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APROB
Director General

Nicolae STOICA
(e-signed)

RAPORT
privind cerințele referitoare la implementarea unui
sistem de management al siguranței (SMS) și
materiale de îndrumare în domeniu
(2021)

Baza legală

Prezentul Raport constituie o actualizare a Raportului întocmit în anul 2018 în baza prevederilor pct. 7.1 din Planificarea implementării Programului Național de Siguranță în Aviația Civilă:

"7.1. Inventarierea materialelor de îndrumare (circulare, PI, PIAC, GM etc.) referitoare la implementarea SMS."

Aprobat în ședința CTS 28 din data de 16.08.2021	
Coordonator CTS – șef Birou Analiză Siguranță	Daniel ACHIM (e-signed)

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PAGINĂ LĂSATĂ LIBERĂ INTENȚIONAT

1. ORGANIZAȚII CAMO

Legislație UE

- Regulamentul (UE) 2018/1139 al Parlamentului European și al Consiliului privind normele comune în domeniul aviației civile și de înființare a Agenției Uniunii Europene pentru Siguranța Aviației, Anexa II – Cerințele esențiale privind navigabilitatea, partea 3 – organizații, pct 3.1., literele b) și d).

b) as appropriate for the type of activity undertaken and the size of the organisation, the organisation must implement and maintain a management system to ensure compliance with the essential requirements set out in this Annex, manage safety risks and aim for continuous improvement of that system;

d) the organisation shall establish an occurrence reporting system as part of the management system under point (b) and the arrangements under point (c), in order to contribute to the aim of continuous improvement of safety. The occurrence reporting system shall be compliant with the applicable Union law.

- Regulamentul (UE) nr. 1321/2014 al Comisiei privind menținerea navigabilității aeronavelor și a produselor, reperelor și dispozitivelor aeronautice și autorizarea întreprinderilor și a personalului cu atribuții în domeniu

CAMO.A.130 Changes to the organisation

(a) The following changes to the organisation shall require prior approval:

(1) changes that affect the scope of the certificate or the terms of approval of the organisation;

(2) changes to personnel nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point CAMO.A.305;

(3) changes to the reporting lines between the personnel nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point CAMO.A.305, and the accountable manager;

(4) the procedure as regards changes not requiring prior approval referred to in point (c).

(b) For any changes requiring prior approval in accordance with Regulation (EU) 2018/1139 and its delegated and implementing acts, the organisation shall apply for and obtain an approval issued by the competent authority. The application shall be submitted before any such change takes place, in order to enable the competent authority to determine continued compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts and to amend, if necessary, the organisation certificate and related terms of approval attached to it.

The organisation shall provide the competent authority with any relevant documentation.

The change shall only be implemented upon receipt of formal approval by the competent authority in accordance with point CAMO.B.330.

The organisation shall operate under the conditions established by the competent authority during such changes, as applicable.

(c) All changes not requiring prior approval shall be managed and notified to the competent authority as defined in the procedure referred to in point (b) of point CAMO.A.115 and approved by the competent authority in accordance with point (h) of point CAMO.B.310.

CAMO.A.155 Immediate reaction to a safety problem

The organisation shall implement: (a) any safety measures mandated by the competent authority in accordance with point CAMO.B.135; (b) any relevant mandatory safety information issued by the Agency.

CAMO.A.160 Occurrence reporting

(a) As part of its management system the organisation shall implement an occurrence reporting system that meets the requirements defined in Regulation (EU) No 376/2014 and Implementing Regulation (EU) 2015/10181 . (b) Without prejudice to point (a), the organisation shall ensure that any incident, malfunction, technical defect, exceeding of technical limitations, occurrence that would highlight inaccurate, incomplete or ambiguous information contained in data established in accordance with Annex I (Part-21) to Regulation (EU) No 748/2012 or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that has not resulted in an accident or serious incident are reported to the competent authority and to the organisation responsible for the design of the aircraft. (c) Without prejudice to Regulation (EU) No 376/2014 and Implementing Regulation (EU) 2015/1018, the reports referred to in points (a) and (b) shall be made in a form and manner established by the competent authority and shall contain all pertinent information about the condition known to the organisation. (d) Reports shall be made as soon as possible, but in any case within 72 hours of the organisation identifying the condition to which the report relates, unless exceptional circumstances prevent this. (e) Where relevant, the organisation 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

CAMO.A.200 Management system

(a) The organisation shall establish, implement, and maintain a management system that includes:

- (1) clearly defined lines of responsibility and accountability throughout the organisation, including a direct safety accountability of the accountable manager;
- (2) a description of the overall philosophies and principles of the organisation with regard to safety, referred to as the safety policy;
- (3) the identification of aviation safety hazards entailed by the activities of the organisation, their evaluation and the management of associated risks, including taking actions to mitigate the risks and verify their effectiveness;
- (4) maintaining personnel trained and competent to perform their tasks;
- (5) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
- (6) a function to monitor compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary;
- (7) any additional requirements that are laid down in this Regulation.

(b) The management system shall correspond to the size of the organisation and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities.

(c) Where the organisation holds one or more additional organisation certificates within the scope of Regulation (EU) 2018/1139 and its

delegated and implementing acts, the management system may be integrated with that required under the additional certificate(s) held.

(d) Notwithstanding point (c), for air carriers licensed in accordance with Regulation (EC) No 1008/2008, the management system provided for in this Annex shall be an integrated part of the operator's management system.

CAMO.A.202 Internal safety reporting scheme

(a) As part of its management system, the organisation shall establish an internal safety reporting scheme to enable the collection and evaluation of such occurrences to be reported under point CAMO.A.160.

(b) The scheme shall also enable the collection and evaluation of those errors, near misses, and hazards reported internally that do not fall under point (a).

(c) Through this scheme, the organisation shall:

(1) identify the causes of and contributing factors to any errors, near misses, and hazards reported and address them as part of safety risk management in accordance with point (a)(3) of point CAMO.A.200;

(2) ensure evaluation of all known, relevant information relating to errors, the inability to follow procedures, near misses, and hazards, and a method to circulate the information as necessary.

(d) The organisation shall provide access to its internal safety reporting scheme to any subcontracted organisation.

(e) The organisation shall cooperate on safety investigations with any other organisation having a significant contribution to the safety of its own continuing airworthiness management activities.

CAMO.A.205 Contracting and subcontracting

(a) The organisation shall ensure that when contracting maintenance or when subcontracting any part of its continuing airworthiness management activities:

(1) these activities conform to the applicable requirements; and

(2) any aviation safety hazards associated with such contracting or subcontracting are considered as part of the organisation's management system.

(b) When the organisation subcontracts any part of its continuing airworthiness management activities to another organisation, the subcontracted organisation shall work under the approval of the organisation. The organisation shall ensure that the competent authority is given access to the subcontracted organisation, to determine continued compliance with the applicable requirements.

