European Aviation Safety Agency — Rulemaking Directorate

Notice of Proposed Amendment 2013-24

Requirements for apron management services at aerodromes

RMT.0485 AND RMT.0465 — 18.12.2013

EXECUTIVE SUMMARY

This Notice of Proposed Amendment (NPA) proposes to amend Annexes II, III and IV to Commission Regulation (EU) No …/…. which lays down requirements and administrative procedures related to aerodromes, by introducing specific requirements for providers of apron management services. Apron Management Service is part of aerodrome operations, however, the Agency decided in the past to deal with this issue at a later stage, when the rest of the aerodrome rules have been developed. The existing rules structure remains unchanged where the requirements for the providers of apron management services have been inserted into the respective Annexes.

(a)   Changes to Annex II (Part ADR.AR) extends the procedures for the certification and oversight of aerodromes to the providers of apron management services. The aim is to build on the same principles used for aerodromes, allowing the Competent Authorities to follow a similar approach for providers of apron management services, ensuring a harmonised approach and minimising to the extent possible the administrative burden.

(b)   Changes to Annex III (Part ADR.OR) introduces the organisation requirements for providers of apron management services. Although the approach taken is similar to the one used for the aerodrome operators, there are some differences between these organisations, and it was necessary to handle these differences using a more simplified approach.

(c)   Changes to Annex IV (Part ADR.OPS) introduces a new Subpart D where operational procedures and training requirements are established, in order to implement ICAO Recommendations on the provision of apron management services. By introducing this Subpart, the whole Annex IV covers ICAO Annex 14, Chapter 9 requirements on aerodrome operational services.

The changes proposed allow the apron management services to be provided either by the aerodrome operator or by the air navigation service provider (or any subcontractor to them). The changes are expected to ensure compliance with ICAO SARPs on the provision of apron management services, maintain a uniform and high level of safety in the Member States and ensure a harmonised approach which will support the free movement of services within the Member States and reduce the administrative burden especially for those providers providing apron management services in different Member States.

Applicability		Process map	
Affected regulations and decisions:	Future Regulation on Aerodromes Future Decision on Aerodromes	Concept Paper:	No
		Terms of Reference:	20.07.2012
		Rulemaking group:	Yes
Affected stakeholders:	Competent Authorities	RIA type:	Light
	Aerodrome Operators	Technical consultation during NPA drafting:	No
	Air Traffic Services Providers		
	Providers of Apron Management Service	Duration of NPA consultation:	3 months
		Review group:	TBD
Driver/origin:	Legal obligation (Regulation (EC) 216/2008)	Focussed consultation:	TBD
		Publication date of the Opinion:	2014/Q2
Reference:	Article 8a(5) and 8a(2)(d) of Regulation (EC) 216/2008	Publication date of the Decision:	2015/Q2

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1. Procedural information

1.1. The rule development procedure

The European Aviation Safety Agency (hereinafter referred to as the 'Agency') developed this Notice of Proposed Amendment (NPA) in line with Regulation (EC) No 216/2008[1] (hereinafter referred to as the 'Basic Regulation') and the Rulemaking Procedure[2].

This rulemaking activity is included in the Agency's Rulemaking Programme 2014-2017 under RMT.0485 and RMT.0465.

The text of this NPA has been developed by the Agency based on the input of Rulemaking Group on RMT.0485 and RMT.0465. It is hereby submitted for consultation of all interested parties[3].

The process map on the title page contains the major milestones of this rulemaking activity to date and provides an outlook of the timescale of the next steps.

1.2. The structure of this NPA and related documents

The document is structured as follows:

Chapter 1: Procedural information related to the task.

Chapter 2: Explanatory Note on the core technical content.

Chapter 3: Proposed text for the new requirements.

Chapter 4: References to affected IR, AMC and GM.

Chapter 5: Appendices.

1.3. How to comment on this NPA

Please submit your comments using the automated **Comment-Response Tool (CRT)** available at **http://hub.easa.europa.eu/crt/**[4].

The deadline for submission of comments is **18 March 2014.**

1.4. The next steps in the procedure

Following the closing of the NPA public consultation period, the Agency will review all comments.

The outcome of the NPA public consultation will be reflected in the respective Comment-Response Document (CRD).

The Agency will publish the CRD with the Opinion/Decision.

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[1]   Regulation (EC) No 216/2008 of the European Parliament and 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/EC (OJ L 79, 19.3.2008, p. 1), as last amended by Commission Regulation (EU) No 6/2013 of 8 January 2013 (OJ L 4, 9.1.2013, p. 34).

[2]   The Agency is bound to follow a structured rulemaking process as required by Article 52(1) of the Basic Regulation. Such process has been adopted by the Agency's Management Board and is referred to as the 'Rulemaking Procedure'. See Management Board Decision concerning the procedure to be applied by the Agency for the issuing of Opinions, Certification Specifications and Guidance Material (Rulemaking Procedure), EASA MB Decision No 01-2012 of 13 March 2012.

[3]   In accordance with Article 52 of the Basic Regulation and Articles 5(3) and 6 of the Rulemaking Procedure.

[4]   In case of technical problems, please contact the CRT webmaster (crt@easa.europa.eu).

The Opinion contains proposed changes to EU regulations and it is addressed to the European Commission, which uses it as a technical basis to prepare a legislative proposal.

The Decision containing Acceptable Means of Compliance (AMC) and Guidance Material (GM) will be published by the Agency when the related Implementing Rule(s) are adopted by the Commission.

2. Explanatory Note

The Agency, under rulemaking tasks ADR.001, ADR.002 and ADR.003 developed Authority, Organisation and Operation Requirements for Aerodromes. At that time, the Agency decided to address the provision of apron management services at a separate rulemaking task following the completion of rulemaking tasks ADR.001, ADR.002 and ADR.003.

2.1. Overview of the issues to be addressed

The NPA proposes to amend the Annexes II 'Part Authority Requirements — Aerodromes', Annex III 'Part Organisation Requirements — Aerodromes' and Annex IV 'Part Operations Requirements — Aerodromes' of the future aerodrome rules which will be published in the Official Journal during the first months of 2014. The proposal is related to the provision of apron management services as required under Article 8a.2.(d) and (e) of the Basic Regulation.

For more detailed analysis of the issues addressed by this proposal, please refer to the RIA Section 4.1. 'Issues to be addressed'.

2.2. Objectives

The overall objectives of the EASA system are defined in Article 2 of the Basic Regulation. This proposal will contribute to the achievement of the overall objectives by addressing the issues outlined in Section 2 of this NPA.

The specific objective of RMT.0485 and RMT.0465 is to propose Implementing Rules together with the necessary AMC and GM for the following:

— operational requirements and processes for the provision of apron management services as follows:

- coordination and definition of responsibilities between the provider of apron management services and air traffic control services;

- definition of areas of responsibility between apron management services and air traffic control services;

- aircraft taxiing guidance;

- aircraft stand allocation;

- dissemination of information;

- availability of emergency services;

- apron discipline;

- aircraft parking/docking guidance, including marshalling service;

- leader van (Follow-Me) service; and

- radio communication procedures.

— revision of authority/organisation requirements for the providers of apron management services;

— training, qualification and checking requirements for apron management services personnel; and

— requirements for the facilities and equipment required for the provision of apron management services.

2.3. Summary of the Regulatory Impact Assessment (RIA)

2.3.1. Issues to be addressed

2.3.1.1 General

The provision of apron management services at aerodromes is part of aerodrome operations. There are many ways for the provision of these services. They can be provided by the aerodrome operator, by the air traffic services, by a combination of these two, or by an independent third party.

Currently, the provision of apron management services are not harmonised across Europe. Some Member States have issued national regulations on apron management services, however, different approaches are followed.

The establishment of a dedicated unit to provide apron management services at an apron is not a requirement. This is a decision normally taken by the aerodrome operator based on various factors such as traffic density, complexity of apron, visibility conditions, etc. However, the proper function of the apron requires the establishment of procedures and an adequate level of training for personnel involved in apron management functions. Some of the procedures have already been addressed in ADR.OPS while the remaining are addressed under the current NPA.

The following issues will be addressed:

— Different certification schemes (when they exist) due to different ways to organise apron management from organisational point of view (dedicated unit or not, etc.);

— Different training requirements as there are no harmonised rules, not ensuring in this way a high and uniform level of safety across the Member States;

— Private organisations providing such services and willing to operate in several Member States might find a certain administrative burden due to the lack of harmonisation between Member States; and

— The lack of harmonised requirements (especially in the field of training) might prevent also staff mobility from one airport to another one inside or outside a country.

2.3.1.2 Safety risk assessment

Aprons normally are a very busy area where a lot of activities are taking place simultaneously. Although aircraft are moving at low speeds or even are stationary, the operation or servicing of aircraft in confined spaces could lead to incidents or accidents. Even if the probability of a catastrophic event is relatively low, there have been cases where aircraft were seriously damaged or people were seriously injured or perished.

2.3.1.3 Who is affected?

The following will be affected:

— Aerodrome operators;

— Air Traffic Services providers providing apron management services;

— Independent Apron management services providers;

— Competent Authorities; and

— Ground Handling Services providers.

2.3.1.4 How could the issue/problem evolve?

According to the Basic Regulation, the regulatory framework for the provision of apron management services should be established. The lack of implementation of this regulation would not allow a uniform application of apron management rules and would not facilitate the free movement of persons and services across the Member States.

2.3.2. Objectives

The objectives of this NPA are the following:

— To establish a regulatory framework for the certification and oversight of providers of apron management services with sufficient flexibility to cover the different types of apron management services providers;

— To establish the training requirements for persons involved in the provision of apron management services in view of a common approach of safety and ensuring staff mobility; and

— To establish common safe and cost-efficient operational requirements for the provision of apron management services.

2.3.3. Policy options

The following policy options have been identified:

Table 1: Selected policy options

Option No	Short title	Description
0	No action	Baseline option (no proposed rules).
1	Rulemaking action	A rulemaking action to achieve the specific objectives required under the Basic Regulation

Option 0 (no action) means that the provision of apron management services will be performed under the current national regulations, if established, resulting in different practices across the Member States.

Option 1 (rulemaking action) will establish common rules for the provision of apron management services, training and the certification and oversight by the Competent Authorities. The common rules will also facilitate the provision of these services by such organisations in different Member States without the need of additional certification requirements, allowing in that respect the free movement of services within the Member States.

Further details in the draft rules can be found here:

Issue	Rule Reference
Certification	ADR.AR.C.015 ADR.AR.C.035 ADR.OR.B.020
Training	ADR.OR.D.018 ADR.OPS.D.085
Operational requirements	ADR.OPS — Subpart D

2.3.4. Analysis of impacts

Option 0 'Do nothing' has a neutral impact on all criteria. No further details than the ones in the issue analysis are provided.

2.3.4.1 Safety impact

The proposed rules shall have a positive impact on safety. The provision of apron management services will be subject to certification/declaration and oversight by the Competent Authority ensuring that the implementing rules are followed. The minimum training requirements established under the proposed rules will also have a positive safety impact.

2.3.4.2 Environmental impact

No environmental impact is expected.

2.3.4.3 Social impact

The proposed rules could have a positive social impact. Personnel involved in the provision of apron management services, having completed the required training could work at various aerodromes without the repetition of the full training being necessary. This will also be very beneficial for the providers of apron management services since they do not have to invest resources (financial, human) for the retraining of these persons. A differences training could be adequate.

2.3.4.4 Economic impact

The proposed rules are not expected to impact significantly the aerodrome operators. If apron management services are provided by the aerodrome operators, the latter will normally include such services under their certificate, therefore, no additional effort is foreseen.

Certified Air Traffic Services providers, which at many aerodromes also provide aircraft guidance within the apron, are not expected to have a significant impact since the requirements are similar and considered to be covered under their respective certificate.

Independent Apron Management Service providers are expected to follow the certification or declaration process, depending on the decision taken by the Member State.

Training requirements have been formalised for persons providing verbal instructions to aircraft during taxiing as well as for marshallers and 'Follow-Me' drivers. The requirements are not expected to create additional burden to aerodrome operators and air traffic services providers since in most of the cases this training is already provided. However, marshaling services very often are assigned to ground handling services providers. In that case, the aerodrome operator has the additional burden to ensure that this type of training is provided according to the training plan.

For the Competent Authority, additional workload is expected for certifying and overseeing third parties providing apron management services. Otherwise, apron management services allocated to aerodrome operators or to the air traffic services providers will be part of the normal certification and oversight programme of the aerodrome operator or of the air traffic services provider.

Certified providers of apron management services are free to move from one Member State to another without the need to apply for a certificate due to mutual recognition of the certificates issued under the provisions of the proposed rules, reducing in that way the administrative and financial burden for certification on each aerodrome or each Member State This will also reduce the administrative burden for the certification by Competent Authorities, since certificates will be mutually recognised.

As a conclusion, no significant economic impact is expected with Option 1.

2.3.4.5 General aviation and proportionality issues

There isn't any impact foreseen for general aviation. It is also expected that small aerodromes will not have an impact since the provision of apron management services

may not be required due to the volume of traffic and the simple layout of these aerodromes.

2.3.4.6 Impact on 'Better Regulation' and harmonisation

The proposed rules are flexible allowing different solutions based on the specific aerodrome needs.

The rules will support a harmonised approach for the provisions of apron management services and will help the Member States to fulfil their obligations towards ICAO.

2.3.5. Comparison of options

Considering Option 0, the current situation with different national practices will remain in place, not allowing a harmonised and uniform approach across the Member States. The free movement of persons and services across the Member States will be subject to certain barriers increasing also the administrative burden for the Authorities and the apron management services providers.

Option 1 is the preferred option since it would remove all the existing barriers and ensure a harmonised and uniform approach.

2.4. Overview of the proposed amendments

The proposed amendments extend the Authority, Organisations and Operations requirements for aerodrome operators to apron management services providers. Although in EASA Opinion No 01/2013 the Agency included some provisions for apron management services providers, with the current Notice of Proposed Amendment these provisions are elaborated further. More specifically:

(a) Apart from the declaration process for apron management services providers which had already been included in EASA Opinion No 01/2013, the concept of the certification of these providers is introduced. The NPA contains these requirements both for the Competent Authority (Part ADR.AR) and the apron management services providers (Part ADR.OR). Furthermore, it introduces the cooperation between the Competent Authorities of the Member States for the oversight of those providers offering their services in more than one Member State.

(b) Organisation requirements for apron management services providers have been included in Part ADR.OR which are similar to the requirements of the aerodrome operators. The approach followed ensures that aerodrome operators intending to provide this service by themselves will be able to adapt their organisational structure to include apron management services smoothly.

(c) Training requirements for apron management staff have been introduced. Requirements have been developed for staff giving verbal instructions to aircraft through radio frequency, 'FOLLOW ME' vehicle operators and marshallers. It has to be noted that for staff giving verbal instructions to aircraft through radio frequency, the proposed training syllabus is similar to the one followed for air traffic controllers, in order to ensure a smooth transition from the manoeuvring area to the apron.

(d) Part ADR.OPS contains the operational requirements for aerodromes. However, the requirements included in EASA Opinion No 01/2013 do not contain specific requirements for apron management. The new Subpart D contains all these requirements for apron management and in that way completes the procedures required for aerodrome operation in total.

3. Proposed amendments

The text of the amendment is arranged to show deleted text, new or amended text as shown below:

(a)   deleted text is marked with ~~strike through~~;

(b)   new or amended text is highlighted in grey;

(c)   an ellipsis (…) indicates that the remaining text is unchanged in front of or following the reflected amendment.

3.1. Draft Regulation (Draft EASA Opinion)

Draft Opinion — amending Commission Regulation (EU) No XXX/2014 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 EUROPEAN COMMISSION,

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/EC ([5]), amended by Regulation (EC) No 1108/2009 of the European Parliament and of the Council of 21 October 2009 ([6]), and in particular Article 8a(5) and Article 8a(2)(d) thereof,

Whereas:

(1)   Commission Regulation (EU) No …/…. lays down detailed rules for aerodromes.

(2)   Apron management services are part of aerodrome operations.

(3)   That Regulation contains in Annex IV (Part ADR.OPS) operations requirements for aerodromes. It does not address requirements for apron management services at aerodromes and a need for their inclusion is required.

(4)   A provider of apron management services can provide services at aerodromes located in different Member States. It is necessary to ensure that certificates issued under the provisions of this Regulation are mutually recognised between Member States without additional administrative burden.

(5)   In order to ensure a smooth transition and a high uniform level of civil aviation safety in the European Union, implementing measures should reflect the state of the art including best practices in the provision of apron management services.

(6)   Implementing measures should also take into account the applicable International Civil Aviation Organization (hereinafter referred to as 'ICAO') Standards and Recommended Practices, thereby respecting ICAO's respective classification throughout the system of rules.

(7)   Implementing measures should finally take into account worldwide experience in the provision of apron management services and be proportionate to the size, traffic, category and complexity of the aerodromes where such services are provided.

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[5]   OJ L 79, 13.3.2008, p. 1.

[6]   OJ L 309, 24.11.2009, p. 51.

(8)   The measures provided for in this Regulation are based on the Opinion issued by the European Aviation Safety Agency in accordance with Articles 17(2)(b) and 19(1) of Regulation (EC) No 216/2008.

(9)   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

Annexes II, III and IV to Commission Regulation (EU) No …/…. are amended in accordance with Annex 1 to this Regulation.

Article 2

Conversion of certificates

1.   Certificates issued to providers of apron management services by the Competent Authority on the basis of national legislations shall remain valid until they are issued in accordance with this Article, or if no such certificates are issued, 31 December 2017.

2.   Before the end of the period specified in paragraph 1, the Competent Authority shall issue certificates or accept declarations for providers of apron management services if the provider of apron management services has demonstrated compliance with those requirements of Regulation (EC) No 216/2008 and its Implementing Rules which are applicable to its organisation and its operation.

Article 3

Entry into force and application

1.   This Regulation shall enter into force on the twentieth day following that of its publication in the *Official Journal of the European Union*.

2.   Annexes III and IV shall apply to providers of apron management services in accordance with Article 2 from the date of issuance of the certificate or the acceptance of the declaration.

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 1

Annex II (Part ADR.AR) to Commission Regulation (EU) No XXX/2014 is amended as follows:

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

ADR.AR.A.005   Competent Authority

(a)   The Competent Authority designated by the Member State in which an aerodrome is located, shall be responsible for the:

   (1)   certification and oversight of aerodromes and its aerodrome operators;

   (2)   certification and oversight of providers of apron management services having their principal place of operation in that Member State;

   (3)   registration of declarations from and oversight of providers of apron management services providing services at aerodromes located in that Member State.

(b)   When an apron management services provider provides services in more than one Member State, the Competent Authorities for oversight shall be both the Competent Authority who issued the certificate or registered the declaration and the Competent Authority responsible for the oversight of aerodrome related activities in the Member State where the services are provided.

ADR.AR.A.010   Oversight documentation

[...]

(b)   The Competent Authority shall make available legislative acts, standards, rules, technical publications and related documents to aerodrome operators, providers of apron management services and other interested parties to facilitate their compliance with the applicable requirements.

SUBPART B — MANAGEMENT (ADR.AR.B)

ADR.AR.B.005   Management system

[...]

(d)   The Competent Authority shall establish procedures for participation in a mutual exchange of all necessary information and assistance with other Competent Authorities concerned, including all findings raised and follow-up actions taken as a result of oversight of providers of apron management services exercising activities in the territory of a Member State, but certified or registered by the Competent Authority of another Member State.

ADR.AR.B.010   Allocation of tasks to qualified entities

(a)   If the Competent Authority decides to allocate ~~T~~tasks related to the initial certification or continuing oversight of persons or organisations subject to Regulation (EC) No 216/2008 and its Implementing Rules they shall be allocated ~~by Member States~~ only to qualified entities. [...]

ADR.AR.B.020   Record keeping

(a)   The Competent Authority shall establish a system of record keeping providing for adequate storage, accessibility and reliable traceability of:

   [...]

(5)   certification or declaration process and continuing oversight of providers of apron management services;

[...]

(c)   Records related to the certification of an aerodrome and an aerodrome operator, and the certification or declaration of a provider of apron management services shall be kept for the lifespan of the certificate or declaration, as appropriate.

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

ADR.AR.C.005   Oversight

(a)   The Competent Authority shall verify:

[...]

(2)   apron management services providers' compliance with the applicable requirements prior to the issue of a certificate;

(3)   (2)   continued compliance with the certification basis and applicable requirements of aerodromes and aerodrome operators or providers of apron management services subject to declaration obligation; and

(4)   implementation of appropriate safety measures in accordance with ADR.AR.A.030(c) and (d).

[...]

ADR.AR.C.010   Oversight programme

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

[...]

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

[...]

ADR.AR.C.015   Initiation of certification process

[...]

(b)   In case of an existing aerodrome or of a provider of apron management services that already provides services, the Competent Authority shall prescribe the conditions under which the aerodrome operator or the provider of apron management services shall operate during the certification period, unless the Competent Authority determines that the operation of the aerodrome or the provision of apron management services needs to be suspended. The Competent Authority shall inform the aerodrome operator and the provider of apron management services of the expected schedule for the certification process and conclude the certification within the shortest time period practicable.

(c)   In case of aerodrome certification, Tthe Competent Authority shall establish and notify the applicant of the certification basis in accordance with ADR.AR.C.020.

ADR.AR.C.035   Issuance of certificates

[...]

(b)   The Competent Authority shall issue either:

> (1) a single aerodrome certificate; or two separate certificates, one for the aerodrome and one for the aerodrome operator;
>
> (2) two separate certificates, one for the aerodrome and one for the aerodrome operator;
>
> (2) when applicable, a certificate for the provider of apron management services, as prescribed in Appendix I to this Part.

(c) The Competent Authority shall issue the certificate(s) prescribed in point (b) when the aerodrome operator or the provider of apron management services has demonstrated to the satisfaction of the Competent Authority compliance with ADR.OR.B.025 and ADR.OR.E.005 or ADR.OR.F.005 respectively.

(d) The certificate(s) referred to in paragraph (b)(1) shall be considered to include the aerodrome's certification basis, the aerodrome manual, and, if relevant, any other operating conditions or limitations prescribed by the Competent Authority and any Deviation Acceptance and Action Documents (DAAD).

(e) (d) The certificate referred to in paragraph (b)(2) shall be considered to include the operations manual and, if relevant, any other operating conditions or limitations prescribed by the Competent Authority.

(f) (e) The certificate(s) referred to in paragraphs (b)(1) and (b)(2) shall be issued for an unlimited duration. The privileges of the activities that the aerodrome operator or the provider of apron management services are approved to conduct, shall be specified in the terms of the relevant certificate(s).

