

ANNEX I

Annex I (Definitions for terms used in Annexes II to IV) to Commission Regulation (EU) No 139/2014 is amended as follows:

(1) The following new point (36a) is inserted:

(36a) ‘principal place of business’ means the head office or the registered office of the organisation, within which the principal financial functions and operational control of the activities referred to in this Regulation are exercised.

ANNEX II

Annex II (Part-ADR.AR) to Commission Regulation (EU) No 139/2014 is amended as follows:

(1) ADR.AR.A.005 is amended as follows:

(a) point (b) is replaced by the following:

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

(b) the following new point (c) is added:

(c) registration and oversight of declared providers of apron management services providing services at aerodromes located in that Member State.

(2) In ADR.AR.A.010, point (b) is replaced by the following:

(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.

(3) ADR.AR.A.030 is amended as follows:

(a) point (a) is replaced by the following:

- (a) Without prejudice to Regulation (EU) No 376/2014, the Competent Authority shall implement a system to appropriately collect, analyse and disseminate safety information.
- (b) the following new point (e) is added:
 - (e) Measures notified to providers of apron management services shall also be notified to the operator of the aerodrome where the services are provided.
- (4) In ADR.AR.A.040, the following new point (e) is added:
 - (e) Safety directives forwarded to providers of apron management services shall also be notified to the operator of the aerodrome where the services are provided.
- (5) In ADR.AR.B.005, the following new point (d) is added:
 - (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.
- (6) In ADR.AR.B.010, point (a) is replaced by the following:
 - (a) If the Competent Authority decides to allocate 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 only be allocated to qualified entities.
- (7) ADR.AR.B.020 is amended as follows:
 - (a) point (a) is amended as follows:
 - (i) paragraph (5) is replaced by the following:
 - (5) certification or declaration process and continuing oversight of providers of apron management services;
 - (ii) the following new paragraph (12) is added:
 - (12) oversight of providers of apron management services exercising activities on aerodromes in a Member State, but overseen or certified by

the Competent Authority of another Member State, as agreed between these Authorities.

(b) point (c) is replaced by the following:

(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.

(c) Point (d) is replaced by the following:

(d) Records relating to points (a)(1) to (a)(3) and points (a)(7) to (a)(12) shall be kept for a minimum period of five years, subject to applicable data protection law.

(8) ADR.AR.C.005 is amended as follows:

(a) Point (a) is replaced by the following:

(a) The Competent Authority shall verify:

- (1) compliance with the certification basis and all the requirements applicable to aerodromes and aerodrome operators prior to the issue of an approval or certificate;
- (2) apron management services providers' compliance with the applicable requirements prior to the issue of a certificate;
- (3) continued compliance with the certification basis and applicable requirements of aerodromes and aerodrome operators or providers of apron management services; and
- (4) implementation of appropriate safety measures in accordance with ADR.AR.A.030(c) and (d).

(b) The following new point (f) is added:

(f) Without prejudice to the competences of the Member States, the scope and results of the oversight of apron management services performed in the territory of a Member State by providers having their principal place of business in another Member State shall be determined on the basis of the safety priorities, as well as of past oversight activities.

- (c) The following new point (g) is added:
 - (g) Where a certified provider of apron management services provides services at aerodromes located in more than one Member States, the Competent Authority for the oversight under (a) may agree to specific alternative oversight arrangements with the Competent Authority(ies) of the Member State(s) where the provision of apron management services takes place. Any provider of apron management services subject to such agreement shall be informed of its existence and of its scope.

- (9) ADR.AR.C.010 is amended as follows:
 - (a) The introductory paragraph of point (a) is replaced by the following:
 - (a) The Competent Authority shall for each aerodrome operator and certified provider of apron management services:
 - (b) point (c) is replaced by the following:
 - (c) The oversight programme and planning cycle shall reflect the safety performance of the aerodrome operator or the certified provider of apron management services respectively, as well as risk exposure of the aerodrome.
 - (c) the following new point (e) is added:
 - (e) For providers of apron management services declaring their activity to the Competent Authority, the oversight programme shall be developed taking into account the specific nature of the organisation, the complexity of its activities and the results of past oversight activities, and shall be based on the assessment of associated risks. It shall include audits and inspections, including unannounced inspections, as appropriate.

