



# **The Total Systems Approach**

## **Organisation Requirements**

### **General Requirements**

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## **The Total Systems Approach**

### Organisation Requirements - General Requirements

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##### ★ **Section 1 – General**

- Competent authority
- Acceptable Means of Compliance
- Application
- Terms of approval and privileges of an organisation
- Changes to the organisation's approval
- Continued validity
- Findings



European Aviation Safety Agency

# The Total Systems Approach

## organisation requirements - General Requirements

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### ➤ Contents

#### ★ Section 2 – Organisation requirements

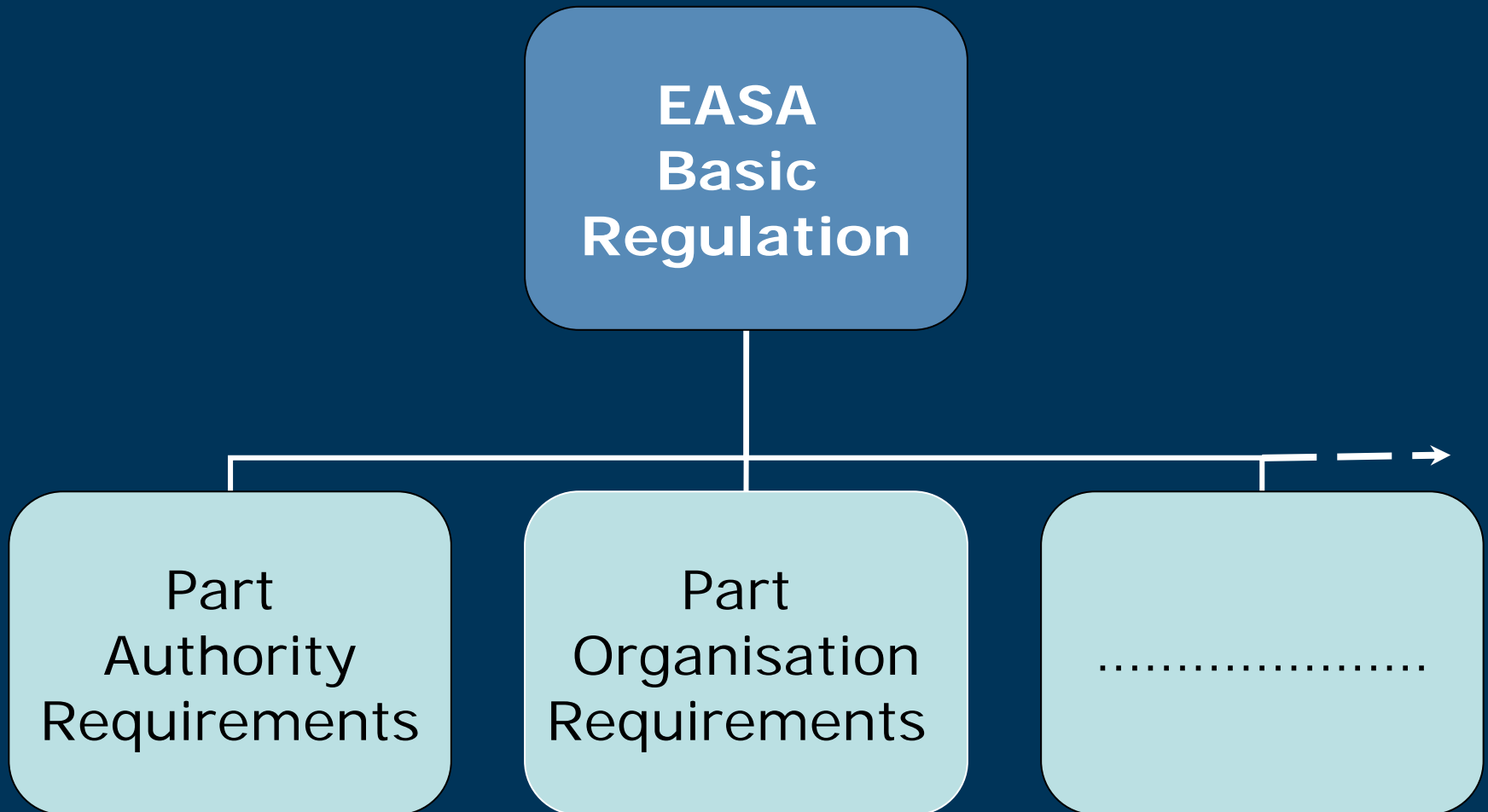
- ➔ Management system
- ➔ Contracting and purchasing
- ➔ Personnel requirements
- ➔ Facility requirements
- ➔ Record-keeping