CAMO.A.220 Record-keeping

(a) Continuing airworthiness management records

(1) The organisation shall ensure that records required by points M.A.305, ML.A.305 and, if applicable point M.A.306, are retained.

(2) The organisation shall record all details of work carried out.

(3) If the organisation has the privilege referred to in point (e) of point CAMO.A.125, it shall retain a copy of each airworthiness review certificate and recommendation issued or, as applicable, extended, together with all supporting documents. In addition, the organisation shall retain a copy of any airworthiness review certificate that it has extended under the privilege referred to in point (d)(4) of point CAMO.A.125.

(4) If the organisation has the privilege referred to in point (f) of point CAMO.A.125, it shall retain a copy of each permit to fly issued in

accordance with the provisions of point 21.A.729 of Annex I (Part-21) to Regulation (EU) No 748/2012.

(5) The organisation shall retain a copy of all records referred to in points (a)(2) to (a)(4) until 3 years after the responsibility for the aircraft in accordance with points M.A.201 or ML.A.201 has been permanently transferred to another person or organisation.

(6) Where the organisation terminates its operation, all retained records shall be transferred to the owner of the aircraft.

(b) Management system, contracting and subcontracting records

(1) The organisation shall ensure that the following records are retained:

(i) records of management system key processes as defined in point CAMO.A.200;

(ii) contracts, both for contracting and subcontracting, as defined in point CAMO.A.205;

(2) Management system records, as well as any contracts pursuant to point CAMO.A.205, shall be kept for a minimum period of 5 years.

(c) Personnel records

(1) The organisation shall ensure that the following records are retained:

(i) records of qualification and experience of personnel involved in continuing airworthiness management, compliance monitoring and safety management;

(ii) records of qualification and experience of all airworthiness review staff, as well as staff issuing recommendations and permits to fly.

(2) The records of all airworthiness review staff, staff issuing recommendations and staff issuing permits to fly shall include details of any appropriate qualification held together with a summary of the relevant continuing airworthiness management experience and training and a copy of the authorisation.

(3) Personnel records shall be kept as long as the person works for the organisation, and shall be retained until 3 years after the person has left the organisation.

(d) The organisation shall establish a system of record-keeping that allows adequate storage and reliable traceability of all activities developed.

(e) The format of the records shall be specified in the organisation's procedures.

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

CAMO.A.305 Personnel requirements

(a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with Regulation (EU) 2018/1139 and delegated and implementing acts adopted on the basis thereof. The accountable manager shall:

(1) ensure that all necessary resources are available to manage continuing airworthiness in accordance with this Annex, Annex I (Part-M) and Annex Vb (Part-ML), as applicable, to support the organisation approval certificate;

(2) establish and promote the safety policy specified in point CAMO.A.200;

(3) nominate a person or group of persons with the responsibility of ensuring that the organisation always complies with the applicable

continuing airworthiness management, airworthiness review and permit to fly requirements of this Annex, Annex I (Part-M) and Annex Vb (Part-ML);

(4) nominate a person or group of persons with the responsibility for managing the compliance monitoring function as part of the management system;

(5) nominate a person or group of persons with the responsibility for managing the development, administration, and maintenance of effective safety management processes as part of the management system;

(6) ensure that the person or group of persons nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point CAMO.A.305 have direct access to keep him/her properly informed on compliance and safety matters;

(7) demonstrate a basic understanding of this Regulation.

(b) For organisations also approved as air carriers licensed in accordance with Regulation (EC) No 1008/2008, the accountable manager shall in addition:

(1) be the person appointed as accountable manager for the air carrier as required by point (a) of point ORO.GEN.210 of Annex III (Part-ORO) to Regulation (EU) No 965/2012;

(2) nominate a person responsible for the management and supervision of continuing airworthiness, who shall not be employed by an organisation approved in accordance with Annex II (Part-145) under contract to the operator, unless specifically agreed by the competent authority.

(c) The person or persons nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point CAMO.A.305 shall be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft continuing airworthiness management and demonstrate a working knowledge of this Regulation. Such person(s) shall be ultimately responsible to the accountable manager.

(d) The organisation shall have a system in place to plan the availability of staff to ensure that the organisation has sufficient appropriately qualified staff to plan, perform, supervise, inspect and monitor the organisation's activities in accordance with the terms of approval.

(e) To be approved to carry out airworthiness reviews or recommendations in accordance with point (e) of point CAMO.A.125 and, if applicable, to issue permits to fly in accordance with point (f) of point CAMO.A.125, the organisation shall have airworthiness review staff qualified and authorised in accordance with point CAMO.A.310.

(f) For organisations extending airworthiness review certificates in accordance with point (d)(4) of point CAMO.A.125, the organisation shall nominate persons authorised to do so.

(g) The organisation shall establish and control the competency of personnel involved in compliance monitoring, safety management, continuing airworthiness management, airworthiness reviews or recommendations, and, if applicable, issuing permits to fly, in accordance with a procedure and to a standard agreed by the competent authority. In addition to the necessary expertise related to the job function, competency must include an understanding of safety management and human factors principles appropriate to the person's function and responsibilities in the organisation.

Materiale îndrumare

AMC1 CAMO.A.130 Changes to the organization
AMC2 CAMO.A.130 Changes to the organization

GM1 CAMO.A.130 Changes to the organization
 GM1 CAMO.A.130(a)(1) Changes to the organization
 GM2 CAMO.A.130(a)(1) Changes to the organization
 GM1 CAMO.A.130(b) Changes to the organization

AMC1 CAMO.A.160 Occurrence reporting
 AMC2 CAMO.A.160 Occurrence reporting
 GM1 CAMO.A.160 Occurrence reporting
 GM1 CAMO.A.160(b) Occurrence reporting

GM1 CAMO.A.200 Management system
 AMC1 CAMO.A.200(a)(1) Management system
 GM1 CAMO.A.200(a)(1) Management system
 GM2 CAMO.A.200(a)(1) Management system
 AMC1 CAMO.A.200(a)(2) Management system
 GM1 CAMO.A.200(a)(2) Management system
 AMC1 CAMO.A.200(a)(3) Management system
 GM1 CAMO.A.200(a)(3) Management system
 GM2 CAMO.A.200(a)(3) Management system
 AMC1 CAMO.A.200(a)(4) Management system
 GM1 CAMO.A.200(a)(4) Management system
 GM1 CAMO.A.200(a)(5) Management system
 AMC1 CAMO.A.200(a)(6) Management system
 AMC2 CAMO.A.200(a)(6) Management system
 AMC3 CAMO.A.200(a)(6) Management system
 AMC4 CAMO.A.200(a)(6) Management system
 GM1 CAMO.A.200(a)(6) Management system

