome system and the interactions of its elements.
- (c) An aerodrome operator shall ensure that complete and valid arguments and evidence are established and documented to support the safety assessment.
- (d) An aerodrome operator shall determine the safety acceptability of a change using specific safety criteria, where each criterion is expressed in terms of safety risk or other measures that relate to safety.

The aerodrome operator shall ensure that the safety criteria are justified for the specific change, taking into account the type of change, and support the improvement of safety whenever reasonably practicable.

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

An aerodrome operator, following an amendment of the Certification Specifications established by the Agency, shall:

- (a) perform a review to identify any 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 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, using the form established in Appendix II to this Part;
 - (2) provide the competent authority with a list of the alternative means of compliance used, in accordance with ADR.OR.A.015(c);

- (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 early 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.

ANNEX II — Part-OR

SUBPART C — ADDITIONAL OPERATOR
RESPONSIBILITIES (ADR.OR.C)**SUBPART C — ADDITIONAL OPERATOR RESPONSIBILITIES (ADR.OR.C)****ADR.OR.C.005 — 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 services 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;
 - (5) design and maintenance of the flight procedures;
 - (6) ground handling services;
 - (7) security services;
- unless such services are provided directly by the aerodrome operator itself.
- (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.

ANNEX II — Part-OR

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.

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;
- (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).

ANNEX II — Part-OR

SUBPART C — ADDITIONAL OPERATOR
RESPONSIBILITIES (ADR.OR.C)**ADR.OR.C.025 — Immediate reaction to a safety problem — 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 ensure that no person:

- (a) smokes within the movement area of the aerodrome; or
- (b) displays an open flame or undertakes an activity within the movement area of the aerodrome that would create a fire hazard, unless authorised by the aerodrome operator.

ADR.OR.C.045 — Use of alcohol and illicit or prescribed substances *REV*

- (a) An aerodrome operator shall establish and promulgate a policy stating the requirements on consumption of alcohol and illicit or prescribed substances.
- (b) This policy shall include the requirements that persons undertaking duties on the aerodrome which may have an impact on safety shall:
 - (1) not consume alcohol during their duty period; and
 - (2) not perform any duties under the influence:
 - (i) of alcohol, or
 - (ii) any illicit or prescribed substances 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*

- (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 the accountable manager;
 - (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 the aerodrome which may affect established processes, procedures and services,
 - (ii) describe the arrangements to ensure safety performance before implementing changes,
 - (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

ANNEX II — Part-OR

SUBPART D — MANAGEMENT (ADR.OR.D)

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 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 safety critical information, and explain 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 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.
 - (d) The aerodrome operator shall establish a function 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.
 - (e) 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.
 - (f) In the case that the aerodrome operator holds a certificate to provide air navigation services, it shall ensure that the management system covers the whole range of activities.

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

- (a) The aerodrome operator shall implement and maintain a quality management system covering its aeronautical data and aeronautical information provision activities.

ANNEX II — Part-OR

SUBPART D — MANAGEMENT (ADR.OR.D)

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

ADR.OR.D.010 — Contracted activities *REV*

- (a) Contracted activities include all activities within the aerodrome operator's scope of terms of approval that are performed by other organisations 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, the contracted organisation shall work under the approval and oversight of the aerodrome operator. The contracting organisation 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:
 - (1) a person for the management of the operational services and maintenance of the aerodrome; and
 - (2) 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.

- (c) 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) shall act independently of other

managers within the organisation and shall have direct access to the accountable manager and appropriate management for safety matters.

- (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.
- (e) The aerodrome operator shall maintain appropriate qualification and training records to show compliance with paragraph (d) above.
- (f) The aerodrome operator shall ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.
- (g) 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;
 - (4) 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*

- (a) The aerodrome operator shall ensure that adequate and appropriate facilities, including office accommodation and working space, 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 appropriate facilities, installations and equipment exist at the aerodrome:
 - (1) for the safe storage and handling of dangerous goods, in accordance with the Technical Instructions, transported through the aerodrome;
 - (2) for the storage and handling of aviation fuel.

ADR.OR.D.025 — Coordination with other relevant organisations *REV*

- (a) The aerodrome operator shall:
 - (1) 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;
 - (2) ensure that such organisations have adequate safety procedures in place to comply with the requirements laid down in the aerodrome manual;
 - (3) coordinate and document arrangements and responsibilities of other organisations operating or providing services at the aerodrome.
- (b) The aerodrome operator shall:
 - (1) develop, lead and implement programmes to promote safety and the exchange of safety-relevant information; and
 - (2) ensure that organisations mentioned in paragraph (a) are involved in such programmes.
- (c) 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.

ANNEX II — Part-OR

SUBPART D — MANAGEMENT (ADR.OR.D)

- (b) The aerodrome operator, in accordance with ADR.OR.D.005 (b) (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;
 - (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 the analysis of such reports and that any corrective 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 and ADR.OR.D.015.
- (b) The format of the records shall be specified in the aerodrome manual.
- (c) Records shall be stored in a manner that ensures protection of damage, alteration and theft.
- (d) Records shall be kept as follows:
- (1) the aerodrome certification basis, the alternative means of compliance and the current aerodrome or aerodrome operator certificate(s), for unlimited duration;

ANNEX II — Part-OR

SUBPART D — MANAGEMENT (ADR.OR.D)

- (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 end of their employment;
 - (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 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.

SUBPART E — AERODROME MANUAL (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.
- (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 ADR.OR.B.040(c) 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.