[…]

(g) (h) To enable an aerodrome operator or a provider of apron management services to implement changes without prior approval of the Competent Authority in accordance with ADR.OR.B.040(d), the Competent Authority shall approve a procedure defining the scope of such changes and describing how such changes will be managed and notified.

ADR.AR.C.040   Changes

(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, iIf relevant, the Competent Authority shall notify the aerodrome operator of:

> [...]

(b) The Competent Authority shall approve the change when the aerodrome operator or the provider of apron management services has demonstrated, to the satisfaction of the Competent Authority, compliance with the requirements of inADR.OR.B.040 and, if applicable, with ADR.OR.E.005 or ADR.OR.F.005 respectively.

[...]

(d) The Competent Authority shall approve any conditions under which the aerodrome operator or the provider of apron management services shall operate during the change.

(e) Without prejudice to any additional enforcement measures, when the aerodrome operator or the provider of apron management services implements changes requiring prior approval without having received Competent Authority approval as defined in (a), the Competent Authority shall consider the need to suspend, limit or revoke the relevant certificates.

(f) For changes not requiring prior approval, the Competent Authority shall assess the information provided in the notification sent by the aerodrome operator or the provider of apron management services in accordance with ADR.OR.B.040(d) to verify their appropriate management and verify their compliance with the certification

specifications and other appropriate requirements applicable to the change. In case of any non-compliance, the Competent Authority shall:

(1) notify the aerodrome operator or the provider of apron management services about the non-compliance and request further changes; and

(2) in case of level 1 or level 2 findings, act in accordance with ADR.AR.C.055.

ADR.AR.C.050   Declarations of providers of apron management services

[….]

(c) The Competent Authority shall keep a register of the declarations of providers of apron management services under its oversight.

ADR.AR.C.055 Findings, observations, corrective actions and enforcement measures

[….]

(f) Any findings raised or observations made to a provider of apron management services shall be notified by the Competent Authority(-ies) to the aerodrome operator of the aerodrome, where such services are provided.

APPENDIX I

[MEMBER STATE]
A Member of the European Union

CERTIFICATE
Certificate reference: [STATE CODE): xxxx

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

[PROVIDER OF APRON MANAGEMENT SERVICES COMPANY AND ADDRESS]

is authorised to provide apron management services at [NAME OF THE AERODROME], in accordance with the provisions of Regulation (EC) No 216/2008 and its Implementing Rules and the operations manual.

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

Date of original issue:…………………………………………………………………………………………..

Revision No:…………………………………………………………………………………………………..
Signed:………
For the Competent Authority [COMPETENT AUTHORITY IDENTIFICATION]

ANNEX III

Part Organisation Requirements — Aerodrome Operators and Providers of Apron management services (Part ADR.OR)

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

ADR.OR.A.010   Competent Authority

(a)   For the purpose of this Part, the Competent Authority for aerodromes, aerodrome operators and providers of apron management services shall be the one designated by the Member State where the aerodrome is located.

(b)   For apron management services providers providing services in more than one Member State, the Competent Authorities for oversight shall be both the Competent Authority who issued the certificate or registered the declaration and the Competent Authority responsible for the oversight of aerodrome activities in the Member State where such services are provided.

SUBPART B — CERTIFICATION (ADR.OR.B)

ADR.OR.B.005   Certification obligations of aerodromes, and aerodrome operators and providers of apron management services

(a)   Prior to commencing the operation of an aerodrome or the provision of apron management services or when an exemption in accordance with Article 5 has been revoked, the aerodrome operator or the provider of apron management services shall obtain the applicable certificate(s) issued by the Competent Authority.

(b)   Providers of apron management services subject to declaration shall submit a declaration to the Competent Authority prior to commencing the provision of apron management services.

ADR.OR.B.015   Application for a certificate — aerodromes and their operators

[…]

ADR.OR.B.020   Application for a certificate — providers of apron management services

[…]

(c)   The application for a certificate shall be made in a form and manner established by the Competent Authority.

(d)   The applicant shall provide the Competent Authority with the following:

    (1)   its official name and business name, address, and mailing address;

    (2)   the aerodrome(s) where it intends to provide apron management services;

    (3)   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 operations manual, describing how changes not requiring prior approval will be managed and notified to the Competent Authority; subsequent changes to this procedure shall require prior approval by the Competent Authority;

    (4)   evidence of adequacy of resources to provide apron management services in accordance with the applicable requirements;

    (5)   the name of and relevant information about the accountable manager and the other nominated persons required by ADR.OR.D.016; and

(6)   a copy of the operations manual required by ADR.OR.F.005.

(e)   If acceptable to the Competent Authority, information under subparagraph (5) may be provided at a later stage determined by the Competent Authority, but prior to the issuance of the certificate.

ADR.OR.B.025   Demonstration of compliance — aerodromes and their operators

[...]

ADR.OR.B.026   Demonstration of compliance — providers of apron management services

(a)   The apron management services provider shall:

(1)   perform and document all actions, inspections, tests, safety assessments or exercises necessary to demonstrate compliance with the applicable requirements at the request of the Competent Authority;

(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).

(b)   Inspection, test and other relevant reports, shall be held and kept by the apron management services provider 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 the certificate and privileges of the certificate holder

An aerodrome operator and a provider of apron management services shall comply with the scope and privileges defined in the terms of the relevant certificate(s).

ADR.OR.B.035   Continued validity of a certificate

(a)   A certificate shall remain valid subject to:

(1)   the aerodrome operator remaining in compliance with the relevant requirements of Regulation (EC) No 216/2008, and its Implementing Rules, and the aerodrome remaining in compliance with the certification basis, taking into account the provisions related to the handling of findings as specified under ADR.OR.C.020;

(2)   compliance by the apron management services provider with the relevant requirements of Regulation (EC) No 216/2008, and its Implementing Rules, taking into account the provisions related to the handling of findings as specified under ADR.OR.C.020

(3)   (2) the Competent Authority being granted access to the aerodrome operator's or provider of apron management services 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

(4)   (3) the certificate not being surrendered or revoked.

[...]

ADR.OR.B.040   Changes

(a)   For aerodrome operators, Aany change:

   [...]

(b)   For certified providers of apron management services, any change:

(1) affecting the terms of the certificate and safety critical aerodrome equipment related to the provision of apron management services; or

(2) significantly affecting elements of the apron management services provider's management system as required in ADR.OR.D.005(b)

shall require prior approval by the Competent Authority.

(c) (b) For other changes requiring prior approval in accordance with Regulation (EC) No 216/2008 and its Implementing Rules, the aerodrome operator or the provider of apron management services shall apply for and obtain an approval issued by the Competent Authority.

(d) (c) The application for a change in accordance with points (a), or (b) or (c) 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 the certificate attached to it.

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

During the changes, the aerodrome operator or the provider of apron management services shall operate under the conditions approved by the Competent Authority.

(e) (d) 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(h).

(f) (e) The aerodrome operator shall provide the Competent Authority with the relevant documentation in accordance with point (fh) and ADR.OR.E.005.

(g) The provider of apron management services shall provide the Competent Authority with the relevant documentation in accordance with point (h) and ADR.OR.F.005.

(h) (f) As part of its management system, as defined in ADR.OR.D.005, the aerodrome operator or the provider of apron management services proposing, as relevant, a change to the aerodrome, its operation, its organisation or its management system shall:

[...]

ADR.OR.B.060   Declaration of providers of apron management services

(a) Providers of apron management services that have been allowed to declare their capability and means of discharging the responsibilities associated with the provision of such services, and following an agreement with an aerodrome operator for the provision of such services at an aerodrome, shall:

[...]

(5) provide its services in accordance with the aerodrome manual and their operations manual and comply with all relevant provisions contained therein.

ADR.OR.B.065   Termination of operation — aerodromes and their operators

[…]

ADR.OR.B.070   Termination of operation — providers of apron management services

(a) A provider of apron management services intending to terminate the provision of the service at an aerodrome shall:

(1) notify the Competent Authority and the aerodrome operator as soon as possible;

(2) surrender the certificate to the Competent Authority or request deregistration of the declaration, upon the date of termination of the provision of the service.

(b) The aerodrome operator shall:

    (1) take appropriate measures to ensure the uninterrupted provision of apron management services at the aerodrome; and

    (2) provide such information to the appropriate Aeronautical Information Service provider.

SUBPART C — ADDITIONAL AERODROME OPERATOR AND PROVIDER OF APRON MANAGEMENT SERVICES RESPONSIBILITIES (ADR.OR.C)

ADR.OR.C.010   Provider of apron management services responsibilities

The provider of apron management services, where established, is responsible for the safe provision of apron management services in accordance with:

(a) Regulation (EC) No 216/2008 and its Implementing Rules;

(b) the terms of the certificate or in accordance with its declaration, as applicable;

(c) the content of the aerodrome manual and its operations manual; and

(d) any other manuals for the aerodrome equipment available at the aerodrome and used for the provision of apron management services.

ADR.OR.C.020   Findings and corrective actions

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

    (1) ~~(a)~~ identify the root cause of the non-compliance;

    (2) ~~(b)~~ define a corrective action plan; and

    (3) ~~(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).

(b) The provider of apron management services shall inform the aerodrome operator and coordinate, where appropriate, the actions detailed in (a)(1), (2) and (3) above.

ADR.OR.C.030   Occurrence reporting

[...]

(c) Without prejudice to point (a) the aerodrome operator and, where applicable, the provider of apron management services shall report to the Competent Authority and to the organisation responsible for the design of aerodrome equipment any 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.

    [...]

ADR.OR.C.045   Use of alcohol, psychoactive substances and medicines

    [...]

(b) The provider of apron management services shall implement the procedures established by the aerodrome operator with regard to the consumption of alcohol, psychoactive substances and medicines by its personnel involved in the provision of apron management services.

(c) ~~(b)~~ ~~These~~The procedures shall include the requirements that such persons shall:

    [...]

SUBPART D — MANAGEMENT (ADR.OR.D)

ADR.OR.D.005   Management system

(a)   The aerodrome operator and the provider of apron management services shall implement and maintain a management system integrating a safety management system.

(b)   The management system shall include:

(1)   clearly defined lines of responsibility and accountability throughout the aerodrome operator and the provider of apron management services, including a direct accountability for safety on the part of senior management;

(2)   a description of the overall philosophies and principles of the aerodrome operator and the provider of apron management services with regard to safety, referred to as the safety policy, signed by the accountable manager;

[...]

(5)   the means to verify the safety performance of the aerodrome operator's or the provider of apron management services 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 or provider of apron management services organisation, management system, the aerodrome or its operation or the provision of apron management services which may affect established processes, procedures and services;

[...]

(8)   for aerodrome operators, a safety training programme that ensures that personnel involved in the operation, rescue and firefighting, maintenance and management of the aerodrome are trained and competent to perform the safety management system duties;

(9)   for providers of apron management services, a safety training programme that ensures that personnel involved in the provision of apron management services are trained and competent to perform the safety management duties;

(10)   (9) formal means for safety communication that ensures that personnel are fully aware of the safety management system, conveys safety critical information, and explains why particular safety actions are taken and why safety procedures are introduced or changed;

(11)   (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 aerodrome services; and

(12)   (11) a formal process to monitor compliance of the organisation with the relevant requirements.

(c)   The aerodrome operator and the provider of apron management services shall document all management system key processes.

[...]

ADR.OR.D.015   Personnel requirements — aerodrome operators

[...]

ADR.OR.D.016   Personnel requirements — providers of apron management services

(a) The provider of apron management services 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 provider of apron management services shall nominate a person responsible for the management and supervision of operational services related to apron management.

(c) The provider of apron management services shall nominate a person responsible for the development, maintenance and day-to-day management of the safety management system.

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

(d) The provider of apron management services shall have sufficient and qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.

(e) The provider of apron management services 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.

(f) The provider of apron management services shall ensure that personnel involved in the provision of apron management services are adequately trained in accordance with the training programme.

ADR.OR.D.017   Training and proficiency check programmes — aerodrome operators

[…]

ADR.OR.D.018   Training and proficiency check programmes — providers of apron management services

(a) The provider of apron management services shall establish and implement a training programme for personnel involved in the provision of apron management services.

(b) The provider of apron management services shall ensure that persons referred to in (a) above have demonstrated their capabilities in the performance of their assigned duties through proficiency check at adequate intervals to ensure continued competence.

(c) The provider of apron management services shall ensure that:

     (1) adequately qualified and experienced instructors and assessors for the implementation of the training programme are used; and

     (2) suitable facilities and means are used for the provision of the training.

(d) The provider of apron management services shall:

     (1) maintain appropriate qualification, training and proficiency check records to demonstrate compliance with this requirement;

     (2) on request, make such records available to its personnel concerned; and

     (3) if a person is employed by another employer, on request, make such records of that person available to that new employer.

ADR.OR.D.020   Facilities requirements

(a) The aerodrome operator shall ensure that adequate and appropriate facilities are available to its personnel or personnel employed by parties with whom it has contracted for the

provision of aerodrome operational services, including apron management services and maintenance services.

[...]

ADR.OR.D.030   Safety reporting system — aerodrome operators

[...]

ADR.OR.D.032   Safety reporting system — providers of apron management services

(a)   The provider of apron management services shall establish and implement a safety reporting system for its personnel.

(b)   The provider of apron management system, in accordance with ADR.OR.D.006 (b) (3) shall:

(1)   ensure that its personnel use the safety reporting system for the mandatory reporting of any accident, serious incident and occurrence;

(2)   ensure that the safety reporting system may be used for the voluntary reporting of any defect, fault and safety hazard which could impact safety; and

(3)   ensure that all the reports are submitted to the safety reporting system of the aerodrome operator.

(c)   The provider of apron management services shall:

(1)   record all reports submitted;

(2)   in cooperation with the aerodrome operator and the air traffic services provider, analyse and assess the reports, as appropriate, in order to address safety deficiencies and identify trends;

(3)   participate in the investigation of the reports conducted by the aerodrome operator, as appropriate; and

(4)   refrain from attribution of blame in line with the 'just culture' principles.

ADR.OR.D.035   Record keeping — aerodrome operators

[...]

ADR.OR.D.040   Record keeping — providers of apron management services

(a)   The provider of apron management services shall establish an adequate system of record keeping, covering all its activities undertaken under Regulation (EC) No 216/2008 and its Implementing Rules.

(b)   The format of the records shall be specified in the operations manual.

(c)   Records shall be stored in a manner that ensures protection from damage, alteration and theft.

(d)   Records shall be kept for a minimum of five years, except that the below records shall be kept as follows:

(1)   the alternative means of compliance in use, the current certificate or declaration, for the lifespan of the certificate or declaration;

(2)   written agreements with other organisations, for as long as such agreements are in effect;

(3)   safety assessment reports for the lifetime of the system/procedure/activity;

(4)   personnel training, qualifications, and medical records as well as their proficiency checks, as appropriate, for at least four years after the end of their employment, or until the area of their employment has been audited by the Competent Authority; and

(5)   the current version of the hazard register.

(e)   All records shall be subject to applicable data protection law.

SUBPART F — OPERATIONS MANUAL AND DOCUMENTATION OF PROVIDER OF APRON MANAGEMENT SERVICES

ADR.OR.F.005   Operations Manual

(a)   The provider of apron management services shall establish and maintain an operations manual.

(b)   The content of the operations manual shall reflect the requirements set out in this Part and Part ADR.OPS, as applicable, and shall not contravene the terms of the certificate, the aerodrome manual or the information contained in the declaration. The operations manual shall contain or refer to all the necessary information for the safe provision of apron management services.

(c)   The operations manual may be issued in separate parts.

(d)   The provider of apron management services shall ensure that its personnel and all other relevant organisation's personnel have easy access to the portions of the operations manual that are relevant to their duties and responsibilities and are made aware of any changes that are relevant to their duties.

(e)   The provider of apron management services, after consultation and coordination with the aerodrome operator and the air traffic services provider, shall:

(1)   supply the Competent Authority with the intended amendments and revisions of the operations 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 operations 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 ADR.OR.B.040(d) and ADR.OR.B.017(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 provider of apron management services shall:

(1)   review the content of the operations manual, ensure that it is kept up to date and amended whenever necessary;

(2)   incorporate all amendments and revisions required by the Competent Authority; and

(3)   make its personnel and other relevant organisations aware of the changes that are relevant to their duties.

(h)   The provider of apron management services shall ensure that any information taken from other approved documents, and any amendment thereof, is correctly reflected in the operations manual.

(i)   The provider of apron management services shall ensure that:

(1)   the operations 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 operations manual and other operational documents pertaining to their duties and responsibilities are written.

(j)   The provider of apron management services shall ensure that the operations manual:

   (1)   is signed by the accountable manager of the organisation;

   (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 operations manual; and

   (4)   observes human factors principles and is organised in a manner that facilitates its preparation, use and review.

(k)   The provider of apron management services shall keep at least one complete and current copy of the operations manual at the aerodrome where it provides services, and make it available for inspection by the Competent Authority.

(l)   The content of the operations manual shall be as follows:

   (1)   General;

   (2)   Provider's management system, qualification and training requirements; and

   (3)   Particulars of the operating procedures for the provision of apron management services, its equipment and safety measures.

ADR.OR.F.010   Documentation requirements

(a)   The provider of apron management services shall ensure the availability of any other documentation required and associated amendments.

(b)   The provider of apron management services shall be capable of distributing operational instructions and other information without delay.

ANNEX IV

Part Operations Requirements — Aerodromes (Part ADR.OPS)

SUBPART D — APRON MANAGEMENT SERVICES (ADR.OPS.D)

ADR.OPS.D.001   Provision of services

The services under Subpart D of this Annex shall be provided at the aerodrome by the aerodrome operator directly or indirectly, in accordance with ADR.OPS.D.005.

ADR.OPS.D.005   Functions of a provider of apron management services

When apron management services are provided, they shall include at least the functions required in ADR.OPS.D.015, ADR.OPS.D.020, as well as manage vehicle movements according to the rules established by the aerodrome operator in compliance with ADR.OPS.D.035.

ADR.OPS.D.010 Written agreement between the provider of apron management services, the aerodrome operator and the ATS Unit

(a)   The aerodrome operator shall:

   (1)   have a written agreement with the provider of apron management services when such a provider has been established on the aerodrome;

   (2)   ensure that formal arrangements are established between the provider of apron management services and the air traffic services provider, for the coordination of apron activities with the manoeuvring area activities.

(b) When the aerodrome operator or the air traffic services provider provides apron management services in accordance with the provisions of ADR.OPS.D.005, formal arrangements shall be in place between the aerodrome operator and the air traffic services provider for the coordination of apron activities with the manoeuvring area activities.

ADR.OPS.D.015   Management of aircraft movement on the apron

The aerodrome operator shall ensure that means and procedures are in place for the management of aircraft movement on the apron, to prevent collisions between aircraft, and between aircraft and obstacles.

ADR.OPS.D.020   Coordination of aircraft entry to /exit from the apron

The aerodrome operator shall ensure that entry of aircraft to, and exit of aircraft from, the apron is coordinated with the air traffic services provider.

ADR.OPS.D.025   Apron management services boundaries

The aerodrome operator, in cooperation with air traffic services shall define and publish in the Aeronautical Information Publication the boundaries of the area where apron management services are provided.

ADR.OPS.D.030   Assignment of radio frequencies to apron management services

The aerodrome operator shall ensure that appropriate number of radio telephony frequencies are assigned to the apron management services unit and published in the Aeronautical Information Publication.

ADR.OPS.D.035   Management of vehicle movements

The aerodrome operator shall ensure that the movement of vehicles on the apron is safely managed through:

(a) the establishment and implementation of driving rules and the monitoring and enforcement of their application;

(b) establishing vehicle driving routes, as appropriate; and

(c) the establishment and enforcement of vehicle condition requirements.

ADR.OPS.D.040   Right of way on the apron

(a) An emergency vehicle responding to an emergency shall be given priority over all other surface movement traffic;

(b) A vehicle operating on an apron shall give way to:

(1) an emergency vehicle responding to an emergency;

(2) an aircraft about to move or moving; and

(3) other vehicles in accordance with the rules established by the aerodrome operator.

ADR.OPS.D.045   Management of apron safety

The aerodrome operator shall ensure that apron safety rules are established, disseminated and implemented and that apron discipline is monitored.

ADR.OPS.D.050   Aircraft stand allocation

The aerodrome operator shall ensure that:

(a)   the allocated aircraft stand is suitable for the aircraft intended to use it; and

(b)   the allocated aircraft stand is communicated to the persons directly responsible for the manoeuvring of the aircraft;

ADR.OPS.D.055   Marshalling of aircraft

Marshalling of aircraft shall be provided using the signals required by Commission Implementing Regulation (EU) No 923/2012.

ADR.OPS.D.060   Aircraft parking

The aerodrome operator shall ensure that:

(a)   an area designated for aircraft parking on an apron is monitored to ensure that the clearance distances are maintained during the parking manoeuvre;

(b)   guidance is provided to enable the aircraft to safely park; and

(c)   an area designated for aircraft parking on an apron is clear of any Foreign Object Debris (FOD) that may have an impact on safety.

ADR.OPS.D.065   Aircraft departure

The aerodrome operator shall ensure that during the departure of an aircraft from the area used for aircraft parking on an apron:

(a)   the designated exit route is unobstructed; and

(b)   the clearance distances are maintained.

ADR.OPS.D.070   Start-up clearances and taxi instructions

When an apron management services unit is established, the aerodrome operator shall ensure that appropriate coordination is established between the apron management services unit and air traffic services unit for the delivery of start-up clearances and taxi instructions to the agreed handover point(s).

ADR.OPS.D.075   Dissemination of information to operators

The aerodrome operator shall ensure that information regarding limitations to operations on the apron is distributed in a timely manner to interested organisations.

ADR.OPS.D.080   Alerting of emergency services

The aerodrome operator shall ensure that appropriate means and facilities are available for alerting the relevant emergency services when required on the apron.

ADR.OPS.D.085   Training

The aerodrome operator and/or apron management services provider when established, shall ensure that those persons providing:

(a)   instructions to aircraft and/or vehicles on the apron through radio frequency;

(b)   marshalling service; and

(c)   leader van service;

are appropriately trained and qualified.

3.2. Draft Acceptable Means of Compliance and Guidance Material (Draft EASA Decision)

AMC/GM to ANNEX II — Part Authority Requirements — Aerodromes (Part ADR.AR)

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

GM1 ADR.AR.A.010(b)   Oversight documentation
AVAILABILITY OF DOCUMENTATION TO THIRD PARTIES

The legislative acts, standards, rules, technical publications, and similar documents should be made available, in a timely manner, to the aerodrome operators, providers of apron management services, and any other interested party in various ways and formats, such as via its website, the government's official gazette, or any other similar means.