AMC1 CAMO.A.202 Internal safety reporting scheme
 GM1 CAMO.A.202 Internal safety reporting scheme

GM1 CAMO.A.205 Contracting and subcontracting

AMC1 CAMO.A.220 Record-keeping
 AMC2 CAMO.A.220 Record-keeping
 GM1 CAMO.A.220 Record-keeping
 AMC1 CAMO.A.220(c)(1)(ii) Record-keeping

AMC1 CAMO.A.305(a) Personnel requirements
 AMC1 CAMO.A.305(a)(3) Personnel requirements
 GM1 CAMO.A.305(a)(3) Personnel requirements
 AMC1 CAMO.A.305(a)(4);(a)(5) Personnel requirements
 GM1 CAMO.A.305(a)(5) Personnel requirements
 AMC1 CAMO.A.305(b)(2) Personnel requirements
 AMC1 CAMO.A.305(c) Personnel requirements
 AMC1 CAMO.A.305(d) Personnel requirements
 GM1 CAMO.A.305(f) Personnel requirements
 AMC1 CAMO.A.305(g) Personnel requirements
 AMC2 CAMO.A.305(g) Personnel requirements
 AMC3 CAMO.A.305(g) Personnel requirements
 AMC4 CAMO.A.305(g) Personnel requirements
 AMC5 CAMO.A.305(g) Personnel requirements
 GM1 CAMO.A.305(g) Personnel requirements
 GM2 CAMO.A.305(g) Personnel requirements
 GM3 CAMO.A.305(g) Personnel requirements

2. ORGANIZAȚII DE PREGĂTIRE

1.1. Organizații de pregătire piloți, operatori de echipamente sintetice pentru zbor

Legislație UE

- Regulamentul (UE) 2018/1139 al Parlamentului European și al Consiliului privind normele comune în domeniul aviației civile și de înființare a Agenției Uniunii Europene pentru Siguranța Aviației, Anexa IV, partea 5 – organizații de pregătire, litera b)

(b) as appropriate for the training provided and the size of the organisation, the organisation must implement and maintain a management system to ensure compliance with the essential requirements set out in this Annex, manage safety risks, including risks related to deterioration in the standard of training, and aim for continuous improvement of this system;

- Regulamentul (UE) nr. 1178/2011 al Comisiei de stabilire a cerințelor tehnice și a procedurilor administrative referitoare la personalul navigant din aviația civilă

ORA.GEN.130 – Changes to the organisation

(a) Any change affecting:

(1) the scope of the certificate or the terms of approval of an organisation; or

(2) any of the elements of the organisation's management system as required in ORA.GEN.200(a)(1) and (a)(2), shall require prior approval by the competent authority.

(b) For any changes requiring prior approval in accordance with Regulation (EC) No 216/2008 and its Implementing Rules, the organisation shall apply for and obtain an approval issued by the competent authority. The application 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 organisation certificate and related terms of approval attached to it.

The organisation shall provide the competent authority with any relevant documentation.

The change shall only be implemented upon receipt of formal approval by the competent authority in accordance with ARA.GEN.330.

The organisation shall operate under the conditions prescribed by the competent authority during such changes, as applicable. (c) All 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 ARA.GEN.310(c).

ORA.GEN.200 – Management system

(a) The organisation shall establish, implement and maintain a management system that includes:

(1) clearly defined lines of responsibility and accountability throughout the organisation, including a direct safety accountability of the accountable manager;

(2) a description of the overall philosophies and principles of the organisation with regard to safety, referred to as the safety policy;

(3) the identification of aviation safety hazards entailed by the activities of the organisation, their evaluation and the management of

associated risks, including taking actions to mitigate the risk and verify their effectiveness;

(4) maintaining personnel trained and competent to perform their tasks;

(5) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;

(6) a function to monitor compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary; and

(7) any additional requirements that are prescribed in the relevant subparts of this Part or other applicable Parts.

(b) The management system shall correspond to the size of the organisation and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities.

(c) Notwithstanding point (a), in an organisation providing training only for the LAPL, PPL, SPL or BPL and the associated ratings or certificates, safety risk management and compliance monitoring defined in points (a)(3) and (a)(6) may be accomplished by an organisational review, to be performed at least once every calendar year. The competent authority shall be notified about the results of this review by the organisation without undue delay

ORA.GEN.205 – Contracted activities

(a) Contracted activities include all activities within the organisation's scope of approval that are performed by another organisation either itself certified to carry out such activity or if not certified, working under the contracting organisation's approval. The organisation shall ensure that when contracting or purchasing any part of its activity, the contracted or purchased service or product conforms to the applicable requirements.

(b) When the certified organisation contracts any part of its activity to an organisation that is not itself certified in accordance with this Part to carry out such activity, the contracted organisation shall work under the approval of the contracting organisation. The contracting organisation shall ensure that the competent authority is given access to the contracted organisation, to determine continued compliance with the applicable requirements.

ORA.GEN.210 – Personnel requirements

(a) The organisation 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) A person or group of persons shall be nominated by the organisation, with the responsibility of ensuring that the organisation remains in compliance with the applicable requirements. Such person(s) shall be ultimately responsible to the accountable manager.

(c) The organisation shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.

(d) The organisation shall maintain appropriate experience, qualification and training records to show compliance with paragraph (c).

(e) The organisation shall ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.

ORA.GEN.220 Record-keeping

(a) The organisation shall establish a system of record-keeping that allows adequate storage and reliable traceability of all activities developed, covering in particular all the elements indicated in ORA.GEN.200.

(b) The format of the records shall be specified in the organisation's procedures.

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

Materiale îndrumare

AMC1 ORA.GEN.130 Changes to organisations
GM1 ORA.GEN.130(a) Changes to organisations
GM2 ORA.GEN.130(a) Changes to organisations
GM1 ORA.GEN.130(c) Changes to organisations

AMC1 ORA.GEN.200(a)(1);(2);(3);(5) Management system

AMC1 ORA.GEN.200(a)(1) Management system

GM1 ORA.GEN.200(a)(1) Management system

GM2 ORA.GEN.200(a)(1) Management system

AMC1 ORA.GEN.200(a)(2) Management system

GM1 ORA.GEN.200(a)(2) Management system

AMC1 ORA.GEN.200(a)(3) Management system

GM1 ORA.GEN.200(a)(3) Management system

GM3 ORA.GEN.200(a)(3) Management system

GM4 ORA.GEN.200(a)(3) Management system

AMC1 ORA.GEN.200(a)(4) Management system

GM1 ORA.GEN.200(a)(4) Management system

AMC1 ORA.GEN.200(a)(5) Management system

GM1 ORA.GEN.200(a)(5) Management system

AMC1 ORA.GEN.200(a)(5) Management system

AMC1 ORA.GEN.200(a)(6) Management system

GM1 ORA.GEN.200(a)(6) Management system

GM2 ORA.GEN.200(a)(6) Management system

GM3 ORA.GEN.200(a)(6) Management system

AMC1 ORA.GEN.200(b) Management system

AMC1 ORA.GEN.200(c) Management system

GM1 ORA.GEN.200(c) Management system

GM2 ORA.GEN.200(c) Management system

AMC1 ORA.GEN.205 Contracted activities

GM1 ORA.GEN.205 Contracted activities

AMC1 ORA.GEN.220(b) Record-keeping

GM1 ORA.GEN.220(b) Record-keeping

1.2. Centre de medicină aeronautică (AeMC)

Legislație UE

- Regulamentul (UE) 2018/1139 al Parlamentului European și al Consiliului privind normele comune în domeniul aviației civile și de înființare a Agenției Uniunii Europene pentru Siguranța Aviației, Anexa IV – Cerințe esențiale pentru personalul aeronautic navigant, partea 3, pct. 3.3 – centre aero-medicale, litera b)