ANNEX II — Part-OR

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 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 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*

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 of the aerodrome manual shall be as follows:

- (a) Part A: General;
- (b) Part B: Aerodrome management, safety management system, qualification and training requirements;
- (c) Part C: Particulars of the aerodrome site;

ANNEX II — Part-OR

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

- (d) Part D: Particulars of the aerodrome required to be reported to the Aeronautical Information Service; and
- (e) 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:	
<input type="checkbox"/> Applicable requirements set out in Part-ADR.OPS on the provision of apron management services are documented and reflected in an operations manual.	
<input type="checkbox"/> 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).	
<input type="checkbox"/> The service is provided in accordance with the content of the relevant aerodrome manual.	
<input type="checkbox"/> Personnel of the apron management services provider have received the necessary initial training and receive recurrent training to ensure continuing competence.	
<input type="checkbox"/> (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:	
<input type="checkbox"/> 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

ANNEX III**PART — Operations Requirements — Aerodromes (Part-ADR.OPS)****SUBPART A — AERODROME DATA (ADR.OPS.A)****ADR.OPS.A.005 — Aeronautical data** *TXT*

The aerodrome operator shall:

- (1) determine, document and maintain data relevant to the aerodrome and available services;
- (2) provide data relevant to the aerodrome and available services to the users and the relevant Air Navigation Service providers, as appropriate.

ADR.OPS.A.010 — Data quality requirements *TXT*

- (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 aerodrome operator shall:
 - (1) monitor data relevant to the aerodrome and available services originating from the aerodrome operator and promulgated by the relevant ANS providers;
 - (2) notify the relevant Aeronautical Information Service (AIS) 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 providers when the published data is incorrect or inappropriate.

ADR-OPS.A.015 — Coordination between Aerodrome Operators, Aeronautical Information Services Providers and Air Navigation Service Providers ^{TXT}

- (a) The aerodrome operator shall make arrangements with the relevant ANS providers to report pre-flight and in-flight operational information with a minimum of delay. This shall include:
 - (1) Information on the status of certification of aerodromes and aerodrome conditions, disabled aircraft removal, rescue and fire-fighting and visual approach slope indicator systems;
 - (2) The operational status of associated facilities, services and navigational aids within their area of responsibility;
 - (3) 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 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.005 — Aerodrome emergency planning** *TXT*

The aerodrome operator shall establish an aerodrome emergency plan that:

- (1) is commensurate with the aircraft operations and other activities conducted at the aerodrome or in its vicinity;
- (2) provides for the coordination of all appropriate agencies in response to an emergency occurring at an aerodrome or in its vicinity;
- (3) 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 *TXT ADD*

(a) The aerodrome operator shall ensure that:

- (1) aerodrome rescue and fire-fighting equipment and services are provided;
- (2) adequate equipment, fire extinguishing agents and sufficient personnel are available in a timely manner;
- (3) rescue and fire-fighting personnel are properly trained, equipped and qualified to operate in the aerodrome environment;
- (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 aerodrome operator shall implement and maintain training and check programmes to ensure the continuing competence of rescue and fire-fighting personnel.

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** *TXT*

- (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 ANS 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 *TXT*

- (a) The aerodrome operator shall:
 - (1) assess the wildlife hazard on, and in the surrounding, of the aerodrome;
 - (2) establish means and procedures to minimise the risk of collisions between wildlife and aircraft;
 - (3) notify the competent authority if a wildlife assessment indicates conditions in the surroundings of the aerodrome conducive to a wildlife hazard problem.

ADR-OPS.B.025 — Operation of vehicles *TXT*

The aerodrome operator shall establish 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 *TXT*

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 means and procedures to mitigate risks to 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 means and procedures to mitigate risks to aerodrome operation in such conditions.

ADR-OPS.B.045 — Low visibility operations *ADD*

The aerodrome operator of aerodromes to be used under low visibility conditions shall establish and implement means and procedures to mitigate risks to aerodrome operations in such conditions.

ADR-OPS.B.050 — Operations in adverse weather conditions *ADD*

The aerodrome operator shall establish and implement means and procedures to mitigate risks to aerodrome operations in adverse weather conditions.

ADR-OPS.B.055 — Fuel quality *ADD*

The aerodrome operator shall ensure that organisations involved in storing and dispensing of fuel to aircraft have procedures to verify 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:
- (1) only trained and qualified persons are allowed unescorted access to the movement area;
 - (2) 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

ANNEX III — Part-OPS

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

deter the inadvertent or premeditated access of an unauthorised person onto a movement area and other operational areas of the aerodrome;

- (3) 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 ensure that aerodrome visual aids are provided and meet the required specifications.

ADR-OPS.B.070 — Aerodrome works safety *ADD*

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

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 in order to take appropriate action to mitigate the risk associated with penetration of obstacle limitation surfaces or other safeguarding surfaces;
 - (2) marking and lighting of obstacles in order to be able to take action as appropriate;
 - (3) hazards related to human activities and land use in order to take action as appropriate.
- (b) The aerodrome operator shall have procedures in place for mitigating the risks associated with obstacles, developments and other activities within the

ANNEX III — Part-OPS

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

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 *TXT*

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.

ADR-OPS.B.085 — Handling of hazardous materials *ADD*

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 C — AERODROME MAINTENANCE (ADR.OPS.C)

SUBPART C — AERODROME MAINTENANCE (ADR.OPS.C)**ADR-OPS.C.005 — General** *TXT*

The aerodrome operator shall establish 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.

ADR-OPS.C.010 — Pavements, other ground surfaces and drainage *TXT*

- (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) 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) the surface of a runway in order to prevent the formation of harmful irregularities;
 - (3) each paved runway in a condition so as to provide surface friction characteristics above the minimum friction level specified by the competent authority.

ADR-OPS.C.015 — Visual aids and electrical systems *TXT*

- (a) The aerodrome operator shall establish a system of corrective and preventive maintenance of visual aids to ensure lighting and marking system availability and reliability.