[...]

GM1 ADR.AR.A.040(b)   Safety Directives

[…]

Member States' Competent Authorities may issue directives (which may be called operational directives, or otherwise) during its oversight activities, such as an instruction to the aerodrome operator or provider of apron management services to abstain from a certain activity, or a positive action (e.g. cutting of trees which are found to penetrate the OLS, or the removal of certain object from the aerodrome, etc.) needed to maintain the level of safety. Such directives are not meant to be forwarded to the Agency.

SUBPART B — MANAGEMENT (ADR.AR.B)

AMC2 ADR.AR.B.005(a)(2)   Management system
QUALIFICATION AND TRAINING -AERODROME INSPECTORS

(a)   Initial training should encompass:
   [...]
(b)   The scope and elements to be covered during the on-the-job training:
   (i)   Preparation of an audit/inspection:
      (A)   sources of information for preparation of audit/inspection;
      (B)   areas of concern and/or open findings;
      (C)   selection of aerodrome operator(s) or providers of apron management services to be audited/inspected; and
      (D)   task allocation among members of the audit/inspection team.

      […]

GM1 ADR.AR.B.005(a)(2)   Management System
SUFFICIENT PERSONNEL

[...]

(b)   The elements to be considered when determining required personnel and planning their availability, may be divided into quantitative and qualitative elements:

(1)   Quantitative elements:

(i)   the number of initial certificates to be issued;

(ii)   the number of aerodromes and aerodrome operators certified by the Competent Authority;

(iii)   the number of providers of apron management services having declared their activity to the Competent Authority;

(iv)   the number of planned aerodrome audits and inspections; and

(v)   the number of expected changes to the aerodrome infrastructure.

(2)   Qualitative elements:

(i)   the size, nature, and complexity of activities of aerodromes and aerodrome operators, as well as providers of apron management services:

(A)   privileges of the aerodrome operator or provider of apron management services;

[...]

(d)   In line with the Competent Authority's oversight policy, the following planning data should be determined specifically for each aerodrome and aerodrome operator, as well as for declared providers of apron management services:

[...]

GM2 ADR.AR.B.005(a)(2)   Management system
AERODROME INSPECTORS — DUTIES

(a)   An aerodrome inspector is considered to be any person to whom the Competent Authority has formally assigned tasks related to the safety oversight of aerodromes and providers of apron management services.

(b)   Apart from the aerodrome oversight tasks, an aerodrome inspector may also undertake other tasks that the Competent Authority finds necessary.

GM1 ADR.AR.B.010   Allocation of tasks to qualified entities
CERTIFICATION TASKS

The tasks that may be performed by qualified entities on behalf of the Competent Authority may include any tasks related to the initial certification and continuing oversight of aerodromes and aerodrome operators, as well as declared providers of apron management services, with the exclusion of the issuance of certificates or approvals.

AMC1 ADR.AR.B.020(a)(4);(a)(5)   Record keeping
AERODROMES — AERODROME OPERATORS — APRON MANAGEMENT SERVICE PROVIDERS

Records related to a certified aerodrome and its aerodrome operator, or the provider of apron management services having declared its activity to the Competent Authority should include, as appropriate to the type of organisation:

[...]

AMC1 ADR.AR.B.020(c)   Record keeping
AERODROMES — AERODROME OPERATORS — PROVIDERS OF APRON MANAGEMENT SERVICES

[...]

(c)   Records which are considered to be related to a provider of apron management services, and to be maintained for the lifespan of the certificate or declaration include, but are not limited to, the following:

(1)   applications submitted;

(2)   documentation related to alternative means of compliance used;

(3)   safety assessments;

(4)   declarations made by the applicant;

(5)   current version of the operations manual, and evidence of its evaluation; and

(6)   approvals granted.

~~(c)   For providers of apron management services, records include, but may not be limited to, the declarations, and the relevant documentation submitted by the providers.~~

GM2 ADR.AR.B.020(a)   Record keeping
AERODROMES — AERODROME OPERATORS — PROVIDERS OF APRON MANAGEMENT SERVICES — DOCUMENTATION

Documentation to be kept as records in support of the certificate or approval includes the management system documentation, including any technical manuals, such as the aerodrome manual or for provider of apron management services the operations manual, that have been submitted with the initial application, and any amendments to these documents.

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

GM1 ADR.AR.C.005   Oversight
GENERAL

(a)   The r~~R~~esponsibility for the safe operation of an aerodrome lies with the aerodrome operator. Notwithstanding the responsibilities of the aerodrome operator, the provider of apron management services, where established, is responsible for the safe provision of the apron management services. Under these provisions, a positive move is made towards devolving upon the aerodrome operator or the provider of apron management services a share of the responsibility for monitoring the safety of operations. The objective cannot be attained unless aerodrome operators or providers of apron management services are prepared to accept the implications of this policy, including that of committing the necessary resources to its implementation. Crucial to success of the policy is the content of Part-ADR.OR which requires the establishment of a management system by the aerodrome operator or the provider of apron management services.

[...]

AMC1 ADR.AR.C.010   Oversight programme
PROCEDURES FOR OVERSIGHT OF AERODROME OPERATORS AND PROVIDERS OF APRON MANAGEMENT SERVICES

(a)   The Competent Authority should assign an appropriate focal point for each aerodrome operator, and each provider of apron management services. Where more than one aerodrome inspector is assigned to an aerodrome operator or a provider of apron management services, one of them should be nominated as having overall responsibility for supervision of, and liaison with the aerodrome operator's or provider of apron management services management, and be responsible for reporting on compliance with the requirements for its operations as a whole.

[...]

(d)   Aerodrome inspectors should analyse and assess the root cause(s) identified by the aerodrome operator or the provider of apron management services, and be satisfied that the corrective actions taken are adequate to correct the non-compliance, and to prevent reoccurrence.

[...]

GM1 ADR.AR.C.010   Oversight programme
PROCEDURES FOR OVERSIGHT OF AERODROME OPERATORS AND PROVIDERS OF APRON MANAGEMENT SERVICES

In addition to its regulatory oversight, the Competent Authority may establish national groups for the prevention of runway excursions and incursions as part of a national Runway Safety Steering Group. Membership of the groups could include representatives from industry such as aerodromes, providers of apron management services, aircraft operators, air traffic services, industry safety groups, (local) runway safety committee members and appropriate representatives from the Competent Authority.

[...]

AMC1 ADR.AR.C.010(b)   Oversight programme
AUDIT

[...]

(b)   Part of an audit should concentrate on the ~~aerodrome operator's~~ compliance monitoring reports to determine if the aerodrome operator or the provider of apron management services is identifying the root causes and correcting its problems.

[...]

AMC1 ADR.AR.C.010(b);(c)   Oversight programme
OVERSIGHT PLANNING CYCLE

[...]

(b)   The oversight planning cycle and related oversight programme for each aerodrome operator or provider of apron management services should be reviewed annually.

[...]

(d)   During each oversight planning cycle, the Competent Authority should convene meetings with the accountable manager of the aerodrome operator or the provider of apron management services, or his/her delegate.

AMC2 ADR.AR.C.010(b);(c)   Oversight programme
OVERSIGHT PLANNING CYCLE

(a)   For each aerodrome operator certified by the Competent Authority or for each provider of apron management services certified by the Competent Authority or having declared its activity, all processes should be audited at periods not exceeding the applicable oversight planning cycle. The beginning of the first oversight planning cycle is normally determined by the date of issue of the first certificate or the acceptance of the declaration, where applicable. If the Competent Authority wishes to align the oversight planning cycle with the calendar year, it should shorten the first oversight planning cycle accordingly.

[...]

GM1 ADR.AR.C.010(b)   Oversight programme
INDUSTRY STANDARDS

(a)   For aerodrome operators or providers of apron management services having demonstrated compliance with industry standards, the Competent Authority may adapt its oversight programme, in order to avoid duplication of specific audit items.

[...]

GM2 ADR.AR.C.010(b)   Oversight programme
FINANCIAL SITUATION

Examples of trends which may indicate problems in a new aerodrome operator's or provider of apron management services financial situation could be:

[...]

GM1 ADR.AR.C.015   Initiation of the certification process
INITIAL INTEREST

[...]

During this meeting, the applicant should present to the authority its plans with regard to the aerodrome or the provision of apron management services. The applicant should also make arrangements so that its key personnel are present during this meeting.

In addition, during this meeting, the Competent Authority should provide general information to the applicant about the applicable requirements for the aerodrome or for the provision of apron management services. It should also provide copies of the applicable requirements, application forms, and any other relevant documentation, and describe the procedures that are followed during the certification process.

[...]

GM2 ADR.AR.C.015(b)   Initiation of the certification process
CERTIFICATION OF ESTABLISHED PROVIDERS OF APRON MANAGEMENT SERVICES

The certification period of an already established provider of apron management services should not exceed 12 months from the filing of the application by the applicant to the granting of the certificate.

GM1 ADR.AR.C.035(a)   Issuance of certificates
NOMINATED PERSONS

When an aerodrome operator or a provider of apron management services submits the name of a nominee for the nominated persons (see ADR.OR.D.015 and ADR.OR.D.016), the Competent Authority should assess his/her qualifications and may interview the nominee or call for additional evidence of his/her suitability.

GM2 ADR.AR.C.035(a)   Issuance of certificates
NOMINATED PERSONS — INTERVIEW WITH THE APPOINTED ACCOUNTABLE MANAGER, AND NOMINATED PERSONS

Possible cases where an interview/meeting with nominated persons may be necessary are amongst others:

(a)   start of operations before issuing a first certificate for an aerodrome or for a provider of apron management services; and

(b)   change of nominated persons at an aerodrome or a provider of apron management services already certified.

[...]

GM3 ADR.AR.C.035(a)   Issuance of certificates
EVALUATION OF SAFETY ASSESSEMENTS PROVIDED BY THE AERODROME OPERATOR OR THE PROVIDER OF APRON MANAGEMENT SERVICES AT THE INITIAL CERTIFICATION OR ACCOMPANYING A REQUEST FOR PRIOR APPROVAL OF A CHANGE IN ACCORDANCE WITH ADR.OR.B.040.

(a)   The Competent Authority should evaluate the conclusion of a submitted safety assessment provided by the aerodrome operator or the provider of apron management services, to ensure compliance with the relevant requirement for the operator on how to assess changes under ADR.OR.B.040(f).

[...]

(c)   After its evaluation, the Competent Authority should either:

(1)   agree to the proposed associated actions, such as mitigation measures; or

(2)   coordinate with the aerodrome operator or the provider of apron management services to reach an agreement on revised mitigation measures if some risks have been underestimated, or have not been identified; or

[...]

(e)   When necessary, the Competent Authority should require the aerodrome operator or the provider of apron management services to promulgate appropriate information, for use by their ~~aerodrome~~ organisation, various stakeholders, and notably by the air navigation service providers and aircraft operators.

AMC1 ADR.AR.C.035(b)(2)   Issuance of certificates
ISSUANCE OF SEPARATE CERTIFICATES

[...]

(c)   In case that an aerodrome operator or a provider of apron management services operates or provides services at several aerodromes, these should be listed on the aerodrome operator's or the provider of apron management services certificate.

AMC1 ADR.AR.C.035(c)   Issuance of certificates
VERIFICATION OF COMPLIANCE

(a)   Upon receipt of an application for a certificate, the Competent Authority should:

[...]

(2)   verify if the application shows compliance with the applicable requirements. The Competent Authority should also arrange for the steps to be followed during the certification process. For aerodromes and aerodrome operators, ~~This~~ this would, normally, start with the demonstration of compliance of the aerodrome with the established and notified certification basis (see AMC2 ADR.AR.C.015(c)) which will require the conduct of technical inspections by the Competent Authority and/or

examination of submitted documentation, the participation to demonstrations, or tests conducted by the applicant, as the case may be, and the Competent Authority determines appropriate. This should also include the cases where the certification basis includes provisions for which the Competent Authority has accepted the applicant to demonstrate an equivalent level of safety to, or cases of special conditions, as applicable;

If the Competent Authority is not satisfied with the outcome of the demonstration process for any elements of the certification basis, it should notify the applicant in writing. At the end of this phase, the Competent Authority should have documented evidence that the aerodrome meets the notified certification basis;

(3) review the aerodrome manual or, for providers of apron management services, the operations manual, which should be prepared in accordance with ADR.OR.DE.005 or ADR.OR.F.005 respectively, and any other documentation provided by the applicant; and

(4) verify compliance with the applicable requirements of Part ADR.OR, Part ADR.OPS, as well as any other applicable requirement. When verifying compliance with such requirements, an audit should be conducted covering the following areas:

[...]

 (iv) documentation on which the certificate should be granted (organisation documentation as required by Part-ADR.OR, including technical manuals, such as the aerodrome manual, operations manual, etc.); and

[...]

(b) The Competent Authority should be satisfied with the demonstration of compliance of the aerodrome manual or the operations manual with the requirements referred to in ADR.OR.E.005 or ADR.OR.F.005 respectively and the related AMCs.

[...]

AMC1 ADR.AR.C.035(h) Issuance of certificates
APPROVAL OF THE PROCEDURE FOR THE MANAGEMENT AND NOTIFICATION OF CHANGES

The Competent Authority should establish and document its process to be followed by the aerodrome inspectors when assessing the scope of the changes in the procedure proposed by the aerodrome operator or the provider of apron management services to be followed for the management and notification of the changes. Criteria to be used include, but are not limited to:

[...]

(h) previous conduct of the aerodrome operator or the provider of apron management services; and

(i) effectiveness of the safety management system of the aerodrome operator or the provider of apron management services.

AMC2 ADR.AR.C.040(a) Changes
CHANGES REQUIRING PRIOR APPROVAL

(a) Upon receiving an application for a proposed change that requires a prior approval, the Competent Authority should, in due time:

(1) assess the proposed change in relation to the certification basis, if applicable, and the applicable requirements of Part-ADR.OR, Part-ADR.OPS, as well as any other applicable requirements;

(2) assess if the aerodrome operator or the provider of apron management services has identified all the applicable certification specifications, applicable requirements of Part-ADR.OR, Part-ADR.OPS, or other applicable requirements which are related to or

affected by the change, as well as any proposal of the applicant for the demonstration of an equivalent level of safety;

(3) assess the actions proposed by the aerodrome operator or the provider of apron management services in order to show compliance with (1) and (2) above;

(4) review and assess the content of proposed changes to the aerodrome manual or the operations manual; and

(5) evaluate the safety assessment that has been submitted by the aerodrome operator or the provider of apron management services, in accordance with GM3 ADR.AR.C.035(a) and verify its compliance with ADR.OR.B.040(f).

[…]

(e) The Competent Authority should, in due time, verify the compliance of the aerodrome operator or the provider of apron management services and, depending on the change, examine the need for prescribing any condition for the operation of the aerodrome or the provision of apron management services during the change.

[…]

AMC1 ADR.AR.C.040(a);(f)   Changes
GENERAL

(a) Changes in nominated persons: The Competent Authority should be informed of any changes to nominated persons (see ADR.OR.D.015 and ADR.OR.D.016) that may affect the certificate or the terms of approval attached to it. When an aerodrome operator or a provider of apron management services submits the name of a nominee for the nominated persons, the Competent Authority should assess his/her qualifications, and may interview the nominee, or call for additional evidence of his/her suitability. (see GM1 ADR.AR.C.035(a)).

(b) The Competent Authority should receive from the aerodrome operator and the provider of apron management services each management system documentation amendment, including amendments that do not require prior approval by the Competent Authority. A documented systematic approach should be used for maintaining the information on when an amendment was received by the Competent Authority and when it was approved.

[…]

(d) For changes requiring prior approval, in order to verify the aerodrome operator's or the provider of apron management services compliance with the applicable requirements, the Competent Authority should consider the need to conduct an audit of the operator, limited to the extent of the changes. If required for verification, the audit should include additional interviews and inspections carried out at the aerodrome operator's facilities.

GM1 ADR.AR.C.040(d)   Changes
CONDITIONS UNDER WHICH TO OPERATE DURING A CHANGE

The conditions or limitations under which an aerodrome operator or a provider of apron management services can operate during a change should be approved by the authority but should usually be elaborated between the operator and the authority upon suggestion of the aerodrome operator or the provider of apron management services.

GM3 ADR.AR.C.055 Findings, observations, corrective actions, and enforcement measures
CATEGORIES OF FINDINGS — DOCUMENTARY EVIDENCE

Examples of documentary evidence include, but are not limited to:

(a) aerodrome, operations or equipment manuals;

[…]

AMC/GM to ANNEX III — **Part Organisation Requirements** — **Aerodrome Operators (Part-ADR.OR**)

SUBPART B — CERTIFICATION (ADR.OR.B)

AMC1 ADR.OR.B.015(b)(1);(2);(3);(4) Application for a certificate — aerodrome operators

[...]

(d)   The applicant should provide the Competent Authority documentation to demonstrate how ~~he/she~~ it will comply with the applicable requirements of the Basic Regulation, Part-ADR.OR, and Part-ADR.OPS, and any other applicable requirements that are matching the aerodrome design and its operation.

AMC1 ADR.OR.B.020(a)   Application for a certificate — providers of apron management services
APPLICATION

The application should be made in writing, and be signed by the applicant, using a standardised form established by the Competent Authority.

AMC1 ADR.OR.B.020 (b)(1);(2);(3)   Application for a certificate — providers of apron management services
INFORMATION TO BE PROVIDED TO THE COMPETENT AUTHORITY

(a)   The applicant should:

   (1)   provide its telephone, fax number and email address for communication with the Competent Authority; and

   (2)   indicate the names of its employees whom the Competent Authority would contact in order to address any issues that might arise during the evaluation of the application and the certification process.

(b)   The applicant should provide the Competent Authority with the following:

   (1)   a list of the aerodromes where apron management services will be provided; and

   (2)   drawing(s) of the aerodrome(s) indicating the areas where apron management services will be provided; and

   (3)   agreement with the aerodrome operator for the provision of the services

(c)   The applicant should provide the Competent Authority with documentation to demonstrate how compliance with the applicable requirements of Regulation (EC) 216/2008, Part ADR.OR, Part ADR.OPS and any other applicable requirements that are matching the provision of apron management services will be achieved.

AMC1 ADR.OR.B.020(b)(4) Application for a certificate — providers of apron management services
ADEQUACY OF RESOURCES

The applicant should provide all necessary information needed in order to demonstrate to the Competent Authority that its proposed organisation and management are suitable, and properly matched to the scale and scope of the operation.

The provider of apron management services should have the ability to discharge its responsibilities with regard to safety. The accountable manager should have access, as well as the authorisation, to the necessary resources to ensure that operations are carried out in accordance with the applicable requirements. The resources include, but are not limited to, personnel, tools and equipment, as well as financial resources.

GM1 ADR.OR.B.020(b)(4) Application for a certificate — providers of apron management services
ADEQUACY OF RESOURCES

(a) General

In demonstrating to the Competent Authority the suitability of its organisation and management, the applicant should, amongst others, take into account in the analysis the following:

(1) the size and complexity of the apron;

(2) the level and the density of the traffic;

(3) the operating hours of the aerodrome;

(4) the amount of full-time equivalents (FTEs) necessary for each activity;

(5) human factors principles; and

(6) labour legislation.

(b) Adequacy of financial resources

The financial resources required are linked to the overall objective for the safe provision of apron management services, including its capability to implement the corrective actions needed, in a timely manner. Information that may be provided to the Competent Authority includes audited accounts of the previous financial year, business plans, etc.

AMC1 ADR.OR.B.020(b)(5) Application for a certificate — providers of apron management services
INFORMATION TO BE PROVIDED FOR MANAGEMENT PERSONNEL

The applicant should provide information regarding the qualifications and experience of the accountable manager, and the other nominated persons required.

AMC1 ADR.OR.B.020(b)(6) Application for a certificate — providers of apron management services
OPERATIONS MANUAL

The operations manual and its amendments may be submitted to the Competent Authority in electronic format if this is acceptable to the Competent Authority. If the operations manual is submitted in electronic format, the format should be such that allows the Competent Authority to review, store and reproduce it.

AMC1 ADR.OR.B.026(a)(1) Demonstration of compliance — providers of apron management services
USE OF THIRD PARTIES TO DEMONSTRATE COMPLIANCE

While performing the necessary actions, inspections, tests, safety assessments, or exercises necessary to demonstrate compliance, the provider of apron management services may also use contracted third parties.

In any case, the responsibility remains with the provider of apron management services.

AMC1 ADR.OR.B.040(a);(b̶c) Changes
CHANGES REQUIRING PRIOR APPROVAL — AERODROME OPERATOR

[…]

GM1 ADR.OR.B.040 (a);(b̶c) Changes
CHANGES REQUIRING PRIOR APPROVAL — AERODROME OPERATOR

[…]

AMC1 ADR.OR.B.040(b);(c)   Changes
CHANGES REQUIRING PRIOR APPROVAL — PROVIDER OF APRON MANAGEMENT SERVICES

The provider of apron management services should ensure that prior to initiating any change to the provision of apron management services, which requires prior approval, an application is submitted to the Competent Authority. The applicant should provide documentation containing a description of the proposed change, in which the following are identified:

(a)   the terms of the certificate, and/or the safety-critical aerodrome equipment used for the provision of apron management services, and/or its management system, (as required by ADR.OR.D.005(b)), and the parts of the operations manual which are affected by the change;

(b)   the requirements of Part ADR.OR and Part-ADR.OPS, and any other applicable requirements that have to be complied with as a result of the proposed change, including the way in which compliance is intended to be demonstrated; and

(c)   the safety assessments as required under ADR.OR.B.040 (f).

GM1 ADR.OR.B.040(b);(c)   Changes
CHANGES REQUIRING PRIOR APPROVAL — PROVIDER OF APRON MANAGEMENT SERVICES

The following is a list of items requiring prior approval by the Competent Authority, as specified in the applicable Implementing Rules:

(a)   Use of alternative means of compliance as required by ADR.OR.A.015 — Means of Compliance;

(b)   Changes to the management and notification procedure for changes not requiring a prior approval, as required by ADR.OR.B.040(b)(1) — Changes;

(c)   Changes to the terms of the certificate as required by ADR.OR.B.040(b)(1) — Changes;

(d)   Changes to safety-critical aerodrome equipment related to the provision of apron management services as required by ADR.OR.B.040(b)(1) — Changes;

(e)   Changes significantly affecting elements of the operator's management system as required by ADR.OR.D.005(a)(2) — Management;

GM1 ADR.OR.B.040(fh)   Changes
[…]

GM2 ADR.OR.B.040(fh)   Changes
[…]

GM3 ADR.OR.B.040(fh)   Changes
[…]

AMC1 ADR.OR.B.065   Termination of operation — aerodrome operators
[…]

AMC1 ADR.OR.B.070 Termination of operation — provider of apron management services
TERMINATION OF OPERATION

In case of intended termination of the provision of apron management services, the provider of apron management services should notify, in writing, the Competent Authority, the Aeronautical Information Service and the aerodrome operator. The notification should be done in such time in advance, so as to enable the aerodrome operation to take the appropriate measures for the continuation of the service, to allow for the timely publication of the changes, and their notification by the Aeronautical Information Regulation and Control (AIRAC) system in accordance with the related timeframe.