(b) as appropriate for the type of activity undertaken and the size of the organisation, implement and maintain a management system to ensure

compliance with the essential requirements set out in this Annex, manage safety risks and aim for continuous improvement of this system;

- Regulamentul (UE) nr. 1178/2011 al Comisiei de stabilire a cerințelor tehnice și a procedurilor administrative referitoare la personalul navigant din aviația civilă

ORA.AeMC.200

The AeMC shall establish and maintain a management system that includes the items addressed in ORA.GEN.200 and, in addition, processes:

- (a) for medical certification in compliance with Part-MED; and*
- (b) to ensure medical confidentiality at all times.*

Materiale îndrumare

GM1 ORA.AeMC.200 Management system

1.3. Organizații de pregătire controlori de trafic

Legislație UE

- Regulamentul (UE) 2018/1139 al Parlamentului European și al Consiliului privind normele comune în domeniul aviației civile și de înființare a Agenției Uniunii Europene pentru Siguranța Aviației, Anexa VIII – Cerințe esențiale pentru ATM/ANS și controlorii de trafic, partea 5 – furnizorii de servicii și organizațiile de pregătire, pct. 5.4, litera b)

b) as appropriate for the training provided and the size of the organisation, shall implement and maintain a management system to ensure compliance with the essential requirements set out in this Annex, manage safety risks, including risks related to deterioration in the standard of training, and aim for continuous improvement of this system;

- Regulamentul (UE) nr. 2015/340 al Comisiei de stabilire a cerințelor tehnice și a procedurilor administrative referitoare la licențele și certificatele controlorilor de trafic aerian

ATCO.OR.B.015 Changes to the training organisation

(a) Changes to the organisation that affect the certificate or the terms of approval of the training organisation or any relevant element of the training organisation's management systems shall require prior approval by the competent authority.

(b) Training organisations shall agree with their competent authority on the changes that require prior approval in addition to those specified in point (a).

(c) For any changes requiring prior approval in accordance with points (a) and (b), the training organisation shall apply for and obtain an approval issued by the competent authority. The application shall be submitted before any such change takes place in order to enable the competent authority to determine continued compliance with this Regulation and to amend, if necessary, the training organisation certificate and related terms of approval attached to it.

Training organisations shall provide the competent authority with all relevant documentation.

The change shall only be implemented upon receipt of formal approval by the competent authority in accordance with ATCO.AR.E.010.

Training organisations shall operate under the conditions prescribed by the competent authority during such changes, as applicable.

(d) Changes to the elements referred to in point (a) due to unforeseen circumstances shall be notified to the competent authority without delay in order to obtain approval as necessary.

(e) All 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 ATCO.AR.E.010.

(f) Training organisations shall notify the competent authority when they cease their activities.

ATCO.OR.C.001 – Management system of training organisations

Training organisations shall establish, implement and maintain a management system that includes:

(a) clearly defined lines of responsibility and accountability throughout the organisation, including direct safety accountability of the accountable manager;

(b) a description of the overall principles of the organisation with regard to safety, referred to as the safety policy;

(c) the identification of aviation safety hazards entailed by the activities of the training organisation, their evaluation and the management of associated risks, including actions to mitigate the risk and verify their effectiveness;

(d) maintaining personnel trained and competent to perform their tasks;

(e) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;

(f) a function to monitor compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary;

(g) the management system shall be proportionate to the size of the organisation and its activities, taking into account the hazards and associated risks inherent in those activities.

ATCO.OR.C.005 Contracted activities

(a) Training organisations shall ensure that when contracting or purchasing any parts of their activities, the contracted or purchased activity or part of activity conform to the applicable requirements.

(b) When a training organisation contracts any part of its activity to an organisation that is not itself certified in accordance with this Regulation to carry out such activity, the contracted organisation shall work under the terms of approval contained in the certificate issued to the contracting training organisation. The contracting training organisation shall ensure that the competent authority is given access to the contracted organisation to determine continued compliance with the applicable requirements.

ATCO.OR.C.010 Personnel requirements

(a) Training organisations shall appoint an accountable manager.

(b) A person or persons shall be nominated by the training organisation with the responsibility for training. Such person or persons shall be ultimately responsible to the accountable manager.

(c) Training organisations shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.

(d) Training organisations shall maintain a record of theoretical instructors with their relevant professional qualifications, adequate knowledge and experience and their demonstration, instructional techniques assessment and subjects they are entitled to teach.

(e) Training organisations shall establish a procedure to maintain competence of the theoretical instructors.

(f) Training organisations shall ensure that practical instructors and assessors successfully complete refresher training in order to revalidate the respective endorsement.

(g) Training organisations shall maintain a record of persons qualified for assessing practical instructors' competence and assessors' competence, in accordance with ATCO.C.045, with their relevant endorsements.

ATCO.OR.C.020 Record keeping

(a) Training organisations shall retain detailed records of persons undertaking or having undertaken training to show that all requirements of the training courses have been met.

(b) Training organisations shall establish and maintain a system for recording the professional qualifications and instructional techniques assessments of instructors and assessors, as well as the subjects they are entitled to teach, where appropriate.

(c) The records required in points (a) and (b) shall be retained for a minimum period of five years subject to the applicable national data protection law:

(1) after the person undertaking training has completed the course; and

(2) after the instructor or assessor ceases to perform a function for the training organisation, as applicable.

(d) The archiving process including the format of the records shall be specified in the training organisation's management system.

(e) Records shall be stored in a secure manner.