- (10) ADR.AR.C.015 is amended as follows:
 - (a) point (b) is replaced by the following:
 - (b) In case of an existing aerodrome or 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.

(b) point (c) is replaced by the following:

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

(11) ADR.AR.C.035 is amended as follows:

(a) point (b) is amended as follows:

(i) paragraph (1) is replaced by:

(1) a single aerodrome certificate; or two separate certificates, one for the aerodrome and one for the aerodrome operator;

(ii) paragraph (2) is replaced by:

(2) when applicable, a certificate for the provider of apron management services, as prescribed in Appendix I to this Part.

(iii) a new paragraph (3) is added:

(3) a separate certificate, upon request of the aerodrome operator, when the latter acts as a provider of apron management services.

(b) point (c) is replaced by the following:

(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 (have) demonstrated to the satisfaction of the Competent Authority compliance with ADR.OR.B.025 and ADR.OR.E.005 or ADR.OR.B.026 and ADR.OR.F.005 respectively.

(c) point (d) is replaced by the following:

(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, as well as any Deviation Acceptance and Action Documents (DAAD).

(d) the following new point (da) is inserted:

(da) 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.

(e) point (e) is replaced by the following:

(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) attached to them.

(f) point (h) is replaced by the following:

(h) To enable an aerodrome operator or a certified 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.

(g) the following new point (i) is added:

(i) Notwithstanding the provisions of points (a) to (h) above, the Competent Authority may accept certified air traffic services providers, recognised in that Member State, to provide apron management services, if the provider demonstrates to the satisfaction of the Competent Authority that its operations manual is aligned with the aerodrome manual of the host aerodrome.

(12) ADR.AR.C.040 is amended as follows:

(a) The introductory paragraph of point (a) is replaced by the following:

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

(b) point (b) is replaced by the following:

- (b) The Competent Authority shall approve the change when the aerodrome operator or the certified provider of apron management services has (have) demonstrated, to the satisfaction of the Competent Authority, compliance with the requirements of ADR.OR.B.040 and, if applicable, ADR.OR.E.005 or ADR.OR.F.005 respectively.
- (c) point (d) is replaced by the following:
 - (d) The Competent Authority shall approve any conditions under which the aerodrome operator or the certified provider of apron management services shall operate during the change.
- (d) point (e) is replaced by the following:
 - (e) Without prejudice to any additional enforcement measures, when the aerodrome operator or the certified provider of apron management services implement(s) changes requiring prior approval, without having received the Competent Authority's approval as defined in (a), the Competent Authority shall consider the need to suspend, limit or revoke the relevant certificates.
- (e) point (f) is amended as follows:
 - (i) The introductory paragraph of point (f) is replaced by the following:

For changes not requiring prior approval, the Competent Authority shall assess the information provided in the notification sent by the aerodrome operator or the certified provider of apron management services in accordance with ADR.OR.B.040(d) to verify their appropriate management and their compliance with the certification specifications and other appropriate requirements applicable to the change. In case of any non-compliance, the Competent Authority shall:
 - (ii) paragraph (1) is replaced by the following:
 - (1) notify the aerodrome operator or the certified provider of apron management services about the non-compliance and request further changes; and
- (13) In ADR.AR.C.050, point (c) is deleted
- (14) In ADR.AR.C.055, the following new point (f) is added:

- (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.

(15) The following new Appendix I is inserted:

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 Regulation (EU) No 139/2014 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

in accordance with the provisions of Regulation (EC) No 216/2008 and its Implementing Rules, the terms of the certificate 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]

TERMS OF THE CERTIFICATE	
Certificate reference: [STATE CODE]¹:	
Aerodrome name — ICAO location indicator²:	
Conditions to operate³:	
Area of responsibility⁴:	
Assigned radio frequencies⁵:	
Other⁶:	

¹ The certificate must be given the State Code [The two-letter ISO code should be used (ISO 3166 alpha-2), except for Greece and the United Kingdom, for which the abbreviations EL and UK are recommended] and a unique ascending number. Example: EL — 001

² To be specified: the official name of the aerodrome and the ICAO location indicator for the aerodrome where the service is provided

³ To be specified: day/night

⁴ To be specified: description of the area under the responsibility of the provider of apron management services

⁵ To be specified: radio frequencies assigned to the provider of apron management services

⁶ To be specified: any other information that the Competent Authority finds necessary to include

Note: When the provider of apron management services operates in multiple aerodromes, then each aerodrome will be included in a different sheet.