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

AMC1 ADR.OR.C.020(b)   Findings
GENERAL

The corrective action plan defined by the aerodrome operator or the provider of apron management services should address the effects of the non-compliance, as well as its root cause.

SUBPART D — MANAGEMENT (ADR.OR.D)

AMC1 ADR.OR.D.005(b)(1)   Management system
SAFETY MANAGEMENT SYSTEM

The safety management system of an aerodrome operator or a provider of apron management services should encompass safety by establishing an organisational structure for the management of safety proportionate and appropriate to the size of the aerodrome operator or the provider of apron management services, and the nature and type of operations. The organisational structure should include a Safety Review Board, and depending on its organisational complexity and structure, a Safety Services Office to assist the work of the safety manager, in accordance with paragraph (a) and (b) below:

(a)   Safety Services Office

(1)   The safety manager (see ADR.OR.D.015 and AMC1 ADR.OR.D.015(c) for aerodrome operators and ADR.OR.D.016 and AMC1 ADR.D.016(c) for providers of apron management services) should be responsible for the operation of the Safety Services Office which should be independent and neutral in terms of the processes and decisions made regarding the delivery of services by the line managers of operational units.

[…]

(3)   Operators of multiple aerodromes or providers of apron management services at multiple aerodromes should either establish a central Safety Services Office and appropriate safety departments/functions at all aerodromes or separate Safety Services Office at each aerodrome. Arrangements should be made to ensure continuous flow of information and adequate coordination.

(b)   Safety Review Board

[...]

(6)   Operators of multiple aerodromes and providers of apron management services should either establish a central Safety Review Board, or separate Safety Review Boards for each aerodrome or group of aerodromes. In the case of central or group Safety Review Groups, they should ensure that all aerodromes are represented in the Safety Review Board, at the appropriate management level. Arrangements should be made to ensure continuous flow of information and adequate coordination.

In less complex aerodrome organisations/operations or providers of apron management services, the aerodrome operator or the provider of apron management services should nominate a person who fulfils the role of safety manager, and who is responsible for coordinating the safety management system (see ADR.OR.D.015 and AMC1 ADR.OR.D.015(c) for aerodrome operators and ADR.OR.D.016 and AMC1.ADR.OR.D.016(c) for providers of apron management services).

GM1 ADR.OR.D.005(b)(2)   Management system
SAFETY POLICY

(a)   Safety policy — General

The safety policy is the means whereby the aerodrome operator or the provider of apron management services states its intention to maintain and, where practicable, improve safety

levels in all its activities, and to minimise its contribution to the risk of an aircraft accident as far as reasonably practicable.

[…]

GM1 ADR.OR.D.005(b)(3)   Management system
HAZARD IDENTIFICATION

(a)   Hazard identification — General

[…]

(3)   The methods used for hazard identification depends on the resources and constraints of each particular aerodrome operator or provider of apron management services, and on the size and the complexity of the operations. Nevertheless, hazard identification, regardless of implementation, complexity and size, is part of the aerodrome operator's or provider of apron management services safety documentation. Under mature safety management practices, hazard identification is a continuous, ongoing daily activity. It is an integral part of the aerodrome operator's or provider of apron management services processes. There are three specific conditions under which special attention to hazard identification should be paid. These three conditions should trigger more in depth and far reaching hazard identification activities and include:

  i.   any time that the aerodrome operator or the provider of apron management services experiences an unexplained increase in safety related events or regulatory infractions;

  [...]

GM1 ADR.OR.D.005(b)(4)   Management system
SAFETY RISK ASSESSMENT AND MITIGATION

Safety (risk) assessment is the analysis of the safety risks of the consequences of the hazards that have been determined. Safety risk analysis breaks down the risks into two components — the probability of occurrence of a damaging event or condition, and the severity of the event or condition, should it occur. Safety risk decision making and acceptance should be specified through a risk tolerability matrix. The definition and final construction of the matrix should be left to the operator to design, be documented in the aerodrome manual or operations manual respectively, and be subject to an approval by the Competent Authority.

AMC1 ADR.OR.D.005(b)(5)   Management system
SAFETY PERFORMANCE MONITORING AND MEASUREMENT

(a)   Safety performance monitoring and measurement should be the process by which the safety performance of the aerodrome operator or the provider of apron management services is verified in comparison to the safety policy and objectives, identified safety risks and the mitigation measures.

(b)   This process should include the setting of safety performance indicators, and measuring the aerodrome operator's or provider of apron management services safety performance against them.

GM1 ADR.OR.D.005(b)(5)   Management system
SAFETY PERFORMANCE MONITORING AND MEASUREMENT

(a)   The performance monitoring and measurement process should include:
[…]

(4)   safety audits which focus in the integrity of the aerodrome operator's or provider of apron management services management system, and periodically assess the status of safety risk controls;

[…]

AMC1 ADR.OR.D.005(b)(6)   Management system
THE MANAGEMENT OF CHANGE

The aerodrome operator and the provider of apron management services should manage safety risks related to a change. The management of change should be a documented process to identify external and internal change that may have an adverse effect on safety.

It should make use of the aerodrome operator's or provider of apron management services existing hazard identification, safety (risk) assessment, and mitigation processes.

GM1 ADR.OR.D.005(b)(6)   Management system
THE MANAGEMENT OF CHANGE

[...]

(c)   System description is one of the fundamental preliminary activities in the planning of the safety management system, to determine a baseline hazard analysis for the baseline system.

As part of the formal process of the management of change, the system description and the baseline hazard analysis should be reviewed periodically, even if circumstances of change are not present, to determine their continued validity.

When changes to the system are made, and periodically thereafter, the aerodrome operator or the provider of apron management services should go over its system and its actual operational environment, in order to make sure it continues to be fully aware of the circumstances under which the provision of services takes place.

[...]

AMC1 ADR.OR.D.005(b)(7)   Management system
CONTINUOUS IMPROVEMENT OF THE SAFETY MANAGEMENT SYSTEM

The aerodrome operator and the provider of apron management services should continuously seek to improve their safety performance. The aerodrome operator and the provider of apron management services should develop and maintain a relevant formal process. Continuous improvement should be achieved through:

[...]

AMC1 ADR.OR.D.005(b)(8)   Management system
SAFETY MANAGEMENT SYSTEM TRAINING — AERODROME OPERATORS

[...]

AMC1 ADR.OR.D.005(b)(9)   Management system
SAFETY MANAGEMENT SYSTEM TRAINING — PROVIDERS OF APRON MANAGEMENT SERVICES

(a)   The provider of apron management services should establish a safety management system training programme for its personnel involved in the provision of the service, including all management personnel (e.g. supervisors, managers, senior managers, and the accountable manager), regardless of their level in the organisation.

(b)   The amount and level of detail of safety training should be proportionate and appropriate to the individual's responsibility and involvement in the safety management system.

(c)   The safety management system training programme should be developed in accordance with AMC1 ADR.OR.D.018(a);(b), and be incorporated in the training programme foreseen therein.

GM1 ADR.OR.D.005(b)(9)   Management system

The training requirements described in GM1 ADR.OPS.D.005(b) (8) are equally applicable.

AMC1 ADR.OR.D.005(b)(9~~10~~) Management system
SAFETY COMMUNICATION

(a) The aerodrome operator and the provider of apron management services should communicate safety management system objectives and procedures to all operational personnel, and the safety management system and its application should be evident in all aspects of operations.

  [...]

GM1 ADR.OR.D.005(b)(9~~10~~) Management system
SAFETY COMMUNICATION

(a) The aerodrome operator and the provider of apron management services, may use the following tools to communicate safety information:

  [...]

AMC1 ADR.OR.D.005(b)(~~10~~11) Management system
COORDINATION OF THE AERODROME EMERGENCY RESPONSE PLAN

[...]

GM1 ADR.OR.D.005(b)(~~10~~11) Management system
COORDINATION OF THE AERODROME EMERGENCY RESPONSE PLAN

[...]

AMC1 ADR.OR.D.005(b)(~~11~~12) Management system
COMPLIANCE MONITORING

(a) Compliance monitoring

  (1) The implementation and use of a compliance monitoring process should enable the aerodrome operator and the provider of apron management services to monitor compliance with the relevant requirements of this Part, Part ADR.OPS, as well as any other applicable regulatory requirements, or requirements established by the aerodrome operator and the provider of apron management services.

  The aerodrome operator and the provider of apron management services should specify the basic structure of the compliance monitoring applicable to the activities conducted.

    [...]

  (2) An aerodrome operator and a provider of apron management services should monitor compliance with the procedures it has designed, to ensure safe activities. In doing so, ~~an aerodrome operator~~ they should as a minimum, and where appropriate, monitor compliance with:

    (i) privileges of the aerodrome operator or the provider of apron management services;

      [...]

(b) Organisational set-up

  (1) A person should be responsible for compliance monitoring.

  The accountable manager, with regards to his/her direct accountability for safety, should ensure, in accordance with ADR.D.015 (a) for aerodrome operators and ADR.OR.D.016(a) for providers of apron management services, that sufficient resources are allocated for compliance monitoring. In the case the person responsible for the compliance monitoring acts also as safety manager, the accountable manager should ensure that sufficient resources are allocated to both functions, taking into

account the size of the aerodrome operator, and the nature and complexity of its activities.

[...]

(3) Personnel involved in compliance monitoring should have access to any part of the aerodrome or provider of apron management services organisation, and any contracted organisation as required.

(c) Compliance monitoring documentation

(1) Relevant documentation should include the relevant part(s) of the aerodrome operator's or provider of apron management services management system documentation.

(2) In addition, relevant documentation should also include the following:

[...]

(iii) a description of the organisation of the aerodrome operator or the provider of apron management services;

[...]

(d) Training

(1) Correct and thorough training is essential to optimise compliance in every aerodrome operator and provider of apron management services. In order to achieve significant outcomes of such training, the operator should ensure that all personnel understand the objectives as laid down in the operator's management system documentation.

[...]

(e) Compliance monitoring — audit scheduling

(1) A defined audit schedule to be completed during a specified calendar period and a periodic review cycle for each area should be established. The compliance monitoring itself should also be audited according to a defined audit schedule. The schedule should allow for unscheduled audits when trends are identified. Follow-up audits should be scheduled to verify that corrective action was carried out, and that it was effective and completed, in accordance with the policies and procedures specified in the aerodrome manual or the operations manual.

[...]

(4) Similarly, the management system key processes of a provider of apron management services and the delivery of the service should be audited within the first 12 months since the data of the issuance of the certificate or the submission of declaration.

(5) After that, the provider of apron management services should consider the results of its past compliance monitoring activities, in order to adapt the calendar period within which an audit or a series of audits should be conducted, to cover its management system key processes and the delivery of the service in a manner, and at intervals set out in the operations manual. The Competent Authority may agree to increase this calendar period, up to 36 months, provided that there are no level 1 findings, and subject to being satisfied that the provider of apron management services has a good record of rectifying findings in a timely manner.

AMC2 ADR.OR.D.005(b)(~~11~~12)   Management system
RESPONSIBILITY FOR COMPLIANCE MONITORING

(a) The responsibility for the compliance monitoring should:

[...]

(2) not be with one of the persons referred to in ADR.OR.D.015(b) or ADR.OR.D.015(c), except that in less complex aerodrome organisations/operations or providers of apron

management services, it may also be with the accountable manager or the person referred to in ADR.OR.D.015(c).

[…]

(c) Persons allocated with the responsibility for the compliance monitoring of a provider of apron management services should have:

(1) adequate experience and expertise in aerodrome operations, or provision of apron management services or air traffic services;

(2) adequate knowledge of, and experience in safety management and quality assurance;

(3) knowledge of the aerodrome manual and the operations manual; and

(4) comprehensive knowledge of the applicable requirements in the area of aerodromes, apron management services or air traffic services.

GM1 ADR.OR.D.005(b)(1112)   Management system
COMPLIANCE MONITORING — GENERAL

(a) The organisational set-up of the compliance monitoring should reflect the size of the aerodrome operator or the provider of apron management services, and the nature and complexity of its activities. The person responsible for the compliance monitoring may perform all audits and inspections himself/herself, or appoint one or more auditors by choosing personnel having the related competence as defined in paragraph (b) of AMC2 ADR.OR.D.005(b)(1112) either from within, or outside the aerodrome operator or the provider of apron management services.

(b) Regardless of the option chosen, it must be ensured that the independence of the audit function is not affected, in particular, in cases where those performing the audit or inspection are also responsible for other functions for the aerodrome operator or the provider of apron management services.

(c) In case external personnel are used to perform compliance audits or inspections:

[…]

(2) the aerodrome operator and the provider of apron management services remains responsible to ensure that the external personnel has relevant knowledge, background, and experience as appropriate to the activities being audited or inspected, including knowledge and experience in compliance monitoring.

(d) The aerodrome operator and the provider of apron management services retains the ultimate responsibility for the effectiveness of the compliance monitoring, in particular for the effective implementation and follow-up of all corrective actions.

AMC1 ADR.OR.D.005(c)   Management system
AERODROME OPERATOR AND PROVIDER OF APRON MANAGEMENT SERVICES MANAGEMENT SYSTEM DOCUMENTATION

The aerodrome operator and the provider of apron management services should ensure that the documented management system key processes include a process for making personnel aware of their responsibilities, as well as its amendment procedure.

The aerodrome operator's and the provider of apron management services management system documentation should, at least, include the following information:

(a) a statement signed by the accountable manager to confirm that the aerodrome operator or the provider of apron management services will continuously work in accordance with the applicable requirements and the operator's documentation;

(b) the aerodrome operator's or provider of apron management services scope of activities;

(c) the titles and names of persons referred to in ADR.OR.D.015 for aerodrome operators and ADR OR.D.016 for providers of apron management services and AMC2-ADR.OR.D.005(b)(~~11~~12);

[…]

(f) procedures specifying how the aerodrome operator or the provider of apron management services ensures compliance with the applicable requirements;

[…]

AMC2 ADR.OR.D.005(c) Management system
AERODROME OPERATOR AND PROVIDER OF APRON MANAGEMENT SERVICES SAFETY MANAGEMENT MANUAL

(a) In cases where safety management is set out in a Safety Management Manual, it should be the key instrument for communicating the approach to safety for the aerodrome operator or the provider of apron management services. The Safety Management Manual should document all aspects of safety management, including the safety policy, objectives, procedures, and individual safety responsibilities.

[…]

GM1 ADR.OR.D.005(c) Management system
AERODROME OPERATOR AND PROVIDER OF APRON MANAGEMENT SERVICES MANAGEMENT SYSTEM DOCUMENTATION

It is not required to duplicate information in several manuals. The Safety Management Manual is considered to be a part of the aerodrome manual or the operations manual.

AMC1 ADR.OR.D.015(a) Personnel requirements — aerodrome operator

[…]

GM1 ADR.OR.D.015(a) Personnel requirements — aerodrome operator

[…]

AMC1 ADR.OR.D.015(b) Personnel requirements — aerodrome operator

[…]

GM1 ADR.OR.D.015(b) Personnel requirements — aerodrome operator

[…]

AMC1 ADR.OR.D.015(c) Personnel requirements — aerodrome operator

[…]

(d) The safety manager should not be one of the persons referred to in ADR.OR.D.015(b) or AMC2 ADR.OR.D.005(b)(~~11~~12). However, in the case of less complex aerodrome organisations/operations, the safety manager may be the accountable manager, or one of the persons referred to in ADR.OR.D.015(b), or AMC2 ADR.OR.D.005(b)(~~11~~12), or any other person at appropriate management level, provided that he/she can act independently of other managers within the organisation of the aerodrome operator, and has direct access to the accountable manager and to appropriate management for safety matters.

AMC1 ADR.OR.D.015(d) Personnel requirements — aerodrome operator

[…]

GM1 ADR. OR.D.015(d) Personnel requirements — aerodrome operator

[…]

AMC1 ADR.OR.D.015(d);(e)   Personnel requirements — aerodrome operator

[…]

GM1 ADR.OR.D.015(d);(e)   Personnel requirements — aerodrome operator

[…]

AMC1 ADR.OPS.D.016(a)   Personnel requirements — provider of apron management services

ACCOUNTABLE MANAGER

(a)   Accountable manager — General

    (1)   The accountable manager should:

        (i)   ensure that all necessary resources are available to deliver the service in accordance with the applicable requirements, the aerodrome manual and the operations manual;

        (ii)   ensure that if there is a reduction in the level of resources or abnormal circumstances which may affect safety, the required reduction in the level of operations at the aerodrome is implemented in cooperation with the aerodrome operator and air traffic services;

        (iii)   establish, implement, and promote the safety policy; and

        (iv)   ensure compliance with relevant applicable requirements and the organisation's safety management system.

    (2)   The accountable manager should have:

        (i)   an appropriate level of authority within the provider of apron management services organisation to ensure that activities are financed and carried out to the standard required;

        (ii)   knowledge and understanding of the documents that prescribe aerodrome and air traffic services safety standards;

        (iii)   understanding of the requirements for competence of management personnel, so as to ensure that competent persons are in place;

        (iv)   knowledge and understanding of safety, quality, and security management systems related principles and practices, and how these are applied within the organisation;

        (v)   knowledge of the role of the accountable manager; and

        (vi)   knowledge and understanding of the key issues of risk management within the aerodrome.

(b)   Accountable manager — Delegation of responsibilities

    (1)   The technical knowledge and understanding expected by an accountable manager is high level, with particular reference to his/her own role in ensuring that standards are maintained.

    (2)   During periods of absence, the day-to-day responsibilities of the accountable manager may be delegated; however, the accountability ultimately remains with the accountable manager.

    (3)   Depending on the size and the complexity of operations, the accountable manager may delegate his/her responsibilities in the area of training, by nominating a training manager whose responsibilities should be the establishment, coordination,

implementation of training programmes, and relevant record keeping of personnel training, as well as of the proficiency check programmes.

In any case, the accountability, ultimately, remains with the accountable manager.

GM1 ADR.OR.D.016(a) Personnel requirements — provider of apron management services
ACCOUNTABLE MANAGER

The guidance included in GM1 ADR.OPS.D.015 (a) — Personnel requirements — aerodrome operator may also be used.

AMC1 ADR.OR.D.016(b) Personnel requirements — provider of apron management services
NOMINATED PERSONS

(a)   General

    (1)   A description of the functions of the person responsible for the management and supervision of operational service related to apron management should be contained in the operation manual. This person should have adequate resources available to perform its duties.

    (2)   The provider of apron management services should make arrangements to ensure adequate continuity of supervision in the absence of this person.

    (3)   The person nominated by the provider of apron management services should not be nominated by another provider unless agreed with the Competent Authority.

    (4)   The nominated person should be foreseen to work sufficient hours to fulfil the management functions associated with the scale and complexity of the operation.

    (5)   This person may hold more than one post if such an arrangement is considered suitable and properly matched to the provider of apron management services organisation, and the complexity of operations.

(b)   Competence

The person responsible for the management and supervision of operational service related to apron management should have:

    (1)   adequate practical experience and expertise in aerodrome operations, apron management and/or air traffic services;

    (2)   comprehensive knowledge of the applicable requirements in the area of aerodromes, apron management and/or air traffic services;

    (3)   appropriate level of knowledge of safety and quality management; and

    (4)   knowledge of the aerodrome manual and operations manual.

GM1 ADR.OR.D.016(b) Personnel requirements — provider of apron management services
COMBINATION OF NOMINATED PERSONS RESPONSIBILITIES

(a)   The acceptability of a single person holding more than one post, possibly in combination with being the accountable manager, should depend upon the provider of apron management services organisation and the complexity of its operations. The two main areas of concern should be competence, and an individual's capacity to meet his/her responsibilities.

(b)   As regards competence in different areas of responsibility, there should not be any difference from the requirements applicable to persons holding only one post.

(c)   The capacity of an individual to meet his/her responsibilities should primarily be dependent upon the complexity of the provider of apron management services organisation and its

operations. However, the complexity of the organisation, or of its operation may prevent, or limit, combinations of posts.

AMC1 ADR.OR.D.016(c) Personnel requirements — provider of apron management services
SAFETY MANAGER

(a)   The safety manager should be the focal point and responsible for the development, administration, and maintenance of an effective safety management system (see also AMC1 ADR.OR.D.005(b)(1)).

(b)   The role of the safety manager should be to:

   (1)   facilitate hazard identification, risk analysis, and management;

   (2)   monitor the implementation and functioning of the safety management system, including the necessary safety actions;

   (3)   manage the safety reporting system of the provider of apron management services;

   (4)   coordinate with the safety management system of the aerodrome operator and the air traffic services provider;

   (5)   provide periodic reports on safety performance;

   (6)   ensure maintenance of safety management documentation;

   (7)   ensure that there is safety management training available, and that it meets acceptable standards;

   (8)   provide advice on safety matters; and

   (9)   initiate and participate in internal occurrence/accident investigations.

(c)   The safety manager should have:

   (1)   adequate practical experience and expertise in aerodrome operations, apron management and/or air traffic services;

   (2)   adequate knowledge of safety and quality management;

   (3)   adequate knowledge of the aerodrome manual and the operations manual; and

   (4)   comprehensive knowledge of the applicable requirements in the area of aerodromes, apron management and/or air traffic services.

(d)   The safety manager should not be the person referred to in ADR.OR.D.016(b) or AMC2 ADR.OR.D.005(b)(~~11~~12). However, in the case of less complex providers of apron management services/operations, the safety manager may be the accountable manager, or one of the persons referred to in ADR.OR.D.~~015~~016(b), or AMC2 ADR.OR.D.005(b)(~~11~~12), or any other person at appropriate management level, provided that he/she can act independently of other managers within the organisation of the provider of apron management services, and has direct access to the accountable manager and to appropriate management for safety matters.

AMC1 ADR.OR.D.016(d) Personnel requirements — provider of apron management services
DETERMINATION OF PERSONNEL NEEDS AND QUALIFICATIONS

(a)   The provider of apron management services should determine the required personnel for the planned tasks.