#### ★ Summary



# Introduction

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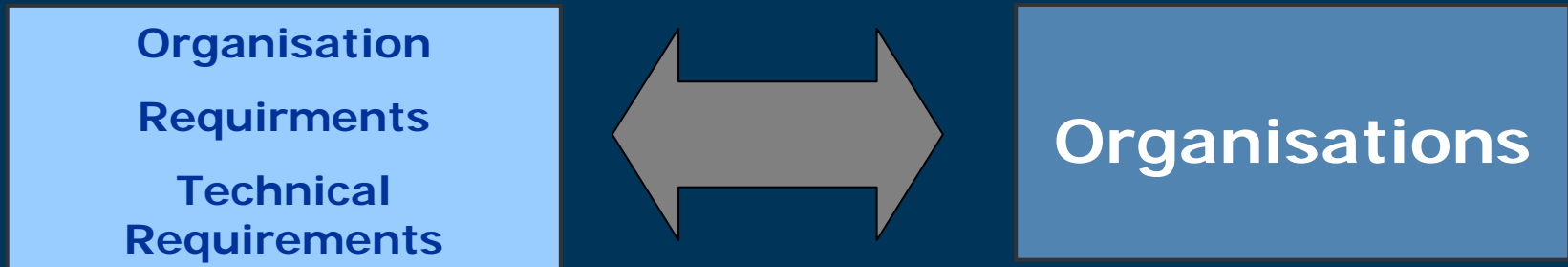




# Introduction

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- Regulation on organisation requirements
- Purpose, structure and contents - 1
  - ★ Regulation dedicated to stipulate technical requirements for the certification, declaration or approval of organisations.
    - ➔ e.g. approved training organisations, aeromedical centres and air operators.





# Introduction

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- Regulation on organisation requirements
- Purpose, **structure** and contents – 2
  - ★ Integrated
  - ★ Horizontal
  - ★ Design for growth



# Introduction

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- **Regulation on organisation requirements**
- Purpose, **structure** and contents – 3
  - ★ **Integrated**
    - Covering all technical approval/certification requirements for organisations:
      - Safety management
      - Organisational Structure and Accountabilities
      - Compliance monitoring
      - Contracting and purchasing
      - Personnel
      - Facility
      - Record-keeping



# Introduction

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- Regulation on organisation requirements
- Purpose, **structure** and contents – 4
  - ★ Horizontal
    - ➔ Applicable to the different areas of the Agency's competences
      - ➔ Air Operations and Flight Crew Licensing, but expandable to Airworthiness, Aerodromes and ATM.



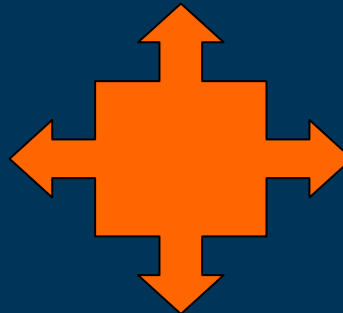




# Introduction

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- Regulation on organisation requirements
- Purpose, **structure** and contents – 5
  - ★ Design for growth
    - ➔ Regulation is designed in such a way that enables growth following the Agency's extension of responsibilities.