ANNEX III

Annex III to Regulation (EU) No 139/2014 is amended as follows:

- (1) The title of Annex III is replaced by the following:

‘Part Organisation Requirements — Aerodrome Operators and Providers of Apron Management Services (Part-ADR.OR)’

- (2) ADR.OR.A.010 is amended as follows:

For the purpose of this Part, the Competent Authority for aerodromes, aerodrome operators and providers of apron management services, having their principal place of business in that Member State or subject to declaration, shall be the one designated by the Member State where the aerodrome is located.

- (3) ADR.OR.B.005 is amended as follows:

- (a) the title is replaced by the following:

‘Certification obligations of aerodromes, aerodrome operators and providers of apron management services’

- (b) point (a) is replaced by the following:

- (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.

- (c) the following new point (b) is added:

- (b) A certified provider of apron management services shall not undertake any activity in a Member State other than the Member State that issued the certificate as a provider of apron management services unless it has:
- (1) an agreement with an aerodrome operator of the host Member State to exercise its activities as a provider of apron management services;
 - (2) informed their certifying Competent Authority and the Competent Authority of the host Member State of the intention to provide apron management services on an aerodrome of the host Member State; and

(3) demonstrated to the satisfaction of the Competent Authority of the host Member State that its operations manual is aligned with the aerodrome manual of the host aerodrome.

(d) the following new point (c) is added:

(c) 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.

(4) The title of ADR.OR.B.015 is replaced by the following:

‘Application for a certificate — aerodromes and their operators’

(5) The following new ADR.OR.B.020 is inserted:

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

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

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

- (1) its official name and business name, address, and mailing address;
- (2) the name(s) of 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.

(c) 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.’

(6) The title of ADR.OR.B.025 is replaced by the following:

‘Demonstration of compliance — aerodromes and their operators’

(7) The following new ADR.OR.B.026 is inserted:

‘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.040 and provided on request to the Competent Authority.’

(8) ADR.OR.B.030 is amended as follows:

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).

(9) ADR.OR.B.035 is amended as follows:

(a) point (a) is amended as follows:

(i) the following paragraph (1a) is inserted:

(1a) 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

(i) paragraph (2) is replaced by the following:

- (3) 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

(10) ADR.OR.B.040 is amended as follows:

- (a) the introductory sentence of point (a) is replaced by the following:

- (a) For aerodrome operators, any change:

- (b) the following new point (aa) is inserted:

- (aa) 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) point (b) is replaced by the following:

- (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) point (c) is replaced by the following:

- (c) The application for a change in accordance with points (a), (aa) or (b) 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.

(g) the following new point (ea) is inserted:

(ea) 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.

(g) in point (f) the introductory paragraph is replaced by the following:

(h) 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:

(11) In ADR.OR.B.060 paragraph (5) of point (a) is replaced by the following:

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

(12) The title of ADR.OR.B.065 is replaced by the following:

‘Termination of operation — aerodromes and their operators’

(13) The following new ADR.OR.B.070 is inserted:

‘Termination of operation — providers of apron management services’

(a) A provider of apron management services intending to terminate permanently 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 that safety risks resulting from termination of operation have been assessed and mitigated; and
 - (2) provide such information to the appropriate Aeronautical Information Service provider.

(14) The title of Subpart C is replaced by the following:

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

(15) The following new ADR.OR.C.010 is inserted:

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 its declaration, as applicable;
- (c) 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.

(16) ADR.OR.C.020 is replaced by the following:

- (a) After receipt of notification of findings, the aerodrome operator or the provider of apron management services shall:
 - (1) identify the root cause of the non-compliance;
 - (2) define a corrective action plan; and
 - (3) 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.

(17) ADR.OR.C.030 is amended as follows:

- (a) point (a) is replaced by the following:
 - (a) The aerodrome operator and the provider of apron management services shall report to the Competent Authority, and to any other organisation required by the State where the aerodrome is located or the service is provided, any accident, serious incident and occurrence as defined in Regulations (EU) Nos 996/2010 and 376/2014 of the European Parliament and of the Council¹. The provider of apron management services shall notify the aerodrome operator when reporting the aforementioned.
- (b) point (b) is replaced by the following:
 - (b) 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.
- (c) point (c) is replaced by the following:
 - (c) Without prejudice to Regulations (EU) Nos 996/2010 and 376/2014 of the European Parliament and of the Council, Regulations (EC) Nos 1321/2007 and 1330/2007, the reports referred to in points (a) and (b) shall be made in

¹ OJ L 295, 12.11.2010, p. 35.

a form and manner established by the Competent Authority and contain all pertinent information about the condition known to the aerodrome operator or the provider of apron management services.