(b)   The provider of apron management services should determine the required personnel qualifications, in accordance with the applicable requirements (and the national and European Union legislation where applicable), and include them in the operations manual. A documented system with defined responsibilities should be in place, in order to identify any needs for changes with regard to personnel qualifications.

AMC1 ADR.OR.D.017(a);(b) Training and proficiency check programmes — aerodrome operators

[…]

AMC2 ADR.OR.D.017(a);(b) Training and proficiency check programmes — aerodrome operators

[…]

AMC3 ADR.OR.D.017(a);(b) Training and proficiency check programmes — aerodrome operators

[…]

GM1 ADR.OR.D.017(a);(b) Training and proficiency check programmes– aerodrome operators

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GM2 ADR.OR.D.017(a);(b) Training and proficiency check programmes– aerodrome operators

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GM1 ADR.OR.D.017(c) Training and proficiency check programmes– aerodrome operators

[…]

GM2 ADR.OR.D.017(c) Training and proficiency check programmes– aerodrome operators

[…]

AMC1 ADR.OR.D.017(d) Training and proficiency check programmes– aerodrome operators

[…]

AMC1 ADR.OR.D.017(e) Training and proficiency check programmes– aerodrome operators

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GM1 ADR.OR.D.017(e) Training and proficiency check programmes– aerodrome operators

[…]

GM2 ADR.OR.D.017(e) Training and proficiency check programmes– aerodrome operators

[…]

AMC1 ADR.OR.D.018 (a);(b) Training and proficiency check programmes — provider of apron management services
TRAINING PROGRAMME — GENERAL

(a) The training programme should cover all personnel involved in the provision of apron management services (supervisors, managers, senior managers and the accountable manager).

(b)   The training of persons mentioned in paragraph (a) should be completed prior to the initial performance of their duties.

(c)   The training programme should include safety management system training whose level of detail should be appropriate to the individual's responsibility and involvement in the safety management system, and should also include human and organisational factors.

(d)   The training programme should consist of the following:

(1)   a process to identify training standards, including syllabi, and frequency for each type of training and area of activity for the persons mentioned in paragraph (a), including for instructors and assessors, and track completion of required training;

(2)   a validation process that measures the effectiveness of training;

(3)   initial job-specific training;

(4)   on-the-job training; and

(5)   recurrent training.

(e)   The training programme should identify training responsibilities and contain procedures:

(1)   for training and checking of the trainees; and

(2)   to be applied in the event that personnel do not achieve or maintain the required standards.

(f)   Training contents and syllabi should comply with the requirements prescribed in Part ADR.OPS.

(g)   A training file should be developed for each employee, including management, to assist in identifying and tracking employee training requirements, and verifying that personnel have received the planned training.

(h)   Information related to paragraphs (d) and (e), including the identified training standards and the related syllabi and frequency, should be included in the operations manual.

AMC2 ADR.OR.D.018(a);(b)   Training and proficiency check programmes — providers of apron management services
TRAINING PROGRAMME — CHECKING OF TRAINEES

(a)   Checking required for each training course should be accomplished by either:

(1)   practical demonstration; or

(2)   computer based training; or

(3)   oral or written tests; or

(4)   combinations of such methods, as appropriate.

(b)   Training elements that require individual practical participation may be combined with practical checks.

AMC3 ADR.OR.D.018(a);(b)   Training and proficiency check programmes — providers of apron management services
RULES AND PROCEDURES

(a)   The provider of apron management services should ensure that personnel are aware of the rules and procedures relevant to the provision of apron management services and the relationship of their duties and responsibilities to the aerodrome operation as a whole.

(b)   Proficiency checks should verify that personnel are aware of the rules and procedures relevant to their duties and responsibilities.

AMC4 ADR.OR.D.018(a);(b) Training and proficiency check programmes — providers of apron management services
TRAINING PROGRAMME — RECURRENT, REFRESHER AND DIFFERENCES TRAINING

(a) Recurrent training

    (1) The initial training should be valid for a period not exceeding 12 months. Thereafter, the provider of apron management services should ensure that the persons mentioned under paragraph (a) of AMC1 ADR.OR.D.018(a);(b) complete recurrent raining at intervals not exceeding 12 months since the initial completion of their training programme.

    (2) If the recurrent training is undertaken within the last 3 calendar months of the 12-month period, the new validity period should be counted from the original expiry date.

(b) Refresher training

    When a person mentioned under paragraph (a) of AMC1 ADR.OR.D.018(a);(b) has not performed any duties for a significant period before the expiry date of its initial training programme, or its last current training (as the case may be), the provider of apron management services should ensure that that person completes a relevant refresher training prior to being assigned duties.

(c) Differences training — other provider of apron management services

    When apron management services personnel mentioned under paragraph (a) of AMC1 ADR.OR.D.018(a);(b) who have already completed the necessary training programme, are employed by another provider of apron management services, the latter shall establish a differences training for such personnel to complete. Such a differences training should be determined, as necessary, on the basis of a comparison of the training already completed by the relevant individual (taking into account his/her previous training as documented in his/her training records), with the training programme that is required for the post that the person will cover.

AMC1 ADR.OR.D.018(c) Training and proficiency check programmes — providers of apron management services
PROFICIENCY CHECKS

(a) Proficiency checks should be conducted by nominated assessors in accordance with AMC2 ADR.OR.D.018(c).

(b) The maximum interval between two proficiency checks should not exceed 24 months. The first proficiency check should be completed within two years since the completion of the initial training programme.

(c) The proficiency check programme should include a validation process that measures the effectiveness of the programme.

(d) The proficiency check programme should identify checking responsibilities and relevant checking methods, including procedures to be applied in the event that personnel do not achieve the required standards.

(e) Information related to the proficiency check programme should be included in the operations manual.

AMC2 ADR.OR.D.018(c) Training and proficiency check programmes — providers of apron management services
INSTRUCTORS — ASSESSORS

(a) The provider of apron management services should nominate instructors and assessors to be used for the implementation of the training and proficiency check programmes. The personnel to be nominated may also include contracted instructors for individual subjects.

(b)   A person may be qualified and nominated both as an instructor and as an assessor by the provider of apron management services. However, such a person may not provide assessment for own instruction, courses, or material.

(c)   Instructors

(1)   Theoretical instruction should be given by appropriately qualified instructors. They should have:

(i)   appropriate level and depth of knowledge in the field where instruction is to be given;

(ii)   documented ability to use appropriate instructional techniques; and

(iii)   adequate experience in the subject where instruction is to be given.

(2)   Instruction on practical skills should be given by appropriately qualified instructors who:

(i)   meet the theoretical knowledge, and the working experience requirements appropriate to the instruction being given;

(ii)   have demonstrated the ability to instruct, and to use appropriate instructional techniques;

(iii)   are proficient in instructional techniques in the areas in which it is intended to provide instruction; and

(iv)   receive regular refresher training to ensure that the instructional competences are maintained.

(d)   Assessors

The persons who are responsible for assessing the competence and skills of the personnel should:

(1)   have demonstrated the ability to assess the performance of, and conduct tests and checks in the areas covered by the training;

(2)   receive regular refresher training to ensure that the assessment standards are maintained up to date; and

(3)   meet the theoretical knowledge requirements appropriate to the instruction being given and have adequate working experience in the area of instruction.

AMC1 ADR.OR.D.018(d)   Training and proficiency check programmes — providers of apron management services
PERSONNEL RECORDS

(a)   The provider of apron management services should use its record keeping system (see AMC1 ADR.OR.D.040) to record the following information for each person:

(1)   starting date of employment/ending date of employment (if applicable);

(2)   area of activity;

(3)   previous working experience;

(4)   qualifications;

(5)   training (before entry and subsequent); and

(6)   proficiency checks, including language proficiency;

(b)   Latest changes should be reflected into the personnel records.

GM1 ADR.OR.D.018(d) Training and proficiency check programmes — providers of apron management services
TRAINING RECORDS

(a) Training programme — general

The provider of apron management services should maintain records of the training sessions that its personnel have attended, including as a minimum the following:

(1) area of training and subjects covered;

(2) names of participants/signed list of participants;

(3) date and duration of training; and

(4) name of the instructor.

(b) Training records of individuals

The training records maintained for each individual should include as a minimum:

(1) the name of the trainee;

(2) the date(s) and the duration of the training;

(3) the place where the training was received;

(4) the name of the organisation that provided the training;

(5) the subjects covered, and the methodology of the course;

(6) any comments made by the instructor if applicable;

(7) the performance evaluation of the trainee if applicable; and

(8) the name and signature of the instructor.

GM2 ADR.OR.D.018(d) Training and proficiency check programmes — providers of apron management services
PROFFICIENCY CHECK RECORDS

The proficiency check records maintained for each individual should include as a minimum:

(a) the name of the person checked;

(b) the date(s) and the duration of the proficiency check;

(c) the methodology of the check conducted;

(d) any comments made by the assessor;

(e) the performance evaluation of the person checked; and

(f) the name and signature of the assessor.

AMC1 ADR.OR.D.030   Safety reporting system — aerodrome operators
[…]

GM1 ADR.OR.D.030   Safety reporting system — aerodrome operators
[…]

AMC1 ADR.OR.D.032 Safety reporting system — provider of apron management services
SAFETY REPORTING SYSTEM

(a) The safety reporting system should include the provider of apron management services personnel.

(b)   The safety reporting system should include voluntary reporting possibilities intended for safety hazards identified by the reporter, and that may have potential safety consequences.

(c)   The provider of apron management services should identify which events are mandatory to be reported.

(d)   The provider of apron management services should provide the means and the format for reporting which should be such that meets the existing reporting requirements foreseen in the applicable legislation in terms of time, format, and required information to be reported.

(e)   The safety reporting should include an acknowledgement to the reporter for the submission of the report.

(f)   The reporting process should be as simple as possible, and well documented, including details as to what, how, where, whom, and when to report.

(g)   Regardless of the source or method of submission, once the information is received, it should be stored in a manner suitable for easy retrieval and analysis.

(h)   Access to the submitted reports should be restricted to persons responsible for storing and analysing them.

(i)   Protection of the identity of the reporter should be ensured, and the procedures established by the provider of apron management services to gather additional information for analyses, or investigations should respect this principle.

(j)   The safety reporting system should include a feedback system to the reporting person, on the outcome of the occurrence analysis.

AMC1 ADR.OR.D.035   Record keeping — aerodrome operators

[…]

AMC2 ADR.OR.D.035   Record keeping — aerodrome operators

[…]

GM1 ADR.OR.D.035(b)   Record keeping — aerodrome operators

[…]

AMC1 ADR.OR.D.040   Record keeping — provider of apron management services
DOCUMENTATION TO BE RETAINED

(a)   The system employed by the provider of apron management services for record keeping should provide for adequate procedures, storage facilities, and reliable traceability, retrievability and accessibility of the records related to the activities of the provider of apron management services that are subject to the Basic Regulation and its Implementing Rules, throughout the required retention period.

(b)   Records should be kept in paper form, or in electronic format, or a combination of both. Records stored on microfilm or optical disc format are also acceptable. The records should remain legible throughout the required retention period. The retention period starts when the record has been created or last amended.

(c)   Paper systems should use robust material which can withstand normal handling and filing.

(d)   Computer systems should have at least one backup system which should be updated within 24 hours of any new entry. Computer systems should include safeguards against the ability of unauthorised personnel to alter the data.

(e) All computer hardware used to ensure data backup should be stored in a different location from that containing the working data, and in an environment that ensures they remain in good condition. When hardware or software changes take place, special care should be taken that all necessary data continues to be accessible, at least, through the full retention period. In the absence of any indication, all records should be kept for a minimum period of five years.

GM1 ADR.OR.D.040 (b)   Record keeping — provider of apron management services
RECORDS

Microfilming or optical storage of records may be carried out at any time. The records should be as legible as the original record, and remain so for the required retention period.

SUBPART F — OPERATIONS MANUAL AND DOCUMENTATION OF PROVIDER OF APRON MANAGEMENT SERVICES

AMC1 ADR.OR.F.005   Operations manual
GENERAL

(a) The operations manual may vary in detail according to the complexity of the operation and the type of the aerodrome.

(b) The operations manual or parts of it may be presented in any form, including electronic form. In all cases, the accessibility, usability, and reliability should be assured.

(c) The operations manual should be such that:

(1) all parts of the manual are consistent and compatible in form and content;

(2) the manual can be readily amended; and

(3) the content and amendment status of the manual is controlled and clearly indicated.

(d) The operations manual should include a description of its amendment and revision process specifying:

(1) the person(s) who may approve amendments or revisions;

(2) the conditions for temporary revisions and/or immediate amendments, or revision required in the interest of safety; and

(3) the methods by which all personnel and organisations are advised of changes to the operations manual.

(e) The operations manual may contain parts of, or refer to other controlled documents, such as the aerodrome equipment manual, which are available at the aerodrome for use by the personnel.

AMC1 ADR.OR.F.005(i)(2)   Operations Manual
LANGUAGE OF THE OPERATIONS MANUAL

A translated version of the relevant parts of the operations manual is an acceptable means to comply with the relevant requirement. In any case, the persons who are going to use the manual should be able to read and understand it.

AMC2 ADR.OR.F.005(i)(2)   Operations Manual
OPERATIONS MANUAL

(a)   The operations manual should have the following structure, and include, at least, the following information; if an item is not applicable, the indication 'Not applicable' or 'Intentionally blank' should be inserted, along with the relevant reason:

A. PART A — GENERAL

0.   Administration and control of the operations manual including the following:

   0.1. Introduction:

      0.1.1   a statement signed by the accountable manager that the operations manual complies with all applicable requirements, and with the terms of the certificate or the content of the declaration;

      0.1.2   a statement signed by the accountable manager that the operations manual contains operational instructions that are to be complied with by the relevant personnel;

      0.1.3   a list and brief description of the various parts, their contents, applicability, and use; and

      0.1.4   explanations, abbreviations, and definitions of terms needed for the use of the manual.

   0.2   System of amendment and revision:

      0.2.1   details of the person(s) responsible for the issuance and insertion of amendments and revisions;

      0.2.2   a record of amendments and revisions with insertion dates, and effective dates;

      0.2.3   a statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment, or revision in the interest of safety;

      0.2.4   a description of the system for the annotation of pages, or paragraphs and their effective dates;

      0.2.5   a list of effective pages or paragraphs;

      0.2.6   annotation of changes (in the text and, as far as practicable, on charts and diagrams); and

      0.2.8   description of the distribution system and a distribution list for the operations manual, its amendments, and revisions.

1.   General information

   General information including the following:

   1.1. purpose and scope of the operations manual;

   1.2. legal requirements for a provider of apron management services certificate or submission of declaration and the operations manual as prescribed in Part ADR.OR; and

   1.3. the obligations of the provider of apron management services; rights of the Competent Authority and guidance to staff on how to facilitate audits/inspections by Competent Authority personnel.

B. PART B — MANAGEMENT SYSTEM, QUALIFICATION AND TRAINING REQUIREMENTS

2.   A description of the management system, including the following:

   2.1. Provider of apron management services organisation and responsibilities including the following: a description of the organisational structure, including

the general organogram and other departments' organograms. The organogram should depict the relationship between the departments. Subordination and reporting lines of all levels of organisational structure (Departments, Sections, etc.) related to safety should be shown.

Names, authorities, responsibilities and duties of management, nominated persons, operational staff and safety committees should also be included.

2.2. A description of the safety management system, including:

2.2.1. scope of the safety management system;

2.2.2. safety policy and objectives;

2.2.3. safety responsibilities of key safety personnel;

2.2.4. documentation control procedures;

2.2.5. safety risk management process, including hazard identification and risk assessment schemes;

2.2.6. monitoring of implementation and effectiveness of safety actions, and risk mitigation measures;

2.2.7. safety performance monitoring;

2.2.8. safety reporting (including hazard reporting) and investigation;

2.2.9. emergency response planning;

2.2.10. management of change (including organisational changes with regard to safety responsibilities);

2.2.11. safety promotion; and

2.2.12. safety management system outputs*.*

2.3. A description of the compliance monitoring and related procedures.

2.4. Procedures for reporting to the Competent Authority and the aerodrome operator including handling, notifying and reporting accidents, serious incidents, and occurrences. This section should include, at least, the following:

2.4.1. definition of accident, serious incident and occurrence and of the relevant responsibilities of all persons involved;

2.4.2. illustrations of forms to be used (or copies of the forms themselves), instructions on how they are to be completed, the addresses to which they should be sent and the time allowed for this to be done; and

2.4.3. procedures and arrangements for the preservation of evidence, including recordings, following a reportable event.

2.5. Procedures related to the use of alcohol, psychoactive substances and medicines.

2.6. Procedures for:

2.6.1. complying with safety directives;

2.6.2. reaction to safety problems; and

2.6.3. handling of safety recommendations issued by Safety Investigation Authorities.

3. Required apron management services personnel qualifications and procedures related to:

3.1. the training programme, including the following:

3.1.1. responsibilities, frequencies, syllabi, and he identified training standards for all personnel involved in the provision of apron management services;

3.1.2. procedures:

3.1.2.1. for training and checking of the trainees;

3.1.2.2. to be applied in the event that personnel do not achieve the required standards; and

3.1.3. description of documentation to be stored and storage periods.

C. PART C — PARTICULARS OF THE AREA WHERE APRON MANAGEMENT SERVICE IS PROVIDED

4. A description of the area where apron management services is provided and, in particular, a chart of the aerodrome showing the boundaries of the area where apron management services is provided.

D. PART D — PARTICULARS OF APRON MANAGEMENT SERVICE REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE

5. The aeronautical information services available and the procedures for the promulgation of general information, including the following:

5.1. the location of the aerodrome

5.2. the name of the provider of apron management services and contact details (including telephone numbers) at which he/she may be contacted at all times;

5.3. the call sign of the apron management services; and

5.4. aeronautical frequencies used by the apron management services

E. PART E — PARTICULARS OF APRON MANAGEMENT SERVICE PROCEDURES, ITS EQUIPMENT, AND SAFETY MEASURES

6. Procedures for apron management, including:

6.1 transfer of the aircraft between air traffic services unit, and the apron management unit;

6.2 allocation of aircraft parking positions;

6.3 engine start and aircraft push-back;

6.4 marshalling and 'follow-me' service;

6.5 FOD prevention, including apron cleaning/sweeping;

6.6 monitoring compliance of personnel on the apron with safety procedures;

6.7 alerting of emergency services;

6.8 dissemination of information to operators; and

6.9 aircraft parking.

(b) All procedures contained in the operations manual should include and clearly define the roles, responsibilities, and contact details of the responsible apron management services provider personnel, other persons or organisations, including the Competent Authority and other state agencies involved, as appropriate, and take into account the need for establishing direct communication during non-working hours.

GM1 ADR.OR.F.005   Operations Manual
OPERATIONS MANUAL

(a)   Form of the operations manual

The operations manual is a key document both for the provider of apron management services and the Competent Authority. The manual is the source document describing how the apron management services will be provided safely.

Apart from the provision of apron management services, the operations manual should reflect accurately the day-to-day functioning of the provider's safety management system and its safety culture. It will need to show how the provider of apron management services intends to measure its performance against safety targets and objectives. The reader of the operations manual should be given a clear statement of how safety is developed, managed, and maintained in the organisation. All safety policies, operational procedures and instructions should be contained in detail when relevant or cross-referenced to other controlled, formally accepted or recognised publications.

(b)   Purpose of the operations manual

An efficient management structure and a systematic approach to the provision of apron management services is essential. The operations manual should contain all the relevant information to describe the structure satisfactorily. It is one of the means by which all relevant operating staff can be informed as to their duties and responsibilities with regard to safety. It should describe the facilities, all operating procedures, and any restrictions in the provision of apron management services.

Accountability for safety must start at the very top of the organisation. One of the key elements in establishing safe working practices is the 'top down' approach where all staff should understand the safety aims of the organisation, the chain of command, and their own responsibilities and accountabilities. As safety management principles are applied, the operations manual should be expanded to describe clearly how the safety of operations is to be managed. To a reader or user of the operations manual, there should never be any doubt in terms of 'safety accountability' for each domain or activity described. Each section should define who is accountable, who is responsible, who has the authority, who has the expertise, and who actually carries out the tasks described in any section.

The principal objective of the operations manual should be to show how management will accomplish its safety responsibilities. The operations manual will set out the policy and expected standards of performance, and the procedures by which they will be achieved.

The provider of apron management services should ensure that:

(a)   its responsibilities are clearly described;

(b)   the tasks and activities that are to be performed by the provider of apron management services, the aerodrome operator and the air traffic services provider are listed; and

(c)   the means and procedures in order to complete these tasks and activities are described or appended, together with the necessary details on their frequencies and operating modes.

Where responsibilities are attributed to other stakeholders, the operations manual should clearly identify them.

GM2 ADR.OR.F.005   Operations manual
CONTENTS

The numbering system described in AMC2 ADR.OR.F.005 should be maintained even if there are sections that are not applicable.

GM1 ADR.OR.F.005(j)   Operations manual
Guidance material on the application of human factors principles may be found in the ICAO Human Factors Training Manual (Doc 9683).

SUBPART D — APRON MANAGEMENT SERVICES

GM1 ADR.OPS.D.001   Provision of services
SERVICES

The services included in Part D of this Annex need to be provided at an aerodrome. In some cases, these services are not directly provided by the aerodrome operator but by another organisation or State entity or combination of both. However, the aerodrome operator being responsible for the operation of the aerodrome should have arrangements and interfaces with these organisations or entities to ensure the provision of services according to the legal requirements. The method described above meets with the intention of an integrated Safety Management System that helps the aerodrome operator to ensure the safety objective of the service provision is being met. In completing this action, the aerodrome operator should, hereby, been seen to discharge his responsibility by employing the procedures mentioned above. Furthermore, the aerodrome operator should not be understood to be directly responsible or liable for non-compliances by another entity involved in the arrangement.

GM2 ADR.OPS.D.001   Provision of services
APRON FUNCTIONS

The following functions are considered essential to ensure the safety of aircraft operation on an apron:

(a)   Management of aircraft movements on the apron;

(b)   Coordination of aircraft entry to/exit from the apron;

(c)   Management of apron safety;

(d)   Management of vehicle movements;

(e)   Aircraft stand allocation;

(f)   Marshalling of aircraft;

(g)   Aircraft parking;

(h)   Dissemination of information; and

(i)   Provision of 'Follow me' vehicle.

All or parts of these services can be provided by the aerodrome operator, a provider of apron management services, the ATS unit, or a combination of the above. The aerodrome operator may also decide to assign certain functions like aircraft stand allocation, marshalling of aircraft, provision of 'Follow me' vehicles to other organisations such as ground handling services providers or airlines. However, the aerodrome operator is responsible to ensure that these functions are provided in accordance with the applicable requirements.