## Introduction

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- Regulation on organisation requirements
- Purpose, **structure** and contents – 6
  - ★ When drafting the implementing rules special attention was paid to size, nature and complexity of the activities.
  - ★ Therefore, dedicated Acceptable Means of Compliance have been put in place for “small” and “other” organisations.
  - ★ The criteria to be classified as “small” are established for each type of organisation.



# Introduction

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- Regulation on organisation requirements
- Purpose, structure and **contents** – 7
  - ★ Subpart GEN – General Requirements
  - ★ Subpart ATO – Approved Training Organisation
    - Including: Qualification requirements for Flight Simulation Training Devices.
  - ★ Subpart AeMC – Aeromedical Centres
  - ★ Subpart OPS – Air Operations

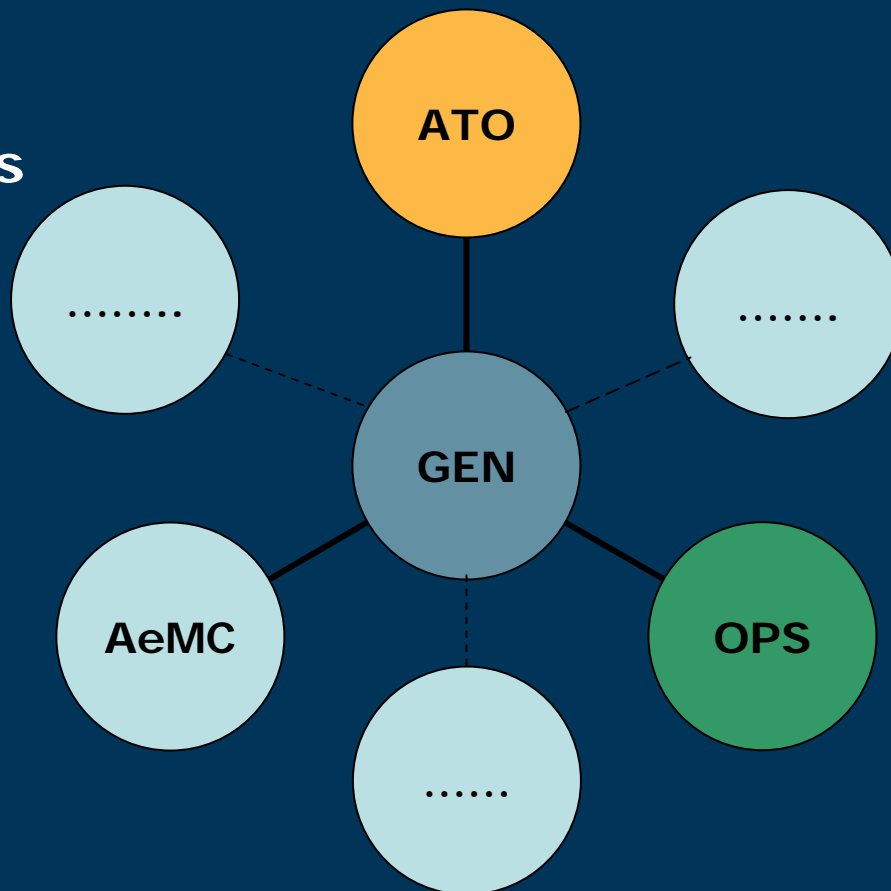




# Introduction

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## Part organisation requirements





## Section 1 - General

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### ➤ Competent authority

### ➤ e.g. Approved Training Organisation:

- ★ Principal place of business in a Member State
  - ➔ The authority designated by that Member State
- ★ Principal place of business in a Third Country
  - ➔ The Agency

