

## ANNEX III

### **Part Organisation Requirements — Aerodrome Operators (Part-ADR.OR)** SUBPART C — ADDITIONAL AERODROME OPERATOR RESPONSIBILITIES (ADR.OR.C)

#### **ADR.OR.C.005 Aerodrome operator responsibilities**

- (a) The aerodrome operator is responsible for the safe operation and maintenance of the aerodrome in accordance with:
  - (1) Regulation (EC) No 216/2008 and its Implementing Rules;
  - (2) the terms of its certificate;
  - (3) the content of the aerodrome manual; and
  - (4) any other manuals for the aerodrome equipment available at the aerodrome, as applicable.
- (b) The aerodrome operator shall ensure directly, or coordinate through arrangements as required with the accountable entities providing the following services:
  - (1) the provision of air navigation services appropriate to the level of traffic and the operating conditions at the aerodrome; and
  - (2) the design and maintenance of the flight procedures, in accordance with the applicable requirements.
- (c) The aerodrome operator shall coordinate with the Competent Authority to ensure that relevant information for the safety of aircraft is contained in the aerodrome manual and is published where appropriate. This shall include:
  - (1) exemptions or derogations granted from the applicable requirements;
  - (2) provisions for which an equivalent level of safety was accepted by the Competent Authority as part of the certification basis; and
  - (3) special conditions and limitations with regard to the use of the aerodrome.
- (d) If an unsafe condition develops at the aerodrome, the aerodrome operator shall, without undue delay, take all necessary measures to ensure that those parts of the aerodrome found to endanger safety are not used by aircraft.

#### **ADR.OR.C.015 Access**

For the purpose of determining compliance with the relevant requirements of Regulation (EC) No 216/2008 and its Implementing Rules, an aerodrome operator or provider of apron management services shall grant access to any person authorised by the Competent Authority, to:

- (a) any facility, document, records, data, procedures or any other material relevant to its activity subject to certification or declaration, whether it is contracted or not; and
- (b) perform or witness any action, inspection, test, assessment or exercise the Competent Authority finds is necessary.

#### **ADR.OR.C.020 Findings and corrective actions**

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

- (a) identify the root cause of the non-compliance;
- (b) define a corrective action plan; and
- (c) demonstrate the corrective action implementation to the satisfaction of the Competent Authority within the period agreed with that authority as defined in ADR.AR.C.055(d).

**ADR.OR.C.025 Immediate reaction to a safety problem — compliance with safety directives**

The aerodrome operator or provider of apron management services shall implement any safety measures, including safety directives, mandated by the Competent Authority in accordance with ADR.AR.A.030(c) and ADR.AR.A.040.

**ADR.OR.C.030 Occurrence reporting**

- (a) The aerodrome operator and the provider of apron management services shall report to the Competent Authority, and to any other organisation required by the State where the aerodrome is located, any accident, serious incident and occurrence as defined in Regulation (EU) No 996/2010 of the European Parliament and the Council<sup>(1)</sup> and Directive 2003/42/EC.
- (b) Without prejudice to point (a) the operator 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) Without prejudice to Regulation (EU) No 996/2010 and Directive 2003/42/EC, Commission Regulation (EC) No 1321/2007<sup>(2)</sup> and Commission Regulation (EC) No 1330/2007<sup>(3)</sup> the reports referred to in points (a) and (b) shall be made in a form and manner established by the Competent Authority and contain all pertinent information about the condition known to the aerodrome operator or the provider of apron management services.
- (d) Reports shall be made as soon as practicable, but in any case within 72 hours of the aerodrome operator or the provider of the apron management services identifying the condition to which the report relates, unless exceptional circumstances prevent this.
- (e) Where relevant, the aerodrome operator or the provider of apron management services shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified. This report shall be produced in a form and manner established by the Competent Authority.

**ADR.OR.C.040 Prevention of fire**

The aerodrome operator shall establish procedures to prohibit:

- (a) smoking within the movement area, other operational areas of the aerodrome, or areas of the aerodrome where fuel or other flammable material is stored;
- (b) display of an open flame or undertaking of an activity that would create a fire hazard within:
  - (1) areas of the aerodrome where fuel or other flammable material is stored;
  - (2) the movement area or other operational areas of the aerodrome, unless authorised by the aerodrome operator.

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

- (a) The aerodrome operator shall establish procedures on the level of consumption of alcohol, psychoactive substances and medicines by:
  - (1) personnel involved in the operation, rescue and firefighting, and maintenance of the aerodrome;
  - (2) unescorted persons operating on the movement area or other operational areas of the aerodrome.
- (b) These procedures shall include the requirements that such persons shall:
  - (1) not consume alcohol during their duty period;
  - (2) not perform any duties under the influence:
    - (i) of alcohol, or any psychoactive substance; or
    - (ii) any medicine that may have an effect on his/her abilities in a manner contrary to safety.

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**Status:** This is the original version (as it was originally adopted).

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- (1) OJ L 295, 12.11.2010, p. 35.
- (2) OJ L 294, 13.11.2007, p. 3.
- (3) OJ L 295, 14.11.2007, p. 7.