AMC1 ADR.OPS.D.010(a)(1) Written agreement between the provider of apron management services, the aerodrome operator and the ATS Unit
WRITTEN AGREEMENT BETWEEN THE AERODROME OPERATOR AND THE PROVIDER OF APRON MANAGEMENT SERVICES

The written agreement between the aerodrome operator and the provider of apron management services should include at least the following:

(a)   Duration of the agreement;

(b)   Definition of the area where apron management services will be provided;

(c)   Definition of the functions that will be conducted by the provider of apron management services;

(d)   Communication procedures including means of communication;

(e)   Operational procedures for coordination;

(f)   Coordination of vehicle movements;

(g)   Low visibility operations;

(h)   Emergency procedures; and

(i)   Dissemination of information.

AMC1 ADR.OPS.D.010(a)(2);(b)   Written agreement between the provider of apron management services, the aerodrome operator and the ATS Unit
FORMAL ARRANGEMENTS

The formal arrangements between the provider of apron management services and the ATS Unit or between the aerodrome operator, when it provides apron management services, and the ATS Unit should include at least the following:

(a)   Definition of the areas of responsibilities;

(b)   Definition of handover points between apron management services and air traffic services;

(c)   Communication procedures including means of communication;

(d)   Identification of points of contacts for operations;

(e)   Operational procedures for coordination;

(f)   Procedures for the delivery of start-up clearances;

(g)   Procedures for the issue of push back operations authorisation;

(h)   Coordination of vehicles movement;

(i)   Low visibility operations;

(j)   Emergency procedures; and

(k)   Dissemination of information.

AMC1 ADR.OPS.D.015   Management of aircraft movement on the apron
AIRCRAFT GUIDANCE

Prior to the movement of aircraft on the apron, the aerodrome operator should ensure that appropriate instructions are provided to the persons directly responsible for the safe manoeuvring of the aircraft either by:

(a)   issuing verbal instructions on a pre-determined radio frequency; or

(b)   a leader van; or

(c)   appropriate signals by marshallers; or

(d)   other means of guidance; or

(e)   a combination of the above.

GM1 ADR.OPS.D.015   Management of aircraft movement on the apron
OTHER MEANS OF GUIDANCE

Other means of guidance may be aids such as markings, lights, signs and/or markers that provide information to the persons directly responsible for the aircraft manoeuvring on the apron.

AMC1 ADR.OPS.D.020   Coordination of aircraft entry to/exit from the apron
COORDINATION

The aerodrome operator in cooperation with air traffic services should establish coordination procedures for the handover of aircraft between air traffic services and:

(a)   apron management services unit, when established; or

(b)   a leader van service; or

(c)   marshalling services.

AMC2 ADR.OPS.D.020   Coordination of aircraft entry to/exit from the apron
HANDOVER POINTS

The aerodrome operator, in cooperation with air traffic services, should establish handover point(s) between the apron and the manoeuvring area, when traffic is managed by two different units.

AMC3 ADR.OPS.D.020   Coordination of aircraft entry to/exit from the apron
COORDINATION PROCEDURE

The aerodrome operator in cooperation with air traffic services should establish coordination procedures containing at least:

(a)   the boundaries of the area where apron management services are provided;

(b)   the handover points between apron and manoeuvring area;

(c)   the holding areas;

(d)   the means of guidance for the aircraft taxiing;

(e)   the operational information to be exchanged between both parties; and

(f)   the push back operations, when interfering with the manoeuvring area.

GM1 ADR.OPS.D.020   Coordination of aircraft entry to/exit from the apron
HOLDING AREAS

When aircraft parking stands are not available, then it is necessary to define areas where arriving aircraft will hold until an aircraft stand is vacant. The location of the holding areas should be agreed between the aerodrome operator and the air traffic services taking into account various factors such as the movement area layout, traffic density, etc.

AMC1 ADR.OPS.D.025   Apron management services boundaries
DEFINITION OF APRON MANAGEMENT SERVICES BOUNDARIES

The aerodrome operator in cooperation with the air traffic services should define the boundaries of the area where apron management services are provided. They should consider at least the following:

(a)   Apron layout;

(b)   Runway(s) and taxiway(s) configuration and method of operation;

(c)   Traffic density;

(d)   Weather conditions; and

(e)   Operational procedures

AMC2 ADR.OPS.D.025   Apron management services boundaries
PUBLICATION OF APRON MANAGEMENT SERVICES BOUNDARIES

The aerodrome operator should publish the apron management services boundaries in the Aeronautical Information Publication. A graphical illustration of the boundaries should be shown in the Aerodrome Chart.

AMC1 ADR.OPS.D.030   Assignment of radio frequencies to apron management services
NUMBER OF FREQUENCIES

The number of radio frequencies assigned to apron management services should depend on the following:

(a)   Apron layout;

(b)   Traffic density; and

(c)   Operational procedures

AMC2 ADR.OPS.D.030   Assignment of radio frequencies to apron management services
PUBLICATION OF APRON MANAGEMENT SERVICES RADIO FREQUENCIES

The radio frequencies assigned to apron management services should be published in the Aeronautical Information Publication.

AMC1 ADR.OPS.D.035(a)   Management of vehicle movements
APRON DRIVING RULES

The aerodrome operator should establish, implement and disseminate driving rules for the apron. The driving rules should include at least the following:

(a)   Speed limits;

(b)   Right of way;

(c)   Driving routes;

(d)   Use of vehicle lights;

(e)   Low visibility procedures;

(f)   Signs, markings and lights on the apron; and

(g)   Procedures for the entry to/exit from the apron areas in which aircraft and vehicle movements are combined.

AMC2 ADR.OPS.D.035(a)   Management of vehicle movements
CROSSING OF APRON TAXIWAYS AND AIRCRAFT STAND TAXILANES

The aerodrome operator should not allow the crossing of apron taxiways and aircraft stand taxilanes unless:

(a)   the vehicle driver has been granted permission by the unit responsible for managing the taxiway, apron taxiway or aircraft stand taxilane; or

(b)   crossing is done via authorised driving routes provided that visual check has been performed by the vehicle driver for taxiing aircraft.

AMC1 ADR.OPS.D.035(b)   Management of vehicle movements
DRIVING ROUTES

(a)   The aerodrome operator should designate vehicle driving routes at the apron;

(b)   The driving routes, should be segregated from aircraft taxi routes; and

(c)   When, due to the apron layout, aircraft taxi routes and driving routes are interfering, the aerodrome operator should ensure that vehicles' movements do not obstruct aircraft taxiing. Intersections of driving routes with taxiways, apron taxiways and aircraft stand taxilanes should be clearly indicated.

GM1 ADR.OPS.D.035(a);(b)   Management of vehicle movements
CROSSING OF TAXIWAYS, APRON TAXIWAYS AND AIRCRAFT STAND TAXILANES

In general, the crossing of taxiway, apron taxiways and aircraft stand taxilanes is not permitted without fulfilling the requirements of ADR.OPS.D.035(a) and (b). However, in some cases the aerodrome operator can develop and implement specific rules that allow vehicles to freely cross taxiways, apron taxiways and aircraft taxilanes provided that a safety assessment has been performed and the rules contain clear requirements for the priority of aircraft over vehicles.

In this case, only certain vehicle drivers having undergone specific training, in accordance with the aerodrome regulations, can be allowed to freely drive and cross taxiways, apron taxiways and aircraft stand taxilanes.

GM2 ADR.OPS.D.035(a);(b)   Management of vehicle movements
DRIVING ROUTES

Due to the apron layout, aircraft taxi routes and driving routes may sometimes be interfering. In these cases, the intersections of the aircraft taxi routes and the driving routes should be designed with a perpendicular crossing so as to provide clear visibility for the vehicle driver and the shortest possible conflict between the aircraft taxi routes and driving routes.

AMC1 ADR.OPS.D.035(c)   Management of vehicle movements
VEHICLE CONDITION REQUIREMENTS

The aerodrome operator should develop and maintain specific requirements for the condition and maintenance of vehicles operating airside in accordance with requirements established by local or national authorities. The standards should include:

(a)   requirements for vehicles to be marked and, if they are used at night or in conditions of low visibility, lighted;

(b)   requirements to display obstruction lights and company insignia;

(c)   requirements and content of regular vehicle inspections; and

(d)   requirements for rectification of faults to the established vehicles conditions requirements.

AMC1 ADR.OPS.D.045   Management of apron safety
APRON SAFETY RULES

Apron safety rules should, at a minimum, provide the requirements to be applied by persons operating on the apron as related to:

(a)   FOD control;

(b)   safety reporting;

(c)   emergency management;

(d)   blast precautions;

(e)   escorting of vehicles;

(f)   apron works safety;

(g)   use of Personal Protective Equipment;

(h)   apron driving rules;

(i)   coordination with third parties;

(j)   aircraft refuelling;

(k)   apron personnel safety;

(l)   engine ingestion precautions; and

(m)   aircraft engine tests

AMC2 ADR.OPS.D.045   Management of apron safety
MONITORING APRON DISCIPLINE

(a)   The aerodrome operator, either through its own means or through arrangements with other parties, should monitor activities on the apron and take actions when deviations from established rules are observed.

(b)   If the designated party for monitoring apron discipline is different from the aerodrome operator, the latter should be informed of any deviations observed.

(c)   The aerodrome operator should establish and implement enforcement measures for violation of the established apron safety rules.

GM1 ADR.OPS.D.045   Management of apron safety
FOD CONTROL

(a)   In order to control FOD on the apron, the aerodrome operator should establish and implement a FOD control policy including FOD management measures to ensure that during ground servicing of aircraft:

(1)   cabin waste is properly secured and removed from the aircraft stand in order to avoid the creation of FOD;

(2)   any waste from aircraft maintenance activities is removed upon completion of the activities; and

(3)   the aircraft stand is inspected before the arrival and after the departure of the aircraft.

(b)   The FOD management measures may include any of the following means:

(1)   Provision of special FOD bins in specific locations for debris to be deposited;

(2)   Ensuring all airlines/handling agents check an aircraft stand prior to the arrival and after the departure of an aircraft;

(3)   Ensuring all parties collect FOD within the areas under their control;

(4)   Installing catch fencing in open areas of the airport to trap wind-blown FOD;

(5)   Organising campaigns to remind staff of the dangers presented by FOD;

(6)   Ensuring that contractors involved in construction projects are aware of the need to contain all their materials on-site and not allow spillages to enter the aircraft areas; and

(7)   Analysing items of FOD to identify trends and likely sources;

GM2 ADR.OPS.D.045   Management of apron safety
AIRCRAFT REFUELLING

The aerodrome operator should ensure that during refuelling operations:

(a)   open flames are not allowed within the fuelling zone;

(b)   auxiliary power units and ground power units are not started during the refuelling operation;

(c)   a clear exit path is maintained to and from the aircraft to allow the quick removal of fuelling equipment and persons in an emergency;

(d)   aircraft and supply sources are correctly bonded and the correct earthing procedures have been employed;

(e)   fuel spillage is immediately brought to the attention of the fuelling overseer and detailed instructions have been laid down for dealing with fuel spillages; and

(f)   if passengers are embarking, on board or disembarking, ground equipment is positioned so as to allow the use of sufficient number of exits for expeditious evacuation and a ready escape route from each of the exits to be used in an emergency.

GM3 ADR.OPS.D.045   Management of apron safety
DEVIATIONS FROM ESTABLISHED APRON SAFETY RULES

In cases when the deviations from a specific apron safety rule are frequent or repeated, the aerodrome operator may conduct an analysis of the continued relevance of the specific rule and, when deemed necessary, based on the analysis results, adapt it to the operational situation.

AMC1 ADR.OPS.D.050(a)   Aircraft stand allocation
PARAMETERS FOR AIRCRAFT STAND ALLOCATION

The aerodrome operator should ensure that the following parameters have been taken into consideration when aircraft are allocated to stands:

(a)   Aircraft characteristics;

(b)   Parking aids;

(c)   Facilities serving the stand;

(d)   Vicinity of infrastructure;

(e)   Other parked aircraft in neighbouring stands; and

(f)   Aircraft stand dependencies.

AMC1 ADR.OPS.D.050(b)   Aircraft stand allocation
COMMUNICATION OF THE ASSIGNED STAND TO THE PERSONS DIRECTLY RESPONSIBLE FOR THE MANOEUVRING OF THE AIRCRAFT

The aerodrome operator should ensure that information on the assigned stand or parking area to arriving aircraft is communicated to the persons responsible for the manoeuvring of the aircraft either:

(a)   through R/T; or

(b)   through data link communication; or

(c)   with a leader van; or

(d)   with signals provided by a marshaller; or

(e)   with a combination of the above.

GM1 ADR.OPS.D.050   Aircraft stand allocation
RESPONSIBILITY FOR AIRCRAFT STAND ALLOCATION

Overall responsibility for aircraft stand allocation is normally retained by the aerodrome operator. The aerodrome operator may also decide to delegate the stand allocation to an airline or a ground handler if they have a dedicated terminal or apron area. However, the aerodrome operator remains responsible to ensure that safety is maintained.

GM1 ADR.OPS.D.050(a)   Aircraft stand allocation

The following aircraft characteristics are to be considered for stand allocation:

(a)   Fuselage length

   The fuselage length is relevant for:

   (1)   the dimension of the movement area (taxiway holding bays and aprons), passenger gates and terminal areas; and

   (2)   clearance at the aircraft stand.

(b)   Sill Height

   The sill height is relevant for:

   (1)   the operational limits of the passenger boarding bridges (including number of passenger boarding bridges needed;

   (2)   mobile steps; and

   (3)   access of vehicles for passengers with reduced mobility (PRM)

(c)   Tail height

   The tail height is relevant for:

   (1)   de-icing/anti-icing facilities; and

   (2)   compliance to aerodrome obstacle limitation surfaces.

(d)   Wingspan

   The wingspan is relevant for:

   (1)   the dimensions of aprons and holding bays; and

   (2)   gate selection;

(e)   Wing tip vertical clearance

   The wing tip vertical clearance is relevant for apron and holding bay clearances with height limited objects

(f)   Cockpit view

   The relevant geometric parameters to assess the cockpit view are cockpit height, cockpit cut-off angle, and the corresponding obscured segment. The cockpit view is relevant for maintaining a view of the stand entry guidance.

(g)   Maximum aeroplane mass

   The maximum mass is relevant for the mass limitations on existing bridges, tunnels, and culverts under aprons and taxiways.

(h)   Engine characteristics

The engine characteristics include engine geometry and engine airflow characteristics, which may affect aerodrome infrastructure, as well as ground handling of the aeroplane and operations in adjacent areas which are likely to become affected from blast.

(1)   The engine geometry aspects are:

(i)   the number of engines;

(ii)   the location of engines (span and length);

(iii)   the vertical clearance of engines; and

(iv)   the vertical and the horizontal extension of possible blast.

(2)   The engine airflow characteristics are:

(i)   idle and breakaway thrust;

(ii)   inlet suction effects at ground level.

(i)   Maximum passenger-carrying capacity

The maximum passenger- carrying capacities are relevant for gate facilities.

AMC1 ADR.OPS.D.060(a)   Aircraft parking
MONITORING OF AIRCRAFT STAND — VISUAL

(a)   The aerodrome operator should ensure that during arrival of an aircraft to a stand, the aircraft is monitored either by assigned personnel on the stand or through cameras in order to verify that clearance distances are maintained.

(b)   The aerodrome operator should ensure that when the recommended clearance distances are not maintained, warning is given to stop the aircraft movement and/or to provide further assistance.

(c)   The aerodrome operator should ensure that no person approaches the aircraft, unless anti-collision lights are turned off and engines are switched off.

AMC1 ADR.OPS.D.060(b)   Aircraft parking
AIRCRAFT GUIDANCE DURING PARKING MANOEUVRE

The aerodrome operator should ensure that suitable parking aids, such as:

(a)   a visual or an advanced visual docking guidance system; or

(b)   (a) marshaller(s); or

(c)   a self-guidance system;

are available and operational.

AMC2 ADR.OPS.D.060(b)   Aircraft parking
OPERATION OF VISUAL AND ADVANCED VISUAL DOCKING GUIDANCE SYSTEM

The aerodrome operator should ensure that:

(a)   the docking guidance system is only activated when the stand is considered safe for use by the arriving aircraft and the involved personnel;

(b)   the docking guidance system is activated prior to aircraft arrival on the stand;

(c)   the docking guidance system is set to the type of aircraft intended to use the stand; and

(d)   emergency procedures are in place to inform the flight crew when parking procedure has to be discontinued.

AMC3 ADR.OPS.D.060(b)   Aircraft parking
MARSHALLING SERVICE

(a)   The aerodrome operator should ensure that a marshalling service is provided where visual or advanced visual docking guidance systems and self-guidance systems do not exist or are unserviceable, or where guidance to aircraft parking is required to avoid a safety hazard;

(b)   The aerodrome operator should ensure that, where marshalling service is provided, comprehensive instructions are written for marshallers including:

(1)   the need to ensure that prior to using the authorised signals, the marshaller should ascertain that the area within which the aircraft will be guided, is clear of obstacles which the aircraft, in complying with his signals, might otherwise strike;

(2)   the circumstances in which (a) marshaller(s) may be used and the occasions when wing walkers are necessary; and

(3)   the action to be taken in the event of an emergency or incident involving an aircraft and/or vehicle during marshalling;

AMC1 ADR.OPS.D.065(a)   Aircraft departure
DEPARTURE FROM THE STAND — OBSTRUCTIONS

The aerodrome operator should ensure that procedures are established and implemented, so that prior to the movement of the aircraft:

(a)   ground servicing equipment and vehicles have been removed from the stand or parked in designated areas;

(b)   the designated exit from the aircraft stand is free of FOD; and

(c)   vehicle movements on the stand have ceased, including traffic on the rear/head of stand road, as appropriate.

GM1 ADR.OPS.D.065(a)   Aircraft departure
DESIGNATED EXIT ROUTE

Designated exit route is understood to be the path intended to be followed by the aircraft for leaving the apron, from the parking site to the limits of the apron.

AMC1 ADR.OPS.D.070   Start-up clearances and taxi instructions

When an apron management services unit is established, the following arrangements should exist between the apron management services and the air traffic services in accordance with the written agreement as defined in ADR.OPS.D.010:

(a)   definition of the authority to issue start-up clearances;

(b)   means to inform each other for start-up clearances given;

(c)   means to inform each other of taxi instructions given; and

(d)   establishment of coordination procedure.

AMC1 ADR.OPS.D.075   Dissemination of information to operators

(a)   The aerodrome operator should establish a process to disseminate relevant and timely information on limitations to operations on the apron;

(b)   The information to be provided should include the following:

  (1)   the type of the limitation;

  (2)   the duration of the limitation, if known;

  (3)   mitigation measures to be applied;

  (4)   the operational impact of the limitation;

  (5)   availability of aircraft parking stands;

  (6)   restrictions on aircraft parking stands;

  (7)   availability of fixed installations at aircraft parking stands;

  (8)   special parking procedures;

  (9)   temporary change of driving routes;

  (10)   work in progress; and

  (11)   any other information that has operational significance to the apron users.

GM1 ADR.OPS.D.075   Dissemination of information to operators
INFORMATION SHARING

Foreknowledge of limitations to operations on the apron will help to maintain safety. The requirement to establish a process for disseminating operational information does not necessarily mean that the aerodrome operator has to develop a technical system specific for that aerodrome. The methods and the means selected depends on the complexity of the aerodrome, the number of organisations or apron users that have to be informed, already existing systems, etc.

AMC1 ADR.OPS.D.080   Alerting of emergency services
GENERAL

The aerodrome operator should:

(a)   establish and implement procedures to alert emergency services when required on the apron; and

(b)   make publicly available contact details for alerting the emergency services.

GM1 ADR.OPS.D.080   Alerting of emergency services
PROCEDURE FOR ALERTING RESCUE AND FIREFIGHTING SERVICES

The purpose of the procedure is to provide staff with the necessary information (including means and contact details) to ensure the timely notification of the rescue and firefighting services. It could also include the information that has to be given to rescue and firefighting services in order to handle the incident efficiently, e.g. location of the incident, nature of the incident, damages, injuries, etc.

GM2 ADR.OPS.D.080   Alerting of emergency services
MEANS FOR ALERTING EMERGENCY SERVICES

The means that could be used for alerting the emergency services depends on the size and complexity of the aerodrome. The aerodrome operator should assess the local requirements and establish the most appropriate means. These could include:

(a)   radio;

(b)   telephones; and

(c)   emergency buttons.

AMC1 ADR.OPS.D.085(a)   Training
COMPETENCY

Persons should be considered as competent in their job upon successful completion of the correspondent initial and on-the-job-training. Competence should be maintained upon successful completion of recurrent training.

AMC2 ADR.OPS.D.085(a)   Training
INSTRUCTORS — ASSESSORS

Instructors and assessors should meet the requirements of AMC2 ADR.OR.D.018(c).

AMC3 ADR.OPS.D.085(a)   Training
MARSHALLERS TRAINING

(a)   The aerodrome operator should ensure that aircraft marshallers have successfully completed initial, on-the job-training, and, if applicable, differences training in order to be qualified prior to the commencement of their duties at the aerodrome.

(b)   The initial training should include, at least, the following:

   (1)   role and responsibilities of the marshalling service;

   (2)   the visual signals included in Commission Implementing Regulation (EU) No 923/2012 Appendix 1 — Signals for aerodrome traffic;

   (3)   aircraft characteristics, both physical and operating, that relate to manoeuvring of aircraft within the confines of the apron;

   (4)   personal safety procedures around aircraft and particularly engines;

   (5)   emergency procedures in the event of an accident or incident on the apron;

   (6)   procedures for low visibility operations;

   (7)   driving on the apron;

   (8)   emergency stop procedures for visual docking guidance system, if applicable; and

   (9)   aircraft stand configuration and layout.

(c)   On-the-job training should include marshalling of aircraft under the supervision of an adequately qualified and experienced marshalling service instructor.

(d)   Following qualification, regular proficiency checks should establish the need for recurrent training which should contain a review of all or selected parts of the initial training syllabus.

(e)   Refresher training should contain a review of the entire initial training syllabus.

(f)   The aerodrome operator should ensure that marshallers are briefed or, if required, trained on new procedures or changes to existing procedures.

AMC4 ADR.OPS.D.085(a)   Training
LEADER VAN DRIVERS' TRAINING

(a)   The aerodrome operator should ensure that FOLLOW-ME vehicle drivers have successfully completed initial, on-the job-training, and, if applicable, differences training in order to be qualified prior to the commencement of their duties at the aerodrome.