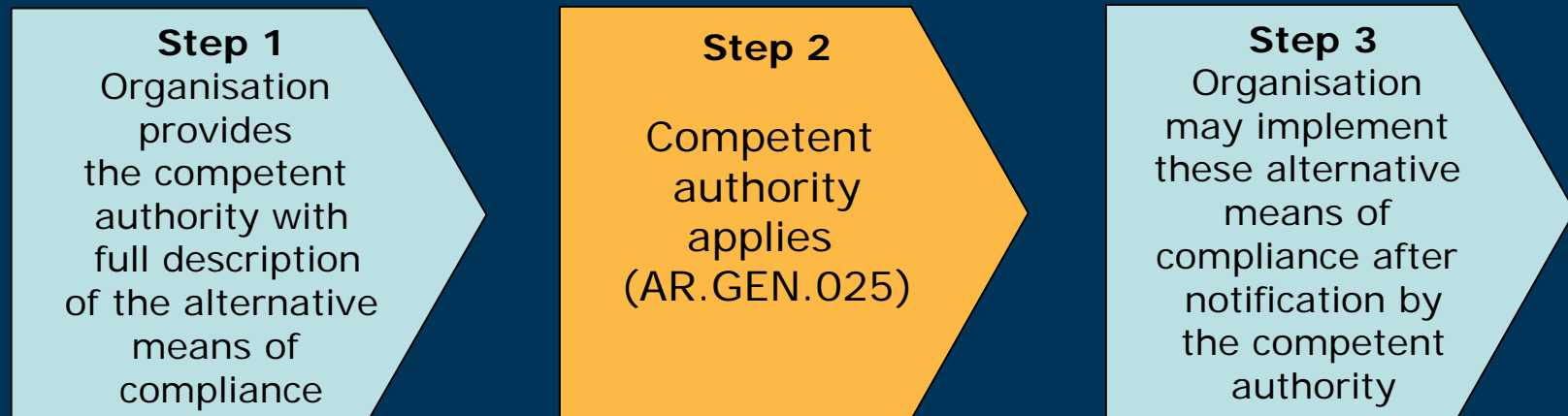




## Section 1 - General

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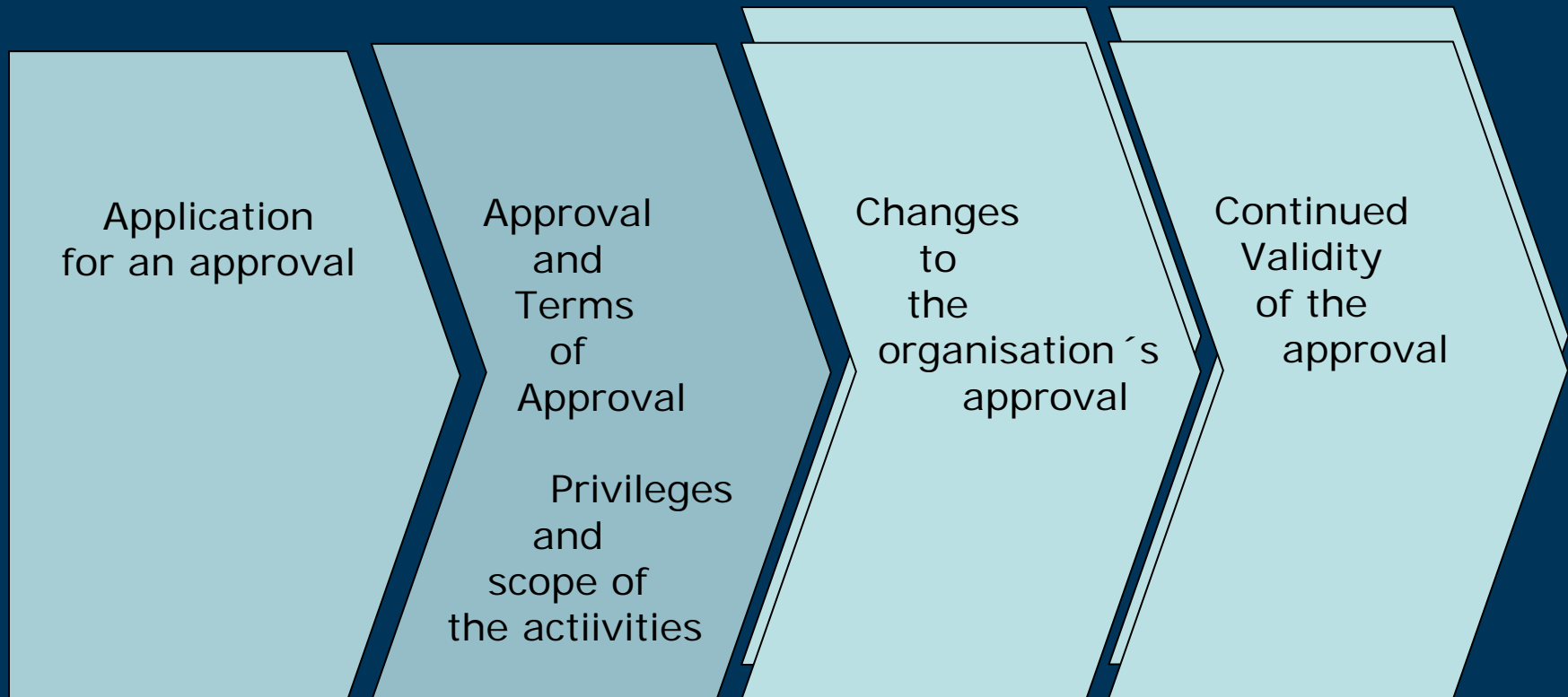
- Acceptable Means of Compliance
- An organisation may use alternative means to establish compliance with implementing rules other than those adopted by the Agency, but...