Materiale îndrumare

AMC1 ATCO.OR.B.015 Changes to the training organization

GM1 ATCO.OR.B.015 Changes to the training organization

GM2 ATCO.OR.B.015 Changes to the training organization

GM1 ATCO.OR.C.001 Management system of training organisations

AMC1 ATCO.OR.C.001(b) Management system of training organisations

AMC1 ATCO.OR.C.001(c) Management system of training organisations

AMC1 ATCO.OR.C.001(d) Management system of training organisations

AMC1 ATCO.OR.C.001(e) Management system of training organisations

AMC1 ATCO.OR.C.001(f) Management system of training organisations

GM1 ATCO.OR.C.001(f) Management system of training organisations

AMC2 ATCO.OR.C.001(f) Management system of training organisations

GM2 ATCO.OR.C.001(f) Management system of training organisations

AMC1 ATCO.OR.C.001(g) Management system of training organisations

AMC1 ATCO.OR.C.005 Contracted activities

GM1 ATCO.OR.C.005 Contracted activities

GM1 ATCO.OR.C.010(b);(c) Personnel requirements

AMC1 ATCO.OR.C.020(a);(b) Record keeping

3. OPERATORI AERIENI

Legislație UE

- Regulamentul (UE) 2018/1139 al Parlamentului European și al Consiliului privind normele comune în domeniul aviației civile și de înființare a Agenției Uniunii Europene pentru Siguranța Aviației, Anexa V – Cerințe esențiale pentru operațiunile aeriene, partea 8 – cerințe suplimentare pentru transportul aerian comercial, literele c) și d).

(c) the aircraft operator must implement and maintain a management system to ensure compliance with the essential requirements set out in this Annex, manage safety risks and aim for continuous improvement of this system;

(d) the aircraft operator shall establish an occurrence reporting system, as part of the management system under point (c), in order to contribute to the aim of continuous improvement of the safety. The occurrence reporting system shall be compliant with applicable Union law;

- Regulamentul (UE) nr. 965/2012 al Comisiei de stabilire a cerințelor tehnice și a procedurilor administrative referitoare la operațiunile aeriene

ORO.GEN.130 – Changes related to an AOC holder

(a) Any change affecting:

(1) the scope of the certificate or the operations specifications of an operator; or

(2) any of the elements of the operator's management system as required in ORO.GEN.200(a)(1) and (a)(2),

shall require prior approval by the competent authority.

(b) For any changes requiring prior approval in accordance with Regulation (EC) No 216/2008 and its Implementing Rules, the operator shall apply for and obtain an approval issued by the competent authority. The application 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 operator certificate and related terms of approval attached to it.

The operator shall provide the competent authority with any relevant documentation.

The change shall only be implemented upon receipt of formal approval by the competent authority in accordance with ARO.GEN.330.

The operator shall operate under the conditions prescribed by the competent authority during such changes, as applicable.

(c) All 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 ARO.GEN.310(c).

ORO.GEN.200 – Management system

(a) The operator shall establish, implement and maintain a management system that includes:

(1) clearly defined lines of responsibility and accountability throughout the operator, including a direct safety accountability of the accountable manager;

- (2) a description of the overall philosophies and principles of the operator with regard to safety, referred to as the safety policy;
- (3) the identification of aviation safety hazards entailed by the activities of the operator, their evaluation and the management of associated risks, including taking actions to mitigate the risk and verify their effectiveness;
- (4) maintaining personnel trained and competent to perform their tasks;
- (5) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
- (6) a function to monitor compliance of the operator with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary; and
- (7) any additional requirements that are prescribed in the relevant Subparts of this Annex or other applicable Annexes.

(b) The management system shall correspond to the size of the operator and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities.

ORO.GEN.205 – Contracted activities

(a) When contracting or purchasing any services or products as a part of its activities, the operator shall ensure all of the following:

- (1) that the contracted or purchased services or products comply with the applicable requirements;
- (2) that any aviation safety hazards associated with contracted or purchased services or products are considered by the operator's management system.

(b) When the certified operator or the SPO authorisation holder contracts any part of its activity to an organisation that is not itself certified or authorised in accordance with this Part to carry out such activity, the contracted organisation shall work under the approval of the operator. The contracting organisation shall ensure that the competent authority is given access to the contracted organisation, to determine continued compliance with the applicable requirements.

ORO.GEN.210 Personnel requirements

(a) The operator 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) A person or group of persons shall be nominated by the operator, with the responsibility of ensuring that the operator remains in compliance with the applicable requirements. Such person(s) shall be ultimately responsible to the accountable manager.

(c) The operator shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.

(d) The operator shall maintain appropriate experience, qualification and training records to show compliance with point (c).

(e) The operator shall ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.

ORO.GEN.220 Record-keeping

(a) The operator shall establish a system of record-keeping that allows adequate storage and reliable traceability of all activities developed, covering in particular all the elements indicated in ORO.GEN.200.

(b) The format of the records shall be specified in the operator's procedures.

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

Materiale îndrumare

AMC1 ORO.GEN.130 Changes related to an AOC holder
GM1 ORO.GEN.130(a) Changes related to an AOC holder
GM2 ORO.GEN.130(a) Changes related to an AOC holder
AMC1 ORO.GEN.130(b) Changes related to an AOC holder
GM1 ORO.GEN.130(b) Changes related to an AOC holder

AMC1 ORO.GEN.200(a)(1);(2);(3);(5) Management system
AMC1 ORO.GEN.200(a)(1) Management system
GM1 ORO.GEN.200(a)(1) Management system
GM2 ORO.GEN.200(a)(1) Management system
GM3 ORO.GEN.200(a)(1) Management system
AMC1 ORO.GEN.200(a)(2) Management system
GM1 ORO.GEN.200(a)(2) Management system
AMC1 ORO.GEN.200(a)(3) Management system
GM1 ORO.GEN.200(a)(3) Management system
GM2 ORO.GEN.200(a)(3) Management system
GM3 ORO.GEN.200(a)(3) Management system
GM4 ORO.GEN.200(a)(3) Management system
AMC1 ORO.GEN.200(a)(4) Management system
GM1 ORO.GEN.200(a)(4) Management system
AMC1 ORO.GEN.200(a)(5) Management system
AMC2 ORO.GEN.200(a)(5) Management system
GM1 ORO.GEN.200(a)(5) Management system
AMC1 ORO.GEN.200(a)(6) Management system
GM1 ORO.GEN.200(a)(6) Management system
GM2 ORO.GEN.200(a)(6) Management system
GM3 ORO.GEN.200(a)(6) Management system
GM4 ORO.GEN.200(a)(6) Management system
AMC1 ORO.GEN.200(b) Management system

AMC1 ORO.GEN.205 Contracted activities
AMC2 ORO.GEN.205 Contracted activities
GM1 ORO.GEN.205 Contracted activities
GM2 ORO.GEN.205 Contracted activities

AMC1 ORO.GEN.210(a) Personnel requirements
GM1 ORO.GEN.210(a) Personnel requirements

AMC1 ORO.GEN.220(b) Record-keeping
GM1 ORO.GEN.220(b) Record-keeping

PIAC-OPS "Proceduri și Instrucțiuni de Aeronautică Civilă pentru desfășurarea operațiunilor aeriene", ediția 01/2016, amd. 3/2020, Partea GEN, Cap.8, art. 8.12