(b)   The initial training should include, at least, the following:

   (1)   role and responsibilities of the leader van service;

   (2)   the content of AMC2 ADR.OPS.B.025;

(3)   leader van specific communication procedures, including RTF;

(4)   the visual signals included in Commission Implementing Regulation (EU) No 923/2012 Appendix 1 — Signals for aerodrome traffic;

(5)   aircraft taxiing speeds and correct aircraft-vehicle spacing;

(6)   specific procedures for leading aircraft and/or vehicles;

(7)   aircraft characteristics, both physical and operational;

(8)   leader van specific procedures for low visibility operations;

(9)   emergency procedures in the event of an accident or incident; and

(10) operation of 'FOLLOW-ME' vehicles and its equipment.

(c)   On-the-job training should include the provision of leader van service to aircraft and vehicles, as well as the operation of the FOLLOW-ME vehicle under the supervision of an adequately qualified and experienced leader van service instructor.

(d)   Following qualification, regular proficiency checks should establish the need for recurrent training which should contain a review of all or selected parts of the initial training syllabus.

(e)   Refresher training should contain a review of the entire initial training syllabus.

(f)   The aerodrome operator should ensure that FOLLOW-ME vehicle drivers are briefed or, if required, trained on new procedures or changes to existing procedures.

AMC5 ADR.OPS.D.085(a)   Training
APRON MANAGEMENT SERVICE UNIT

(a)   The aerodrome operator or, when applicable, the apron management services provider should ensure that personnel providing instructions to aircraft or vehicles on the apron through RTF have successfully completed initial, on-the-job, and, if applicable, differences training in order to be qualified prior to the commencement of their duties at the aerodrome;

(b)   Initial training, should include, at least, the following subjects:

(1)   General overview of apron management;

(2)   Aeronautical law;

(3)   Apron management services equipment;

(4)   Communication and phraseology;

(5)   Procedures for arriving aircraft;

(6)   Procedures for departing aircraft;

(7)   Emergencies and incidents;

(8)   Safety awareness;

(9)   Resources allocation;

(10) Ground assistance; and

(11) Miscellaneous (airport procedures, emergency plan, contingency plan, etc.).

(c)   Unit training, which should include theoretical and practical training under the supervision and assessment of qualified personnel in the unit in which he/she is going to provide the service.

During the development of their duties:

(d)   Following qualification, regular proficiency checks should establish the need for recurrent training which should contain a review of all or selected parts of the initial training content.

(e)   Refresher training should contain a review of the entire initial training content.

(f)   The aerodrome operator should ensure that personnel providing instructions to aircraft or vehicles on the apron through RTF are briefed or, if required, trained on new procedures or changes to existing procedures.

GM1 ADR.OPS.D.085   Training

INITIAL TRAINING — PERSONNEL PROVIDING VERBAL INSTRUCTIONS TO AIRCRAFT

An initial training course including both theoretical and practical training may contain the subjects listed in the following modules:

Module 1. General overview of apron management

(a)   Air traffic procedures relevant to the aerodrome operations (Air Traffic Regulation);

(b)   Air Traffic Flow Management (ATFM) — Basic knowledge;

(c)   Introduction to apron management services;

(d)   Description of tasks and responsibilities;

(e)   Aircraft characteristics; aircraft types and airlines identification;

(f)   Meteorology basics;

(g)   Operational agreements and procedures for cooperation between apron management services and other entities;

(h)   Traffic priorities in the apron: Aircraft, equipment, vehicles;

(i)   Basic knowledge of air navigation services;

(j)   Aeronautical Information Publication.

Module 2. Aeronautical Law

(a)   Introduction to aeronautical law;

(b)   International bodies;

(c)   National bodies;

(d)   Overview of relevant national and international legislation.

Module 3. Apron management services Equipment

(a)   IT systems;

(b)   Communication systems;

(c)   Surveillance systems, such as CCTV, SMR, etc.;

(d)   Lighting systems;

(e)   Docking Systems;

(f)   Backup systems.

Module 4. Communication procedures and phraseology

(a) Radiotelephony communication phraseology;

(b) Communication procedures during emergencies;

(c) Radio communication with aircraft;

(d) Other communications on the apron.

Module 5. Procedures for arriving aircraft

(a) Coordination with ATS and handover;

(b) Aircraft taxiing;

(c) Holding areas;

(d) Recording of On Block Time;

(e) ACDM procedures.

Module 6. Procedures for departing aircraft

(a) Start-up clearances;

(b) Push back — towing;

(c) Aircraft taxiing;

(d) Coordination with ATS and handover;

(e) Recording of Off Block Time;

(f) ACDM procedures.

Module 7. Procedures for emergencies and incidents

(a) Aerodrome emergency plan awareness;

(b) Alerting of emergency services;

(c) Aircraft emergencies;

(d) Aircraft incidents on the apron;

(e) Other emergencies and incidents.

Module 8. Safety awareness

(a) Human factors;

(b) Safety management basics;

(c) Internal and/or Aerodrome Safety Management System.

Module 9. Stand allocation

(a) Factors affecting stand allocation;

(b) Stand allocation procedures.

Module 10. Ground servicing

(a) Turn around process overview;

(b) Special ground servicing procedures.

Module 11. Coordination between AMS and ATS

(a) Written agreement between AMS and ATS;

(b)   Operational procedures for cooperation between apron management services and air traffic services;

(c)   Communication with ATS;

(d)   Areas of responsibilities.

Module 12. All Weather Operations

(a)   Visibility conditions;

(b)   Adverse weather procedures.

GM2 ADR.OPS.D.085   Training
UNIT TRAINING — PERSONNEL PROVIDING VERBAL INSTRUCTIONS TO AIRCRAFT

The theoretical training should consist of specific training on the aerodrome infrastructure, local conditions and procedures in which the trainee will provide the service. The theoretical training may include the following subjects:

(a)   Local operational agreements;

(b)   Aerodrome layout;

(c)   Local aerodrome procedures:

    (1)   low visibility;

    (2)   adverse weather;

    (3)   aerodrome emergency plan;

    (4)   coordination with ATS Unit;

    (5)   handover points;

    (6)   Contingency procedures in case of systems failures;

    (7)   etc.

On-the-job training should include the provision of the service under the supervision of an adequately qualified and experienced instructor on the provision of the service.

4. References

4.1. Affected regulations

Future Commission Regulation (EU) No XXX/201X laying down requirements and administrative procedures related to aerodromes

4.2. Affected CS, AMC and GM

Draft ED Decision on Acceptable Mean of Compliance (AMC) and Guidance Material (GM) to Authority, Organisation and Operations Requirements for Aerodromes

4.3. Reference documents

— Opinion No 01/2013 — Authority, Organisation and Operations Requirements for aerodromes

— ICAO, Annex 14

— ICAO Doc.9137 — Airport Services Manual, Part 8

— ICAO Doc.9476 — SMGCS Manual

5.   Appendices

Detailed list of changes

5.1. *Part ADR.AR — DETAILED DESCRIPTION OF CHANGES — IMPLEMENTING RULES*

Reference	Type of change	Description
ADR.AR.A.005 Competent Authority	amended	Point (a) (2) has been amended and points (a) (3) and (b) have been added to clarify the responsibilities of the Competent Authorities.
ADR.AR.A.010 Oversight documentation	amended	Point (b) has been amended to include providers of apron management services.
ADR.AR.B.005 Management System	amended	Point (d) has been added to ensure the coordination between Competent Authorities, when a provider of apron management services provides the service at aerodromes located in different Member States.
ADR.AR.B.010 Allocation of tasks to qualified entities	amended	Point (a) has been amended to align with Article 13 of the Basic Regulation.
ADR.AR.B.020 Record keeping	amended	Points (a) (5) and (c) have been amended to include also certified providers of apron management services.
ADR.AR.C.005 Oversight	amended	New point (a) (2) has been added to include providers of apron management services subject to certification and point (a)(3) (former (a)(2)) has been amended to include also certified apron management services providers.
ADR.AR.C.010 Oversight programme	amended	Points (a) and (c) have been amended to include also certified apron management services providers.
ADR.AR.C.015 Initiation of certification process	amended	Point (b) has been amended to include also the certification process of apron management services providers, and point (c) has been amended in order to make clear that the notification of the certification basis is only applicable for aerodrome certification.
ADR.AR.C.035 Issuance of certificates	amended	Former points (b)(1) and (b)(2) have been merged into (b)(1) and a new point (b)(2) has been added for the issuance of a certificate for apron management services providers. Point (c) has been amended to include apron management services providers, as well as a reference to the operations manual of the apron management services provider

		(ADR.OR.F.005). Point (d) has been changed to reflect the changes in former points (b)(1) and (b)(2). New point (e) has been added to clarify the content of the certificate of the apron management services provider. Points (f) and (g) has been amended to include also apron management services providers. *Note — Due to the addition of the new point (e), numbering has been changed.*
ADR.AR.C.040 Changes	amended	Point (a) has been rephrased, and points (b), (d), (e), and (f)(1) have been amended to include also apron management services providers
ADR.AR.C.050 Declaration of providers of apron management services	amended	In point (c) there is an editorial change.
ADR.AR.C.055 Findings, observations, corrective actions and enforcement measures	amended	New point (f) has been added to ensure that findings or observations raised to an apron management services provider are notified to the aerodrome operator.
Appendix I	new	Model certificate for an apron management services provider has been added.

5.2. PART ADR.AR DETAILED DESCRIPTION OF CHANGES — AMC & GM

Reference	Type of change	Description
GM1 ADR.AR.A.010(b) Oversight documentation	amended	Amended to include apron management services providers.
GM1 ADR.AR.A.040(b) Safety Directives	amended	Amended to include apron management services providers.
AMC2 ADR.AR.B.005(a)(2) Management system	amended	Point (a)(3) b (i) (C) has been amended to include apron management services providers.
GM1 ADR.AR.B.005(a)(2) Management system	amended	Point (b)(1)(iii) and point (d) have been amended to include both certified and declared apron management services providers, and point (b)(2)(i)(A) has also been amended to include apron management services providers as well.
GM2 ADR.AR.B.005(a)(2) Management system	amended	Point (a) has been amended to include apron management services providers and in point (b) there is an editorial change.
GM1 ADR.AR.B.010 Allocation of tasks to qualified entities	amended	Amended to include both certified and declared apron management services providers.
AMC1 ADR.AR.B.020(a)(4);(a)(5) Record Keeping	amended	Amended to include both certified and declared apron management services providers.
AMC1 ADR.AR.B.020(c) Record keeping	amended	Point (c) has been amended to include more details concerning the record keeping for apron management services providers.
GM2 ADR.AR.B.020(a) Record keeping	amended	Amended to include also apron management services providers.
GM1 ADR.AR.C.005 Oversight	amended	Amended to include also apron management services providers.
AMC1 ADR.AR.C.010 Oversight programme	amended	Points (a) and (d) have been amended to include also apron management services providers.
GM1 ADR.AR.C.010 Oversight programme	amended	Amended to include also apron management services providers.
AMC1 ADR.AR.C.010(b) Oversight programme	amended	Point (b) has been amended to include apron management services providers.
AMC1 ADR.AR.C.010(b);(c) Oversight programme	amended	Points (a) and (d) have been amended to include apron management services providers.

AMC2 ADR.AR.C.010(b);(c) Oversight programme	amended	Point (a) has been amended to include both certified and declared apron management services providers.
GM1 ADR.AR.C.010(b) Oversight programme	amended	Point (a) has been amended to include apron management services providers.
GM2 ADR.AR.C.010(b) Oversight programme	amended	Has been amended to include apron management services providers.
GM1 ADR.AR.C.015 Initiation of the certification process	amended	Has been amended to include apron management services providers in the certification process.
GM2 ADR,AR,C,015(b) Initiation of the certification process	new	This new guidance material proposes the certification period for an already established apron management services provider.
GM1 ADR.AR.C.035(a) Issuance of certificates	amended	Amended to include apron management services providers.
GM2 ADR.AR.C.035(a) Issuance of certificates	amended	Points (a) and (b) have been amended to include apron management services providers.
GM3 ADR.AR.C.035(a) Issuance of certificates	amended	Points (a), (c)(2) and (e) have been amended to include apron management services providers.
AMC1 ADR.AR.C.035(b)(2) Issuance of certificates	amended	Point (c) has been amended to include apron management services providers providing the service at multiple aerodromes.
AMC1 ADR.AR.C.035(c) Issuance of certificates	amended	Point (a)(2) has been rephrased to give more clarity, and points (a)(3), (a)(4)(iv) and (b) have been amended to include apron management services providers.
AMC1 ADR.AR.C.035(h) Issuance of certificates	amended	The first paragraph and points (h) and (i) have been amended to include apron management services providers.
AMC2 ADR.AR.C.040(a) Changes	amended	Point (a)(1) has been amended to ensure that assessment of a proposed change to the certification basis is not always required and points (a)(2), (a)(3), (a)(4), (a)(5) and (e) have been amended to include apron management services providers.
AMC1 ADR.AR.C.040(a);(f) Changes	amended	Points (a), (b) and (d) have been amended to include apron management services providers.
GM3 ADR.AR.C.055 Findings, observations, corrective actions, and	amended	In point (a), there is an editorial change.

enforcement measures		

5.3. PART ADR.OR DETAILED DESCRIPTION OF CHANGES — IMPLEMENTING RULES

Reference	Type of change	Description
ADR.OR.A.010 Competent Authority	amended	Paragraph has been split in points (a) and (b) in order to clarify the role of the Competent Authorities for apron management services providers which provide services in more than one Member State.
ADR.OR.B.005 Certification obligations of aerodromes and aerodrome operators	amended	Title has been changed to **'Certification obligations of aerodromes, aerodrome operators and providers of apron management services'** to include apron management services providers in the certification scheme. For the same reason, point (a) has been amended. Point (b) has been added to ensure that declared apron management services providers shall submit the declaration to the Competent Authority before commencing operations.
ADR.OR.B.015 Application for a certificate	Change of title	Title has been changed to **'Application for a certificate — aerodromes and their operators'** in order to make clear that the article refers only to aerodromes and aerodrome operators.
ADR.OR.B.020 Application for a certificate — providers of apron management services	new	The article refers to the procedure that an apron management services provider shall follow in order to apply for a certificate.
ADR.OR.B.025 Demonstration of compliance	Change of title	Title has been changed to **'Demonstration of compliance — aerodromes and their operators'** in order to make clear that the article refers only to aerodromes and aerodrome operators.
ADR.OR.B.026 Demonstration of compliance — providers of apron management services	new	The article refers to the procedure that an apron management services provider has to follow in order to demonstrate compliance.
ADR.OR.B.030 Terms of the certificate and privileges of the certificate holder	amended	Article has been amended to include certified apron management services providers.
ADR.OR.B.035 Continued validity of a certificate	amended	New point (a) (2) has been added to describe the conditions under which a certificate of an apron management services provider remains valid. Point (a)(3) (former (a)(2)) has been amended to include apron management services providers. *Note — Numbering has been changed due to the insertion of the new (a)(2).*

ADR.OR.B.040 Changes	amended	Point (a) has been amended in order to give more clarity on the application. A new point (b) has been added which is applicable to certified apron management services providers. Point (c) (former point (b)) has been amended to include apron management services providers. Point (d) (former point (c)) and point (f) (former point (e)) have been amended to reflect previous changes. New point (g) has been added which is applicable for apron management services providers, and point (h) (former point (f)) has been amended to include apron management services providers. *Note — Numbering has been changed due to the insertion of new paragraphs.*
ADR.OR.B.060 Declaration of providers of apron management services	amended	Point (a)(5) has been amended to include also the operations manual of the apron management services provider.
ADR.OR.B.065 Termination of operation	Change of title	Title has been changed to **'Termination of operation — aerodromes and their operators'** in order to make clear that the article refers to aerodromes and aerodrome operators.
ADR.OR.B070 Termination of operation — providers of apron management services	new	New article describing the action that shall be taken by the provider of apron management services and the aerodrome operator when the former ceases operation.
SUBPART C — ADDITIONAL AERODROME OPERATOR RESPONSIBILITIES (ADR.OR.C)	Change of title	Title has been changed to **'ADDITIONAL AERODROME OPERATOR AND PROVIDER OF APRON MANAGEMENT SERVICES RESPONSIBILITIES (ADR.OR.C)'** to make more evident that the specific subpart contains also requirements for apron management services providers.
ADR.OR.C.010 Provider of apron management services responsibilities	new	New article describing responsibilities of the apron management services provider.
ADR.OR.C.020 Findings and corrective actions	amended	The paragraph has been split in points (a) and (b). Point (a) is the same as previous, while new paragraph (b) requires the provider of apron management services to inform and coordinate with the aerodrome operator, where appropriate, the corrective actions as a result of findings.
ADR.OR.C.030 Occurrence reporting	amended	Point (c) has been amended to include apron management services providers.

ADR.OR.C.045 Use of alcohol, psychoactive substances and medicines	amended	New point (b) has been added to ensure that the apron management services provider implements for its staff the procedures established by the aerodrome operator as regards the use of alcohol, psychoactive substances and medicines. In point (c) (former point (b)), there is an editorial change. *Note — Numbering has been changed due to the insertion of the new point (b).*
ADR.OR.D.005 Management system	amended	Points (a), (b)(1), (b)(2), (b)(5) and (b)(6)(i) has been amended to include apron management services providers. Point (b)(8) has been amended in order to make clear that it is applicable to aerodrome operators. New point (b)(9) has been added, which is applicable to apron management services providers. Point (c) has been amended to include apron management services providers.
ADR.OR.D.015 Personnel requirements	Change of title	Title has been changed to **'Personnel requirements — aerodrome operators'** in order to make clear the applicability of the rule.
ADR.OR.D.016 Personnel requirements — providers of apron management services	new	New article in analogy with the aerodrome operators, establishing the personnel requirements for apron management services providers.
ADR.OR.D.017 Training and proficiency check programmes	Change of title	Title has been changed to **'Training and proficiency check programmes — aerodrome operators'** in order to make clear the applicability of the rule.
ADR.OR.D.018 Training and proficiency check programmes — providers of apron management services	new	New article establishing the training requirements for apron management services personnel.
ADR.OR.D.020 Facilities requirements	amended	Point (a) has been amended to include apron management services.
ADR.OR.D.030 Safety reporting system	Change of title	Title has been changed to **'Safety reporting system — aerodrome operators'** in order to make clear the applicability of the rule.
ADR.OR.D.032 Safety reporting system — providers of apron management services	new	New article establishing a safety reporting system for the apron management services provider.
ADR.OR.D.035 Record keeping	Change of title	Title has been changed to **'Record keeping — aerodrome operators'** in order to make clear the applicability of the rule.

ADR.OR.D.040 Record keeping — providers of apron management services	new	New article establishing the record keeping requirements for the apron management services provider.
SUBPART F — OPERATIONS MANUAL AND DOCUMENTATION OF PROVIDER OF APRON MANAGEMENT SERVICES	new	New subpart establishing the requirements for an operations manual and other documentation requirements for an apron management services provider.
ADR.OR.F.005 Operations Manual	new	New article establishing the requirements for an operations manual of an apron management services provider (contents, distribution, changes, etc.).
ADR.OR.F.010 Documentation requirements	new	New article requiring from the apron management services provider to make available any other documentation which is necessary for the provision of the service.

5.4. PART ADR.OR DETAILED DESCRIPTION OF CHANGES — AMC & GM

Reference	Type of change	Description
AMC1 ADR.OR.B.015(b)(1);(2);(3);(4) Application for a certificate	Change of title	Title has been changed to **'Application for a certificate — aerodrome operators'** in order to make more clear the applicability of the rule.
AMC1 ADR.OR.B.020(a) Application for a certificate — providers of apron management services	new	New article applicable to apron management services providers.
AMC1 ADR.OR.B.020(b)(1);(2);(3) Application for a certificate — providers of apron management services	new	New article applicable to apron management services providers, establishing the information that has to be provided to the Competent Authority together with the application.
AMC1 ADR.OR.B.020(b)(4) Application for a certificate — providers of apron management services	new	New article applicable to apron management services providers concerning the availability of resources to perform the assigned tasks.
GM1 ADR.OR.B.020(b)(4) Application for a certificate — providers of apron management services	new	New guidance material applicable to apron management services providers concerning the adequacy of resources to perform the assigned tasks.
AMC1 ADR.OR.B.020(b)(5) Application for a certificate — providers of apron management services	new	New article applicable to apron management services providers concerning the information that has to be provided to the Competent Authority on management personnel.
AMC1 ADR.OR.B.020(b)(6) Application for a certificate — providers of apron management services	new	New article applicable to apron management services providers concerning the submission of the operations manual to the Competent Authority.
AMC1 ADR.OR.B.026(a)(1) Demonstration of compliance — providers of apron management services	new	New article applicable to apron management services providers.
AMC1 ADR.OR.B.040(a);(b) Changes CHANGES REQUIRING PRIOR APPROVAL	Change of reference and change of subtitle	The reference of the AMC has been changed to AMC1 ADR.OR.B.040(a);(c) due to the change in the respective implementing rule. The subtitle has been changed to 'CHANGES REQUIRING PRIOR APPROVAL — AERODROME OPERATOR' in order to make clear the applicability of the AMC.

GM1 ADR.OR.B.040(a);(b) Changes CHANGES REQUIRING PRIOR APPROVAL	Change of reference and change of subtitle	The reference of the GM has been changed to GM1 ADR.OR.B.040(a);(c) due to a change in the respective implementing rule. The subtitle has been changed to 'CHANGES REQUIRING PRIOR APPROVAL — AERODROME OPERATOR' in order to make clear the applicability of the GM.
AMC1 ADR.OR.B.040(b);(c) Changes	new	New article applicable to apron management services providers.
GM1 ADR.OR.B.040(b);(c) Changes	new	New guidance material applicable to apron management services providers.
GM1 ADR.OR.B.040(f) Changes	Change of reference	The reference of the GM has been changed to GM1 ADR.OR.B.040(h) due to a change in the respective implementing rule.
GM2 ADR.OR.B.040(f) Changes	Change of reference	The reference of the GM has been changed to GM2 ADR.OR.B.040(h) due to a change in the respective implementing rule.
GM3 ADR.OR.B.040(f) Changes	Change of reference	The reference of the GM has been changed to GM3 ADR.OR.B.040(h) due to a change in the respective implementing rule.
AMC1 ADR.OR.B.065 Termination of operation	Change of title	Title has been changed to **'Termination of operation — aerodrome operators'** due to the change of the title in the implementing rule.
AMC1 ADR.OR.B.070 Termination of operation — provider of apron management services	new	New article applicable to providers of apron management services.
AMC1 ADR.OR.C.020(b) Findings	amended	Article has been amended to include apron management services providers.
AMC1 ADR.OR.D.005(b)(1) Management system	amended	The first and last paragraph as well as points (a)(3) and (b)(6) have been amended to include apron management services providers.
GM1 ADR.OR.D.005(b)(2) Management system	amended	Point (a) has been amended to include apron management services providers.