(18) ADR.OR.C.045 is amended as follows:

(a) the following new point (aa) is inserted:

(aa) 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.

(19) ADR.OR.D.005 is amended as follows:

(a) point (a) is replaced by the following:

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

(b) point (b) is amended as follows:

(i) paragraph (1) is replaced by the following:

(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;

(ii) paragraph (2) is replaced by the following:

(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;

(iii) paragraph (5) is replaced by the following:

(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;

(iv) in paragraph (6), subparagraph (i) is replaced by the following:

(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;

(v) paragraph (8) is replaced by the following:

(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;

(vi) the following new paragraph (8a) is inserted:

(8a) 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;

(b) point (c) is replaced by the following:

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

(c) the following new point (f) is added:

(f) In the case that the aerodrome operator and/or the air traffic services provider are partially or exclusively providing apron management service, their management system shall cover these activities in the scope of their certificates, as appropriate.

(20) The title of ADR.OR.D.015 is replaced by the following:

'Personnel requirements — aerodrome operators'

(21) The following new ADR.OR.D.016 is inserted:

‘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 to ensure 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.
- (g) In the case that the aerodrome operator and/or the air traffic services provider are partially or exclusively providing apron management services, they shall ensure that requirements of points (a) to (f) are included in their established allocation of responsibilities within their management system.’

(22) The title of ADR.OR.D.017 is replaced by the following:

‘Training and proficiency check programmes — aerodrome operators’

(23) The following new ADR.OR.D.018 is inserted:

‘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 performing 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 and proficiency check programmes 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.
- (e) In the case that the aerodrome operator and/or the air traffic services provider are partially or exclusively providing apron management services, they shall ensure that the requirements of points (a) to (d) are included in their training and proficiency check programmes.

(24) In ADR.OR.D.020, point (a) is replaced by the following:

- (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.

(25) The title of ADR.OR.D.030 is replaced by the following:

‘Safety reporting system — aerodrome operators’

(26) The following new ADR.OR.D.032 is inserted:

‘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 services, in accordance with ADR.OR.D.005(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 safety reporting system shall protect the identity of the reporter, encourage voluntary reporting and include the possibility that reports may be submitted anonymously.
- (d) The 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.

(27) The title of ADR.OR.D.035 is replaced by the following:

‘Record keeping — aerodrome operators’

(28) The following new ADR.OR.D.040 is added:

‘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, 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.’

(29) a new Subpart F is added:

‘SUBPART F — OPERATIONS MANUAL AND DOCUMENTATION OF PROVIDER OF APRON MANAGEMENT SERVICES (ADR.OR.F)’

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 parts of the aerodrome manual and of the air traffic services operations manual which are relevant to the provider of apron management services, the content of its agreements with the aerodrome operator as required by ADR.OPS.D.005, the content of its formal arrangements with the air traffic services provider as required by ADR.OPS.E.020 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, if relevant, 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 operations manual requires only a notification to the Competent Authority in accordance with ADR.OR.B.040(d) and ADR.OR.B.020(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.

- (m) In the case that the aerodrome operator and/or the air traffic services provider are partially or exclusively providing apron management services, the content of the manual may be included in the aerodrome manual or the air traffic services operations manual, respectively.

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

Annex IV (Part-ADR.OPS) to Regulation (EU) No 139/2014 is amended as follows:

- (1) A new Subpart D is added:

SUBPART D — ADDITIONAL AERODROME OPERATOR RESPONSIBILITIES ON THE APRON (ADR.OPS.D)

ADR.OPS.D.001 Apron requirements

The requirements under Subpart D of this Annex shall be fulfilled at the aerodrome by the aerodrome operator directly or indirectly.

ADR.OPS.D.002 Apron management

The aerodrome operator shall ensure that arrangements are in place for the management of operations on the apron.