PI-OP-MNG "Procedură internă privind Evaluarea Sistemului de Management" (2017)

4. OPERATORI AERODROMURI

Legislație UE

- Regulamentul (UE) 2018/1139 al Parlamentului European și al Consiliului privind normele comune în domeniul aviației civile și de înființare a Agenției Uniunii Europene pentru Siguranța Aviației, Anexa VII – Cerințe esențiale pentru aerodromuri, partea 2 – operare și management, pct. 2.2

2.2. Management systems

2.2.1. *As appropriate for the type of activity undertaken and the size of the organisation, the aerodrome operator shall implement and maintain a management system to ensure compliance with the essential requirements set out in this Annex, manage safety risks, and aim for continuous improvement of this system.*

2.2.2. *The aerodrome operator shall establish an occurrence reporting system as part of the management system under point 2.2.1, in order to contribute to the aim of continuous improvement of safety. The analysis of information from this occurrence reporting system shall involve the parties listed in point 2.1(f), as appropriate. The occurrence reporting system shall be compliant with the applicable Union law.*

2.2.3. *The aerodrome operator shall develop an aerodrome manual and operate in accordance with that manual. Such manuals shall contain all necessary instructions, information and procedures for the aerodrome, the management system and for operations and maintenance personnel to perform their duties.*

- Regulamentul (UE) nr. 139/2014 al Comisiei de stabilire a cerințelor tehnice și a procedurilor administrative referitoare la aerodromuri

ADR.OR.B.040 Changes

(a) Any change:

(1) *affecting the terms of the certificate, its certification basis and safety-critical aerodrome equipment; or*

(2) *significantly affecting elements of the aerodrome operator's management system as required in ADR.OR.D.005(b)*

shall require prior approval by the Competent Authority.

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

(c) *The application for a change in accordance with point (a) 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 shall operate under the conditions approved by the Competent Authority.*

(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).*

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

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

- (1) determine the interdependencies with any affected parties, plan and conduct a safety assessment in coordination with these organisations;
- (2) align assumptions and mitigations with any affected parties, in a systematic way;
- (3) ensure a comprehensive assessment of the change including any necessary interactions; and
- (4) ensure that complete and valid arguments, evidence and safety criteria are established and documented to support the safety assessment, and that the change supports the improvement of safety whenever reasonably practicable.

ADR.OR.D.005 Management system

(a) The aerodrome operator 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, 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 with regard to safety, referred to as the safety policy, signed by the accountable manager;
- (3) a formal process that ensures that hazards in operations are identified;
- (4) a formal process that ensures analysis, assessment and mitigation of the safety risks in aerodrome operations;
- (5) the means to verify the safety performance of the aerodrome operator's 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 organisation, management system, the aerodrome or its operation which may affect established processes, procedures and services;
 - (ii) describe the arrangements to ensure safety performance before implementing changes; and
 - (iii) eliminate or modify safety risk controls that are no longer needed or effective due to changes in the operational environment;
- (7) a formal processes to review the management system referred to in paragraph (a), identify the causes of substandard performance of the safety management system, determine the implications of such substandard performance in operations, and eliminate or mitigate such causes;
- (8) 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) 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;

(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

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

(c) The aerodrome operator shall document all management system key processes.

(d) The management system shall be proportionate to the size of the organisation and its activities, taking into account the hazards and associated risks inherent in these activities.

(e) In the case that the aerodrome operator holds also a certificate to provide air navigation services, it shall ensure that the management system covers all activities in the scope of its certificates.

ADR.OR.D.010 Contracted activities

(a) Contracted activities include all activities within the aerodrome operator's scope in accordance with the terms of the certificate that are performed by other organisations either itself certified to carry out such activity or if not certified, working under the aerodrome operator's approval. The aerodrome operator shall ensure that when contracting or purchasing any part of its activity, the contracted or purchased service or equipment or system conforms to the applicable requirements.

(b) When an aerodrome operator contracts any part of its activity to an organisation that is not itself certified in accordance with this Part to carry out such activity, the contracted organisation shall work under the approval and oversight of the aerodrome operator. The aerodrome operator shall ensure that the Competent Authority is given access to the contracted organisation, to determine continued compliance with the applicable requirements.

ADR.OR.D.015 Personnel requirements

(a) The aerodrome operator 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 aerodrome operator shall nominate persons responsible for the management and supervision of the following areas:

(1) operational services of the aerodrome; and

(2) maintenance of the aerodrome.

(c) The aerodrome operator shall nominate a person or group of persons responsible for the development, maintenance and day-to-day management of the safety management system. Those persons 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 aerodrome operator shall have sufficient and qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.

(e) The aerodrome operator 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 aerodrome operator shall ensure that personnel involved in the operation, maintenance and management of the aerodrome are adequately trained in accordance with the training programme.*

ADR. OR.D.027 Safety programmes

The aerodrome operator shall:

- (a) *establish, lead and implement programmes to promote safety and the exchange of safetyrelevant information; and*
- (b) *encourage organisations operating or providing services at the aerodrome to be involved in such programmes.*

ADR. OR.D.030 Safety reporting system

(a) *The aerodrome operator shall establish and implement a safety reporting system for all personnel and organisations operating or providing services at the aerodrome, in order to promote safety at, and the safe use of, the aerodrome.*

(b) *The aerodrome operator, in accordance with ADR.OR.D.005(b)(3), shall:*

(1) *require that the personnel and organisations mentioned in point (a) use the safety reporting system for the mandatory reporting of any accident, serious incident and occurrence; and*

(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.*

(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 aerodrome operator shall:*

(1) *record all reports submitted;*

(2) *analyse and assess the reports, as appropriate, in order to address safety deficiencies and identify trends;*

(3) *ensure that all organisations operating or providing services at the aerodrome which are relevant to the safety concern, participate in the analysis of such reports and that any corrective and/or preventive measures identified are implemented;*

(4) *conduct investigations of reports, as appropriate; and*

(5) *refrain from attribution of blame in line with the 'just culture' principles*

ADR. OR.D.035 Record keeping

(a) *The aerodrome operator 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 aerodrome 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 aerodrome certification basis, the alternative means of compliance in use and the current aerodrome or aerodrome operator certificate(s), for the lifespan of the certificate;*

(2) *arrangements with other organisations, for as long as such arrangements are in effect;*

(3) *manuals of aerodrome equipment or systems employed at the aerodrome, for as long as they are used at the aerodrome;*

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

(5) 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

(6) the current version of the hazard register;

(7) driving authorisations and, if appropriate, language proficiency certificates, for at least four years after the end of a person's employment, or the revocation or cancelation of a driving authorisation, or until this area of activity has been audited by the competent authority;

(8) vehicle authorisations and aerodrome operator's vehicle maintenance records, for at least four years after a vehicle is removed from operations, or until this area has been audited by the competent authority.