GM1 ADR.OR.D.005(b)(3) Management system	amended	Points (a)(3) and (a)(3)(i) have been amended to include apron management services providers.
GM1 ADR.OR.D.005(b)(4) Management system	amended	Paragraph has been amended to include the operations manual of apron management services provider.
AMC1 ADR.OR.D.005(b)(5) Management system	amended	Points (a) and (b) have been amended to include apron management services providers.
GM1 ADR.OR.D.005(b)(5) Management system	amended	Point (a)(4) has been amended to include apron management services providers.
AMC1 ADR.OR.D.005(b)(6) Management system	amended	Paragraph has been amended to include apron management services providers.
GM1 ADR.OR.D.005(b)(6) Management system	amended	Point (c) has been amended to include apron management services providers.
AMC1 ADR.OR.D.005(b)(7) Management system	amended	First paragraph has been amended to include apron management services providers.
AMC1 ADR.0R.D.005(b)(8) Management system SAFETY MANAGEMENT SYSTEM TRAINING	Change of subtitle	The subtitle has been changed to **'SAFETY MANAGEMENT SYSTEM TRAINING — AERODROME OPERATORS'** because the AMC is applicable to aerodrome operators.
AMC1 ADR.0R.D.005(b)(9) Management system	new	New article applicable to apron management services providers.
GM1 ADR.0R.D.005(b)(9) Management system	new	New guidance material applicable to apron management services providers.
AMC1 ADR.OR.D.005(b)(9) Management system	Change of reference and amendment	The reference of the AMC has been changed to AMC1 ADR.OR.D.005(b)(10) due to change in the implementing rule, and point (a) has been changed to include apron management services providers.
GM1 ADR.OR.D.005(b)(9) Management system	Change of reference and amendment	The reference of the GM has been changed to GM1 ADR.OR.D.005(b)(10) due to change in the implementing rule, and point (a) has been changed to include apron management services providers.
AMC1 ADR.OR.D.005(b)(10) Management	Change of reference	The reference of the AMC has been changed to AMC1 ADR.OR.D.005(b)(11) due to change in the

		implementing rule.
GM1 ADR.OR.D.005(b)(10) Management system	Change of reference	The reference of the GM has been changed to AMC1 ADR.OR.D.005(b)(11) due to change in the implementing rule.
AMC1 ADR.OR.D.005(b)(11) Management system	Change of reference and amendment	The reference of the AMC has been changed to AMC1 ADR.OR.D.005(b)(12) due to change in the implementing rule. Points (a)(1), (a)(2), (a)(2)(i), (b)(3), (c)(1), (c)(2)(iii), (d)(1) and (e)(1) have been amended to include apron management services providers. Points (e)(4) and (e)(5) have been added specifically addressing the apron management services providers.
AMC2 ADR.OR.D.005(b)(11) Management system	Change of reference and amendment	The reference of the AMC has been changed to AMC2 ADR.OR.D.005(b)(12) due to a change in the implementing rule. Point (a)(2) has been amended to include apron management services providers, and new point (c) specifically addresses apron management services providers.
GM1 ADR.OR.D.005(b)(11) Management system	Change of reference and amendment	The reference of the GM has been changed to GM1 ADR.OR.D.005(b)(12) due to a change in the implementing rule. Points (a), (b), (c)(2) and (d) have been amended to include apron management services providers.
AMC1 ADR.OR.D.005(c) Management system AERODROME OPERATOR MANAGEMENT SYSTEM DOCUMENTATION	Change of subtitle and amendment	Subtitle has been changed to **'AERODROME OPERATOR AND PROVIDER OF APRON MANAGEMENT SERVICES MANAGEMENT SYSTEM DOCUMENTATION',** and the first two paragraphs and points (a), (b) and (f) have been amended to include apron management services providers.
AMC2 ADR.OR.D.005(c) Management system AERODROME OPERATOR MANAGEMENT SYSTEM DOCUMENTATION	Change of subtitle and amendment	Subtitle has been changed to **'AERODROME OPERATOR AND PROVIDER OF APRON MANAGEMENT SERVICES MANAGEMENT SYSTEM DOCUMENTATION',** and point (a) has been amended to include apron management services providers.
GM1 ADR.OR.D.005(c) Management system AERODROME OPERATOR MANAGEMENT	Change of subtitle and amendment	Subtitle has been changed to **'AERODROME OPERATOR AND PROVIDER OF APRON MANAGEMENT SERVICES MANAGEMENT SYSTEM DOCUMENTATION',** and paragraph has been amended to include the operations manual of the

SYSTEM DOCUMENTATION		apron management services provider.
AMC1 ADR.OR.D.015(a) Personnel requirements	Change of title	Title has been changed to **'Personnel requirements — aerodrome operator'** due to the change of the title of the implementing rule.
GM1 ADR.OR.D.015(a) Personnel requirements	Change of title	Title has been changed to **'Personnel requirements — aerodrome operator'** due to the change of the title of the implementing rule.
AMC1 ADR.OR.D.015(b) Personnel requirements	Change of title	Title has been changed to **'Personnel requirements — aerodrome operator'** due to the change of the title of the implementing rule.
GM1 ADR.OR.D.015(b) Personnel requirements	Change of title	Title has been changed to **'Personnel requirements — aerodrome operator'** due to the change of the title of the implementing rule.
AMC1 ADR.OR.D.015(c) Personnel requirements	Change of title	Title has been changed to **'Personnel requirements — aerodrome operator'** due to the change of the title of the implementing rule.
AMC1 ADR.OR.D.015(d) Personnel requirements	Change of title	Title has been changed to **'Personnel requirements — aerodrome operator'** due to the change of the title of the implementing rule.
GM1 ADR.OR.D.015(d) Personnel requirements	Change of title	Title has been changed to **'Personnel requirements — aerodrome operator'** due to the change of the title of the implementing rule.
AMC1 ADR.OR.D.015(d);(e) Personnel requirements	Change of title	Title has been changed to **'Personnel requirements — aerodrome operator'** due to the change of the title of the implementing rule.
GM1 ADR.OR.D.015(d);(e) Personnel requirements	Change of title	Title has been changed to **'Personnel requirements — aerodrome operator'** due to the change of the title of the implementing rule.
AMC1 ADR.OR.D.016(a) Personnel requirements — provider of apron management services	new	New article applicable to the apron management services provider.

GM1 ADR.OR.D.016(a) Personnel requirements — provider of apron management services	new	New article applicable to the apron management services provider.
AMC1 ADR.OR.D.016(b) Personnel requirements — provider of apron management services	new	New article applicable to the apron management services provider.
GM1 ADR.OR.D.016(b) Personnel requirements — provider of apron management services	new	New article applicable to the apron management services provider.
AMC1 ADR.OR.D.016(c) Personnel requirements — provider of apron management services	new	New article applicable to the apron management services provider.
AMC1 ADR.OR.D.016(d) Personnel requirements — provider of apron management services	new	New article applicable to the apron management services provider.
AMC1 ADR.OR.D.017(a);(b) Training and proficiency check programmes	Change of title	Title has been changed to **'Training and proficiency check programmes — aerodrome operators'** due to the change of the title of the implementing rule.
AMC2 ADR.OR.D.017(a);(b) Training and proficiency check programmes	Change of title	Title has been changed to **'Training and proficiency check programmes — aerodrome operators'** due to the change of the title of the implementing rule.
AMC3 ADR.OR.D.017(a);(b) Training and proficiency check programmes	Change of title	Title has been changed to **'Training and proficiency check programmes — aerodrome operators'** due to the change of the title of the implementing rule.
GM1 ADR.OR.D.017(a);(b) Training and proficiency check programmes	Change of title	Title has been changed to **'Training and proficiency check programmes — aerodrome operators'** due to the change of the title of the implementing rule.
GM2 ADR.OR.D.017(a);(b) Training and proficiency check programmes	Change of title	Title has been changed to **'Training and proficiency check programmes — aerodrome operators'** due to the change of the title of the implementing rule.
GM1 ADR.OR.D.017(c) Training and proficiency check programmes	Change of title	Title has been changed to **'Training and proficiency check programmes — aerodrome operators'** due to the change of

		the title of the implementing rule.
GM2 ADR.OR.D.017(c) Training and proficiency check programmes	Change of title	Title has been changed to **'Training and proficiency check programmes — aerodrome operators'** due to the change of the title of the implementing rule.
AMC1 ADR.OR.D.017(d) Training and proficiency check programmes	Change of title	Title has been changed to **'Training and proficiency check programmes — aerodrome operators'** due to the change of the title of the implementing rule.
AMC1 ADR.OR.D.017(e) Training and proficiency check programmes	Change of title	Title has been changed to **'Training and proficiency check programmes — aerodrome operators'** due to the change of the title of the implementing rule.
GM1 ADR.OR.D.017(e) Training and proficiency check programmes	Change of title	Title has been changed to **'Training and proficiency check programmes — aerodrome operators'** due to the change of the title of the implementing rule.
GM2 ADR.OR.D.017(e) Training and proficiency check programmes	Change of title	Title has been changed to **'Training and proficiency check programmes — aerodrome operators'** due to the change of the title of the implementing rule.
AMC1 ADR.OR.D.018(a);(b) Training and proficiency check programmes — provider of apron management services	new	New article describing the training programme for apron management services providers.
AMC2 ADR.OR.D.018(a);(b) Training and proficiency check programmes — provider of apron management services	new	New article describing the requirements for checking of trainees by apron management services providers.
AMC3 ADR.OR.D.018(a);(b) Training and proficiency check programmes — provider of apron management services	new	New article requiring the distribution of rules and procedures by apron management services provider to its personnel.
AMC4 ADR.OR.D.018(a);(b) Training and proficiency check programmes — provider of apron management services	new	New article concerning recurrent, refresher and differences training for apron management services personnel.
AMC1 ADR.OR.D.018(c) Training and proficiency check programmes — providers of apron management services	new	New article concerning proficiency checks for apron management services personnel.

AMC2 ADR.OR.D.018(c) Training and proficiency check programmes — providers of apron management services	new	New article concerning the instructors and assessors for the training and proficiency checks of apron management services personnel.
AMC1 ADR.OR.D.018(d) Training and proficiency check programmes — providers of apron management services	new	New article concerning the training records of apron management services personnel.
GM1 ADR.OR.D.018(d) Training and proficiency check programmes — providers of apron management services	new	New guidance material on the training records for apron management services personnel.
GM2 ADR.OR.D.018(d) Training and proficiency check programmes — providers of apron management services	new	New guidance material on the proficiency check records for apron management personnel.
AMC1 ADR.OR.D.030 Safety reporting system	Change of title	Title has been changed to **'Safety reporting system — aerodrome operators'** to reflect the change of the title of the implementing rule.
GM1 ADR.OR.D.030 Safety reporting system	Change of title	Title has been changed to **'Safety reporting system — aerodrome operators'** to reflect the change of the title of the implementing rule.
AMC1 ADR.OR.D.032 Safety reporting system — provider of apron management services	new	New article describing the safety reporting system of an apron management services provider.
AMC1 ADR.OR.D.035 Record keeping	Change of title	Title has been changed to **'Record keeping — aerodrome operators'** to reflect the change of the title of the implementing rule.
AMC2 ADR.OR.D.035 Record keeping	Change of title	Title has been changed to **'Record keeping — aerodrome operators'** to reflect the change of the title of the implementing rule.
GM1 ADR.OR.D.035 Record keeping	Change of title	Title has been changed to **'Record keeping — aerodrome operators'** to reflect the change of the title of the implementing rule.
AMC1 ADR.OR.D.040 Record keeping — provider of apron management services	new	New article concerning the documentation that has to be retained by the apron management services provider.

GM1 ADR.OR.D.040 Record keeping — provider of apron management services	new	New GM concerning the type of records that could be retained by the apron management services provider.
SUBPART F — OPERATIONS MANUAL AND DOCUMENTATION OF PROVIDER OF APRON MANAGEMENT SERVICE	new	New subpart dealing with the contents of the operations manual of the apron management services provider, as well as any other documentation necessary for the execution of the assigned tasks.
AMC1 ADR.OR.F.005 Operations manual	new	New article addressing general issues for the operations manual.
AMC1 ADR.OR.F.005(i)(2) Operations manual	new	New article dealing with the language used for the operations manual.
AMC2 ADR.OR.F.005(i)(2) Operations manual	new	New article dealing with the contents of the operations manual.
GM1 ADR.OR.F.005 Operations manual	new	New GM providing some general information about the operations manual.
GM2 ADR.OR.F.005 Operations manual	new	New GM dealing with the numbering system of the operations manual.
GM1 ADR.OR.F.005(j) Operations manual	new	New GM dealing with the application of human factors principles that should be used when developing the operations manual.

5.5. PART ADR.OPS DETAILED DESCRIPTION OF CHANGES — IMPLEMENTING RULES

Reference	Type of change	Description
SUBPART D — APRON MANAGEMENT SERVICE (ADR.OPS.D)	new	New subpart addressing specific requirements for apron management services.
ADR.OPS.D.001 Provision of services	new	The article allows the provision of apron management services and the related functions by the aerodrome operator or any other entity.
ADR.OPS.D.005 Functions of a provider of apron management services	new	The article establishes the minimum functions that an apron management services provider has to perform.
ADR.OPS.D.010 Written agreement between the provider of apron management services, the aerodrome operator and the ATS Unit	new	The article refers to the written agreements that have to be in place between the apron management services provider, the aerodrome operator and the ATS Unit for the provision of the service.
ADR.OPS.D.015 Management of aircraft movement on the apron	new	The article imposes to the aerodrome operator the obligation to ensure that aircraft movement on the apron is managed.
ADR.OPS.D.020 Coordination of aircraft entry to/exit from the apron	new	The article imposes to the aerodrome operator the obligation to ensure the coordination of aircraft entry to/exit from the apron with the air traffic service provider.
ADR.OPS.D.025 Apron management services boundaries	new	The article requires from the aerodrome operation to establish and publish the boundaries of the area where apron management services are provided.
ADR.OPS.D.030 Assignment of radio frequencies to apron management services	new	The article requires from the aerodrome operator to establish and publish the appropriate number of radio frequencies used by the apron management services.
ADR.OPS.D.035 Management of vehicle movements	new	The article requires from the aerodrome operator to ensure the management of vehicle movements on the apron.
ADR.OPS.D.040 Right of way on the apron	new	The article establishes the priorities concerning aircraft and vehicle movements on the apron.
ADR.OPS.D.045 Management of Apron Safety	new	The article requires from the aerodrome operator to establish, disseminate, and implement rules to ensure apron safety.
ADR.OPS.D.050 Aircraft stand allocation	new	The article establishes the requirements for aircraft stand allocation.

ADR.OPS.D.055 Marshalling of aircraft	new	The article requires that marshallers are using the appropriate hand signals for the marshalling of aircraft.
ADR.OPS.D.060 Aircraft parking	new	The article establishes the safety measures that should be taken during aircraft parking.
ADR.OPS.D.065 Aircraft departure	new	The article establishes the safety measures that should be taken during aircraft departure from the stand.
ADR.OPS.D.070 Start-up clearances and taxi instructions	new	The article establishes the coordination between apron management services provider and air traffic services for start-up clearances and taxi instructions.
ADR.OPS.D.075 Dissemination of information to operators	new	The article requires the dissemination of information concerning limitation to operations on the apron to interested organisations.
ADR.OPS.D.080 Alerting of emergency services	new	The article requires the establishment of alerting mechanisms for the emergency services at the apron.
ADR.OPS.D.085 Training	new	The article establishes the training syllabus for persons involved in the provision of apron management services.

5.6. PART ADR.OPS DETAILED DESCRIPTION OF CHANGES — AMC&GM

Reference	Type of change	Description
GM1 ADR.OPS.D.001 Provision of services	new	The GM describes the responsibilities of the aerodrome operator when some activities are executed by third parties.
GM2 ADR.OPS.D.001 Provision of services	new	The GM provides a list of apron functions.
AMC1 ADR.OPS.D.010(a)(1) Written agreement between the provider of apron management services, the aerodrome operator and the ATS Unit	new	The AMC details the content of the agreement between the provider of apron management services and the aerodrome operator.
AMC1 ADR.OPS.D.010(a)(2);(b) Written agreement between the provider of apron management services, the aerodrome operator and the ATS Unit	new	The AMC details the content of the formal arrangements between the provider of apron management services and the ATS Unit.
AMC1 ADR.OPS.D.015 Management of aircraft movement on the apron	new	The AMC details the means that should be used to provide guidance to aircraft on the apron.
GM1 ADR.OPS.D.015 Management of aircraft movement on the apron	new	The GM explains other means that could be used for providing guidance to aircraft on the apron.
AMC1 ADR.OPS.D.020 Coordination of aircraft entry to/exit from the apron	new	The AMC introduces the element of coordination between air traffic services and the entity/person responsible for guiding the aircraft on the apron.
AMC2 ADR.OPS.D.020 Coordination of aircraft entry to/exit from the apron	new	The AMC introduces the establishment of handover points.
AMC3 ADR.OPS.D.020 Coordination of aircraft entry to/exit from the apron	new	The AMC details the content of the coordination procedure.
GM1 ADR.OPS.D.020 Coordination of aircraft entry to/exit from the apron	new	The GM explains the use of holding areas.
AMC1 ADR.OPS.D.025 Apron management services boundaries	new	The AMC details the criteria that should be used for the establishment of apron management services boundaries.
AMC2 ADR.OPS.D.025 Apron	new	The AMC details how the boundaries of the apron management

management services boundaries		services will be published.
AMC1 ADR.OPS.D.030 Assignment of radio frequencies to apron management services	new	The AMC details the criteria that should be used for determining the number of radio frequencies assigned to apron management services.
AMC2 ADR.OPS.D.030 Assignment of radio frequencies to apron management services	new	The AMC details where the radio frequencies assigned to apron management services should be published.
AMC1 ADR.OPS.D.035(a) Management of vehicle movements	new	The AMC details the contents of the apron driving rules.
AMC2 ADR.OPS.D.035(a) Management of vehicle movements	new	The AMC details the conditions under which crossing of apron taxiways and aircraft stand taxilanes is allowed.
AMC1 ADR.OPS.D.035(b) Management of vehicle movements	new	The AMC details how the driving routes on the apron should be established.
GM1 ADR.OPS.D.035(a);(b) Management of vehicle movements	new	The GM provides further information on the crossing of apron taxiways and aircraft stand taxilanes.
GM2 ADR.OPS.D.035(a);(b) Management of vehicle movements	new	The GM provides further information on the driving routes on the apron.
AMC1 ADR.OPS.D.035(c) Management of vehicle movements	new	The AMC details the vehicle conditions requirements.
AMC1 ADR.OPS.D.045 Management of apron safety	new	The AMC details the apron safety rules.
AMC2 ADR.OPS.D.045 Management of apron safety	new	The AMC details how apron discipline should be monitored.
GM1 ADR.OPS.D.045 Management of apron safety	new	The GM provides information and guidance on FOD management at the apron.
GM2 ADR.OPS.D.045 Management of apron safety	new	The GM provides information and guidance on safety measures during aircraft refuelling.
GM3 ADR.OPS.D.045 Management of apron safety	new	The GM provides guidance on how to deal with deviation from established apron safety rules when observed.
AMC1 ADR.OPS.D.050(a) Aircraft stand	new	The AMC details the parameters that should be taken into

allocation		consideration for aircraft stand allocation.
AMC1 ADR.OPS.D.050(b) Aircraft stand allocation	new	The AMC details the means that could be used for communicating the assigned stand to the aircraft.
GM1 ADR.OPS.D.050 Aircraft stand allocation	new	The GM explains how the aircraft stand allocation can be performed.
GM1 ADR.OPS.D.050(a) Aircraft stand allocation	new	The GM provides further information and guidance on the parameters that could be used for aircraft stand allocation.
AMC1 ADR.OPS.D.060(a) Aircraft parking	new	The AMC details the procedures that should be followed during aircraft parking on the stand.
AMC1 ADR.OPS.D.060(b) Aircraft parking	new	The AMC details the aids that could be used for aircraft parking.
AMC2 ADR.OPS.D.060(b) Aircraft parking	new	The AMC details the procedure for the operation of visual and advanced visual docking guidance systems.
AMC3 ADR.OPS.D.060(b) Aircraft parking	new	The AMC details the marshalling service.
AMC1 ADR.OPS.D.065(a) Aircraft departure	new	The AMC details the procedure that should be followed during aircraft departure from the stand.
GM1 ADR.OPS.D.065(a) Aircraft departure	new	The GM provides guidance on the designated exit routes from the stands.
AMC1 ADR.OPS.D.070 Start-up clearances and taxi instructions	new	The AMC details the arrangements that should be established for start-up clearances and taxi instructions.
AMC1 ADR.OPS.D.075 Dissemination of information to operators	new	The AMC details the types of information that should be disseminated to operators concerning apron operation.
GM1 ADR.OPS.D.075 Dissemination of information to operators	new	The GM provides information and guidance on the methods that could be employed in order to disseminate information.
AMC1 ADR.OPS.D.080 Alerting of emergency services	new	The AMC details the methods that could be employed to alert emergency services for incidents at the apron.
GM1 ADR.OPS.D.080 Alerting of emergency services	new	The GM explains the purpose of establishing a procedure for alerting the emergency services.
GM2 ADR.OPS.D.080 Alerting of emergency services	new	The GM suggests possible means to alert emergency services.

AMC1 ADR.OPS.D.085(a) Training	new	The AMC defines when a person is considered competent to perform his/her tasks.
AMC2 ADR.OPS.D.085(a) Training	new	The AMC provides the details for instructors and assessors.
AMC3 ADR.OPS.D.085(a) Training	new	The AMC details the marshallers training.
AMC4 ADR.OPS.D.085(a) Training	new	The AMC details the training for the Leader Van (FOLLOW-ME) drivers.
AMC4 ADR.OPS.D.085(a) Training	new	The AMC details the training for staff giving verbal instructions to aircraft.
GM1 ADR.OPS.D.085 Training	new	The GM further details the initial training syllabus of personnel providing verbal instructions to aircraft.
GM1 ADR.OPS.D.085 Training	new	The GM further details the unit training syllabus of personnel providing verbal instructions to aircraft.