

Annex I to ED Decision 2024/004/R

‘Acceptable Means of Compliance (AMC) and Guidance Material (GM) to Authority, Organisation and Operations Requirements for Aerodromes Issue 1, Amendment 10’

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

- deleted text is ~~struck through~~;
- new or amended text is highlighted in **blue**;
- an ellipsis ‘[...]’ indicates that the rest of the text is unchanged.

Note to the reader

In amended, and in particular in existing (that is, unchanged) text, ‘Agency’ is used interchangeably with ‘EASA’. The interchangeable use of these two terms is more apparent in the consolidated versions. Therefore, please note that both terms refer to the ‘European Union Aviation Safety Agency (EASA)’.

The Annex to Decision 2014/012/R of 27 February 2014 of the Executive Director of the Agency is amended as follows:

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 of organisations responsible for the provision of AMS, with the exclusion of the issuance of certificates or approvals.~~

AMC1 ADR.AR.C.015(b) Initiation of the certification process

AERODROME OPERATION DURING THE CERTIFICATION PROCESS

When deciding on the conditions under which the aerodrome will operate during the certification process, the competent authority should also consider:

- (a) the extent and depth of the organisational changes (e.g. new nominated persons, level of changes to management positions, restructuring of the organisational structure); and
- (b) possible changes to the type of operations at the aerodrome, or the aerodrome itself.

AMC1 ADR.OR.D.005(b)(11) Management system

COMPLIANCE MONITORING

- (a) Compliance monitoring

- (1) The implementation and use of a compliance monitoring ~~process~~ **function** should enable the aerodrome operator 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.

The aerodrome operator should specify the basic structure of the compliance monitoring applicable to the activities conducted.

The compliance monitoring should be properly implemented, maintained and continually reviewed and improved as necessary.

Compliance monitoring should be structured according to the size of organisation and the complexity of the activities to be monitored, including those which have been subcontracted.

~~Compliance monitoring should include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary.~~

[...]

AMC2 ADR.OR.D.005(b)(11) Management system

RESPONSIBILITY FOR COMPLIANCE MONITORING

- (a) The responsibility for the compliance monitoring should:
- (1) be with a person who has direct access to, and is responsible to the accountable manager;
 - (2) not be with one of the persons referred to in **point ADR.OR.D.015(b)** ~~or ADR.OR.D.015(c)~~, except that in less complex aerodrome organisations/operations, it may also be with the accountable manager ~~or the person referred to in ADR.OR.D.015(c)~~.

[...]

AMC1 ADR.OR.D.015(c) Personnel requirements

SAFETY MANAGER

[...]

- (c) The safety manager should have:
- (1) adequate practical experience and expertise in aerodrome operations, or aerodrome maintenance, or similar area;
 - (2) adequate knowledge of safety and quality management;
 - (3) adequate knowledge of the aerodrome manual; and
 - (4) comprehensive knowledge of the applicable requirements in the area of aerodromes.
- (d) The safety manager should not be one of the persons referred to in **point ADR.OR.D.015(b)** ~~or AMC2 ADR.OR.D.005(b)(11)~~. 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)~~, or any other person at appropriate management level (**including the persons referred to in point ADR.OR.D.015(b)**), provided that **he or she** ~~he/she~~ can act independently of other managers within the organisation of the aerodrome operator, **has adequate knowledge and experience in accordance with point (b) above**, and has direct access to the accountable manager and to appropriate management for safety matters.

AMC1 ADR.OR.D.017(h) Training and proficiency check programmes

INSTRUCTORS — ASSESSORS

- (a) The aerodrome operator 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 or organisations for individual subjects.

The aerodrome operator may also nominate personnel proposed by organisations operating or providing services at the aerodrome to be used as instructors and assessors for the implementation of the respective part of the training and proficiency check programmes of these organisations' personnel. Irrespective of the solution chosen, the aerodrome operator remains responsible for the proper implementation of the training programme and the proficiency check programme in a consistent manner, and according to the relevant procedures and standards established by the aerodrome operator.

- (b) A person may be qualified and nominated both as an instructor and as an assessor by the aerodrome operator. ~~However, such~~ Such a person may ~~not~~ provide assessment for own instruction, courses, or material, provided that the compliance monitoring function of the aerodrome operator ensures that assessments or tests are based on objective evidence and apply predefined criteria that need to be met by the trainee under assessment.

[...]

GM1 ADR.OR.D.017(h) Training and proficiency check programmes

COMBINING THE ROLES OF INSTRUCTOR AND ASSESSOR — ASSESSMENTS

A method to ensure the objective evaluation of the trainee in case the instructor and the assessor is the same person, is the use of multiple-choice questionnaires to avoid any risk of interpretation of the answers given. For an assessment, which is done directly by the instructor, e.g. a practical test, the use of a standard checklist with clear evaluation criteria can support an objective evaluation.

AMC3 ADR.OR.E.005 Aerodrome manual

AERODROME MANUAL

- (a) The aerodrome 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:

[...]

- D. PART D — PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE

[...]

6. Aerodrome dimensions and related information, including the following:

[...]

- 6.2 length, width and surface type of strip, runway end safety areas, stopways; length, width and surface type of taxiways; apron surface type and aircraft stands; clearway length and ground profile;

[...]

[...]

[...]

AMC1 ADR.OPS.D.080(a)(2);(b)(2)(i) Training and proficiency check programme of marshallers and 'FOLLOW-ME' drivers

TRAINING FOR 'FOLLOW-ME' VEHICLE DRIVERS

- (a) As part of the training programme, the initial training for 'FOLLOW ME' drivers should cover, at least, the following aspects:
- (1) the role and responsibilities of the 'FOLLOW-ME' driver;
 - (2) the content of ~~AMC2 ADR.OPS.B.025 'Operation of vehicles'~~ AMC1 ADR.OPS.B.024(b) and AMC2 ADR.OPS.B.024(b);

[...]