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

Materiale îndrumare

AMC1 ADR.OR.B.040(a);(b) Changes

GM1 ADR.OR.B.040(a);(b) Changes

GM1 ADR.OR.B.040(f) Changes

GM2 ADR.OR.B.040(f) Changes

GM3 ADR.OR.B.040(f) Changes

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

GM1 ADR.OR.D.005(b)(1) Management system

GM2 ADR.OR.D.005(b)(1) Management system

AMC1 ADR.OR.D.005(b)(2) Management system

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

AMC1 ADR.OR.D.005(b)(3) Management system

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

AMC1 ADR.OR.D.005(b)(4) Management system

GM1 ADR.OR.D.005(b)(4) Management system

AMC1 ADR.OR.D.005(b)(5) Management system

GM1 ADR.OR.D.005(b)(5) Management system

AMC1 ADR.OR.D.005(b)(6) Management system

GM1 ADR.OR.D.005(b)(6) Management system

AMC1 ADR.OR.D.005(b)(7) Management system

GM1 ADR.OR.D.005(b)(7) Management system

AMC1 ADR.OR.D.005(b)(8) Management system

GM1 ADR.OR.D.005(b)(8) Management system

AMC1 ADR.OR.D.005(b)(9) Management system

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

AMC1 ADR.OR.D.005(b)(10) Management system

GM1 ADR.OR.D.005(b)(10) Management system

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

GM1 ADR.OR.D.005(b)(11) Management system

AMC1 ADR.OR.D.005(c) Management system

AMC2 ADR.OR.D.005(c) Management system

GM1 ADR.OR.D.005(c) Management system

AMC1 ADR.OR.D.010 Contracted activities

GM1 ADR.OR.D.010 Contracted activities

GM2 ADR.OR.D.010 Contracted activities

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

GM1 ADR.OR.D.015(a) Personnel requirements

AMC1 ADR.OR.D.015(b) Personnel requirements
GM1 ADR.OR.D.015(b) Personnel requirements
AMC1 ADR.OR.D.015(c) Personnel requirements
AMC1 ADR.OR.D.015(d) Personnel requirements
GM1 ADR.OR.D.015(d) Personnel requirements
AMC1 ADR.OR.D.015(d);(e) Personnel requirements
GM1 ADR.OR.D.015(d);(e) Personnel requirements

AMC1 ADR.OR.D.027 Safety programmes
GM1 ADR.OR.D.027 Safety programmes
GM2 ADR.OR.D.027 Safety programmes
AMC2 ADR.OR.D.027 Safety programmes
GM3 ADR.OR.D.027 Safety programmes

AMC1 ADR.OR.D.030 Safety reporting system
GM1 ADR.OR.D.030 Safety reporting system

AMC1 ADR.OR.D.035 Record keeping
AMC2 ADR.OR.D.035 Record keeping
GM1 ADR.OR.D.035(b) Record keeping

PIAC-AD-CSMS ” Proceduri și Instrucțiuni de Aeronautică Civilă –
Cerințe de implementare SMS pe aerodromurile civile”, ediția
02/2014

5. FURNIZORI DE SERVICII ATM/ANS

Legislație UE

- Regulamentul (UE) 2018/1139 al Parlamentului European și al Consiliului privind normele comune în domeniul aviației civile și de înființare a Agenției Uniunii Europene pentru Siguranța Aviației, Anexa VIII – Cerințe esențiale pentru ATM/ANS și controlorii de trafic aerian, partea 5 – furnizorii de servicii și organizațiile de pregătire, pct. 5.1, literele c) și g)

(c) as appropriate for the type of activity undertaken and the size of the organisation, the service provider shall implement and maintain a management system to ensure compliance with the essential requirements set out in this Annex, manage safety risks and aim for continuous improvement of this system;

.....

(g) the service provider shall establish an occurrence reporting system as part of the management system under point (c) in order to contribute to the aim of continuous improvement of safety. The occurrence reporting system shall be compliant with the applicable Union law;

- Regulamentul de punere în aplicare (UE) 2017/373 al Comisiei de stabilire a unor cerințe comune pentru furnizorii de management al traficului aerian/servicii de navigație aeriană și de alte funcții ale rețelei de management al traficului aerian și pentru supravegherea acestora

PART ATM/ANS.OR.B – Management

ATM/ANS.OR.B.005 Management system

(a) A service provider shall implement and maintain a management system that includes:

(1) clearly defined lines of responsibility and accountability throughout its organisation, including a direct accountability of the accountable manager;

(2) a description of the overall philosophies and principles of the service provider with regard to safety, quality, and security of its services, collectively constituting a policy, signed by the accountable manager;

(3) the means to verify the performance of the service provider's organisation in light of the performance indicators and performance targets of the management system;

(4) a process to identify changes within the service provider's organisation and the context in which it operates, which may affect established processes, procedures and services and, where necessary, change the management system and/or the functional system to accommodate those changes;

(5) a process to review the management system, identify the causes of substandard performance of the management system, determine the implications of such substandard performance, and eliminate or mitigate such causes;

(6) a process to ensure that the personnel of the service provider are trained and competent to perform their duties in a safe, efficient, continuous and sustainable manner. In this context, the service

provider shall establish policies for the recruitments and training of its personnel;

(7) a formal means for communication that ensures that all personnel of the service provider are fully aware of the management system that allows critical information to be conveyed and that makes it possible to explain why particular actions are taken and why procedures are introduced or changed.

(b) A service provider shall document all management system key processes, including a process for making personnel aware of their responsibilities, and the procedure for the amendment of those processes.

(c) A service provider shall establish a function to monitor compliance of its organisation with the applicable requirements and the adequacy of the procedures. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary.

(d) A service provider shall monitor the behaviour of its functional system and, where underperformance is identified, it shall establish its causes and eliminate them or, after having determined the implication of the underperformance, mitigate its effects.

(e) The management system shall be proportionate to the size of the service provider and the complexity of its activities, taking into account the hazards and associated risks inherent in those activities.

(f) Within its management system, the service provider shall establish formal interfaces with the relevant service providers and aviation undertakings in order to:

(1) ensure that the aviation safety hazards entailed by its activities are identified and evaluated, and the associated risks are managed and mitigated as appropriate;

(2) ensure that it provides its services in accordance with the requirements of this Regulation.

(g) In the case that the service provider holds also an aerodrome operator certificate, it shall ensure that the management system covers all activities in the scope of its certificates.

ATM/ANS.OR.B.010 Change management procedures

(a) A service provider shall use procedures to manage, assess and, if necessary, mitigate the impact of changes to its functional systems in accordance with points ATM/ANS.OR.A.045, ATM/ANS.OR.C.005, ATS.OR.205 and ATS.OR.210, as applicable.