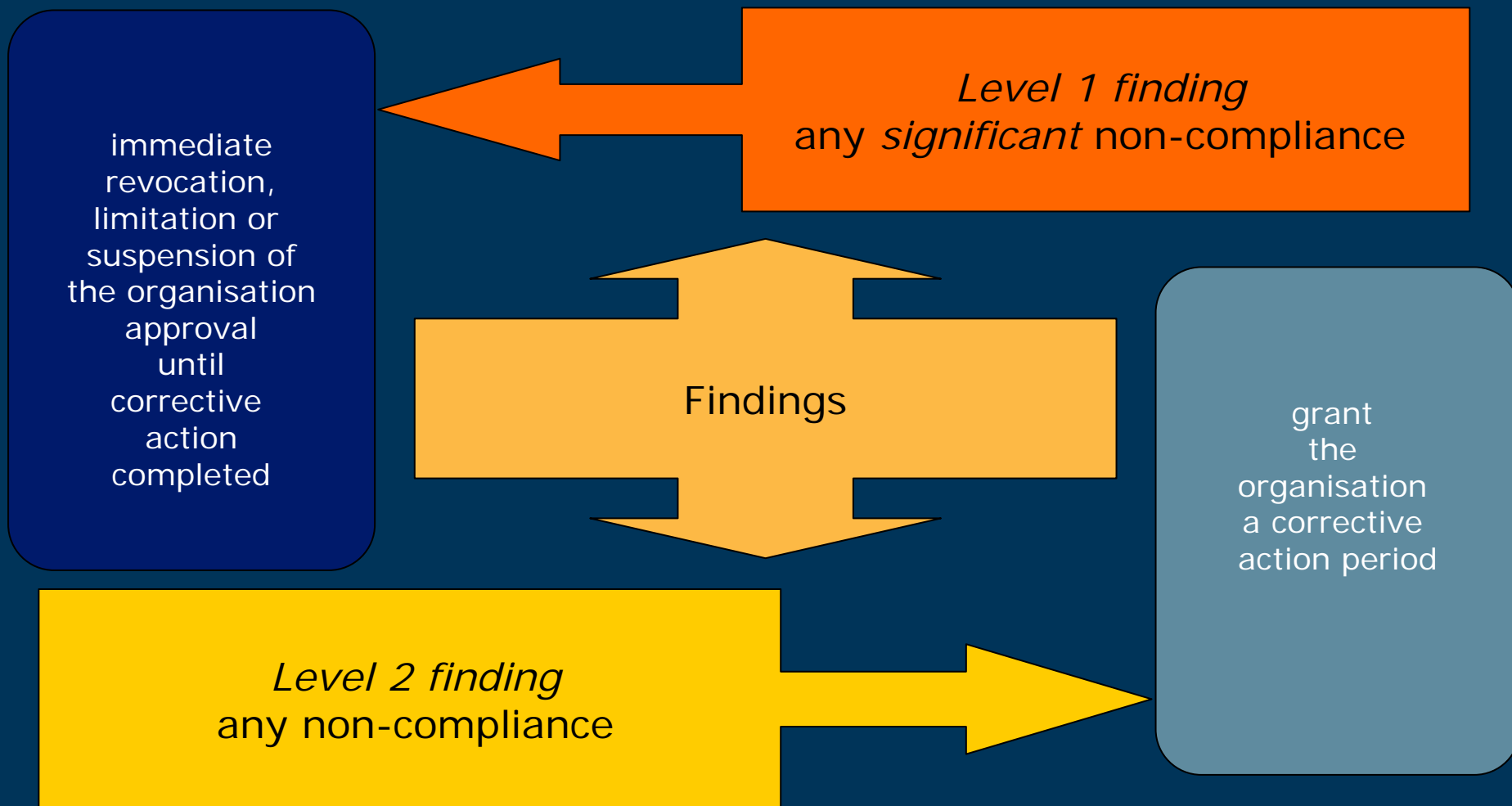
## Section 1 - General

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## Section 1 - General







## Section 2 – Organisation requirements

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- EASA Integrated Management System shall have the following elements:
  - ✧ Safety policy
  - ✧ Hazard identification and Risk management
  - ✧ Accountability for safety on the part of senior management
  - ✧ Trained and competent personnel
  - ✧ Reporting system
  - ✧ Organisation manual
  - ✧ Compliance monitoring system



## Section 2 – Organisation requirements

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- EASA Integrated Management System shall correspond to:
  - ✧ Size
  - ✧ Nature
  - ✧ Complexity of the activitiesand
  - ✧ The hazards
  - ✧ Associated risks inherent in these activities
- The criteria are specified concerning the size in each subpart (for each organisation type).



## Section 2 – Organisation requirements

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### ➤ Contracting and purchasing

- ★ The contracting organisation shall ensure that the contracted or purchased service or product conforms to applicable requirements.
- ★ When an approved organisation contracts any part of its activity to an organisation that is not itself approved to carry out such activity in accordance with this Part, the contracted organisation shall work under the approval of the contracting organisation.



## Section 2 – Organisation requirements

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### ➤ Personnel requirements

#### ★ The organisation shall:

- ➔ appoint an accountable manager