ADR.OPS.D.005 Written agreement between the aerodrome operator and the provider of apron management services

- (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 or part of 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 Subpart E, 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.010 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, in order to prevent collisions between aircraft, and between aircraft and obstacles, vehicles and persons.

ADR.OPS.D.015 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, when aircraft movement on the apron is not managed by the air traffic services provider.

ADR.OPS.D.020 Apron management services boundaries

When a provider of apron management services is established, the aerodrome operator, in cooperation with the air traffic services provider, shall define and provide for publication in the Aeronautical Information Publication of the boundaries between different areas of responsibility.

ADR.OPS.D.025 Publication of aeronautical radio frequencies assigned to apron management

The aerodrome operator shall provide for publication in the Aeronautical Information Publication the aeronautical radio frequencies assigned to apron management.

ADR.OPS.D.030 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.035 Right-of-way on the apron

The aerodrome operator shall ensure that rules concerning the right-of-way on the apron are established, disseminated and implemented. The rules shall require that:

- (a) emergency vehicles responding to an emergency are given priority over all other surface movement traffic;
- (b) subject to the provisions in (a), vehicles on the apron shall comply with the following rules:
 - (1) vehicles shall give way to aircraft which are taxiing or being towed;
 - (2) vehicles shall give way to other vehicles in accordance with the local regulations; and

- (3) notwithstanding the provisions of (1) and (2) above, vehicles and vehicles towing aircraft shall comply with the instructions issued by the unit responsible for the regulation of traffic on the apron.

ADR.OPS.D.040 Management of apron safety

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

ADR.OPS.D.045 Aircraft stand allocation

The aerodrome operator shall establish and implement procedures to ensure that:

- (a) the allocated aircraft stand is suitable for the aircraft type intended to use it;
- (b) the allocated aircraft stand is communicated to the provider of apron management services, when established, or to the appropriate air traffic services provider; and
- (c) the allocated aircraft stand is communicated to the persons responsible for the manoeuvring of the aircraft;

ADR.OPS.D.050 Marshalling of aircraft

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

ADR.OPS.D.055 Aircraft parking

The aerodrome operator shall establish and implement procedures to 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 park safely; 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.060 Aircraft departure

The aerodrome operator shall establish and implement procedures to 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.065 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 organisations operating on the apron, as appropriate. The provisions of ADR.OPS.A.015 may also apply on the apron.

ADR.OPS.D.070 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, in accordance with the established procedure in the aerodrome emergency plan.

ADR.OPS.D.075 Training

The aerodrome operator or the provider of apron management services, when marshalling service and/or 'FOLLOW-ME' guidance is under their respective responsibility, shall ensure that those persons providing:

- (a) marshalling service; and
 - (b) 'FOLLOW-ME' guidance;
- are appropriately trained and qualified.

- (2) A new Subpart E is added:

**SUBPART E — PROVISION OF APRON MANAGEMENT SERVICES
(ADR.OPS.E)**

ADR OPS.E.005 Management of aircraft movement on the apron by the provider of apron management services

The provider of apron management services shall manage aircraft movement on the apron to achieve a safe flow of aircraft traffic, with the objective of preventing collision between aircraft, and between aircraft and obstacles.

ADR OPS.E.010 Coordination of aircraft entry to/exit from the apron

The provider of apron management services shall coordinate the entry of aircraft to, and exit of aircraft from, the apron with the air traffic services provider, according to the defined coordination procedures.

ADR OPS.E.015 Management of vehicle movements by the provider of apron management services

The provider of apron management services, if agreed with the aerodrome operator, shall manage vehicle movements according to the rules established by the aerodrome operator to ensure their safe and expeditious movement on the apron.

ADR.OPS.E.020 Formal arrangements between the provider of apron management services and the air traffic services provider.

The provider of apron management services shall have formal arrangements with the air traffic services provider for the coordination of apron activities with manoeuvring area activities.

ADR.OPS.E.025 Start-up clearances and taxi instructions

The provider of apron management services shall coordinate with the air traffic services provider the delivery of start-up clearances, push-back clearances, if required, and taxi instructions to the agreed handover point(s).

ADR OPS.E.030 Training of personnel providing taxi instructions to aircraft through radio

The provider of apron management services shall ensure that those persons providing taxi instructions to aircraft on the apron through radio, using the assigned aeronautical radio frequencies, are appropriately trained and qualified.