- ➔ nominate a person or group of persons with the responsibility of ensuring that the organisation is always in compliance with the applicable requirements
- ➔ have sufficient appropriately qualified staff for the planned tasks and activities
- ➔ maintain appropriate experience, qualification and training records
- ➔ ensure that all staff is aware of the rules and procedures relevant to the exercise of their duties



## Section 2 – Organisation requirements

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### ➤ Facility requirements

#### ★ The organisation shall have adequate:

- facilities for all planned tasks and activities.
- office accommodation for the management of all planned tasks and activities.



## Section 2 – Organisation requirements

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### ➤ Record-keeping

#### ★ The organisation shall:

- ➔ establish a system of record-keeping that allows adequate storage and traceability of all activities developed, covering in particular all the elements of the management system.
- ➔ specify the format of the records in the organisation's procedures.
- ➔ store records in a manner that ensures protection from damage, alteration and theft.
- ➔ make records accessible to the competent authority.



## The Total Systems Approach

organisation requirements –  
General Requirements

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### ➤ Summary

- ★ Covering all technical approval/certification requirements for organisations » *Integrated*
- ★ Applicable to the different areas of the Agency's competences » *Horizontal*
- ★ Regulation is designed in such a way that *enables growth* following the Agency's extension of responsibilities.
- ★ In compliance with *ICAO standards*.