(b) The procedures referred to in point (a) or any material modifications to those procedures shall:

(1) be submitted, for approval, by the service provider to the competent authority;

(2) not be used until approved by the competent authority.

(c) When the approved procedures referred to in point (b) are not suitable for a particular change, the service provider shall:

(1) make a request to the competent authority for an exemption to deviate from the approved procedures;

(2) provide the details of the deviation and the justification for its use to the competent authority;

(3) not use the deviation before being approved by the competent authority.

ATM/ANS.OR.B.015 Contracted activities

(a) Contracted activities include all the activities within the scope of the service provider's operations, in accordance with the terms of the

certificate, that are performed by other organisations either themselves certified to carry out such activity or if not certified, working under the service provider's oversight. A service provider shall ensure that when contracting or purchasing any part of its activities to external organisations, the contracted or purchased activity, system or constituent conforms to the applicable requirements.

(b) When a service provider contracts any part of its activities to an organisation that is not itself certified in accordance with this Regulation to carry out such activity, it shall ensure that the contracted organisation works under its oversight. The service provider shall ensure that the competent authority is given access to the contracted organisation to determine continued compliance with the applicable requirements under this Regulation.

ATM/ANS.OR.B.020 Personnel requirements

(a) A service provider shall appoint an accountable manager, who has the authority over 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) A service provider shall define the authority, duties and responsibilities of the nominated post holders, in particular of the management personnel in charge of safety, quality, security, finance and human resources-related functions as applicable.

ATM/ANS.OR.B.030 Record-keeping

(a) A service provider shall establish a system of record-keeping that allows adequate storage of the records and reliable traceability of all its activities, covering in particular all the elements indicated in point ATM/ANS.OR.B.005.

(b) The format and the retention period of the records referred to in point (a) shall be specified in the service provider's management system procedures.

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

PART.ATS.OR – Additional organization requirements for providers of air traffic services

ATS.OR.200 Safety management system

An air traffic services provider shall have in place a safety management system (SMS), which may be an integral part of the management system required in point ATM/ANS.OR.B.005, that includes the following components:

(1) Safety policy and objectives

(i) Management commitment and responsibility regarding safety which shall be included in the safety policy.

(ii) Safety accountabilities regarding the implementation and maintenance of the SMS and the authority to make decisions regarding safety.

(iii) Appointment of a safety manager who is responsible for the implementation and maintenance of an effective SMS;

(iv) Coordination of an emergency response planning with other service providers and aviation undertakings that interface with the ATS provider during the provision of its services.

(v) SMS documentation that describes all the elements of the SMS, the associated SMS processes and the SMS outputs.

(2) Safety risk management

(i) A process to identify hazards associated to its services which shall be based on a combination of reactive, proactive and predictive methods of safety data collection.

(ii) A process that ensures analysis, assessment and control of the safety risks associated with identified hazards.

(iii) A process to ensure that its contribution to the risk of aircraft accidents is minimised as far as is reasonably practicable.

(3) Safety assurance

(i) Safety performance monitoring and measurement means to verify the safety performance of the organisation and validate the effectiveness of the safety risk controls.

(ii) A process to identify changes which may affect the level of safety risk associated with its service and to identify and manage the safety risks that may arise from those changes.

(iii) A process to monitor and assess the effectiveness of the SMS to enable the continuous improvement of the overall performance of the SMS.

(4) Safety promotion

(i) Training programme that ensures that the personnel are trained and competent to perform their SMS duties.

(ii) Safety communication that ensures that the personnel are aware of the SMS implementation.

ATS.OR.205 Safety assessment and assurance of changes to the functional system

(a) For any change notified in accordance with point ATM/ANS.OR.A.045(a)(1), the air traffic services provider shall:

(1) ensure that a safety assessment is carried out covering the scope of the change, which is:

(i) the equipment, procedural and human elements being changed;

(ii) interfaces and interactions between the elements being changed and the remainder of the functional system;

(iii) interfaces and interactions between the elements being changed and the context in which it is intended to operate;

(iv) the life cycle of the change from definition to operations including transition into service;

(v) planned degraded modes of operation of the functional system; and

(2) provide assurance, with sufficient confidence, via a complete, documented and valid argument that the safety criteria identified via the application of point ATS.OR.210 are valid, will be satisfied and will remain satisfied.

(b) An air traffic services provider shall ensure that the safety assessment referred to in point (a) comprises:

(1) the identification of hazards;

(2) the determination and justification of the safety criteria applicable to the change in accordance with point ATS.OR.210;

(3) the risk analysis of the effects related to the change;

(4) the risk evaluation and, if required, risk mitigation for the change such that it can meet the applicable safety criteria;

(5) the verification that:

(i) the assessment corresponds to the scope of the change as defined in point (a)(1);

(ii) the change meets the safety criteria;

(6) the specification of the monitoring criteria necessary to demonstrate that the service delivered by the changed functional system will continue to meet the safety criteria.

ATS.OR.210 Safety criteria

(a) An air traffic services provider shall determine the safety acceptability of a change to a functional system, based on the analysis of the risks posed by the introduction of the change, differentiated on basis of types of operations and stakeholder classes, as appropriate.

(b) The safety acceptability of a change shall be assessed by using specific and verifiable safety criteria, where each criterion is expressed in terms of an explicit, quantitative level of safety risk or another measure that relates to safety risk.

(c) An air traffic services provider shall ensure that the safety criteria:

(1) are justified for the specific change, taking into account the type of change;

(2) when fulfilled, predict that the functional system after the change will be as safe as it was before the change or the air traffic services provider shall provide an argument justifying that:

(i) any temporary reduction in safety will be offset by future improvement in safety; or

(ii) any permanent reduction in safety has other beneficial consequences;

(3) when taken collectively, ensure that the change does not create an unacceptable risk to the safety of the service;

(4) support the improvement of safety whenever reasonably practicable.

Materiale îndrumare

GM1 ATM/ANS.OR.B.005 Management system
GM2 ATM/ANS.OR.B.005 Management system
AMC1 ATM/ANS.OR.B.005(a) Management system
GM1 to AMC1 ATM/ANS.OR.B.005(a) Management system
GM2 to AMC1 ATM/ANS.OR.B.005(a) Management system
AMC2 ATM/ANS.OR.B.005(a) Management system
GM1 to AMC2 ATM/ANS.OR.B.005(a) Management system
AMC3 ATM/ANS.OR.B.005(a) Management system
GM1 to AMC3 ATM/ANS.OR.B.005(a) Management system
AMC4 ATM/ANS.OR.B.005(a) Management system
GM1 ATM/ANS.OR.B.005(a)(1) Management system
AMC1 ATM/ANS.OR.B.005(a)(2) Management system
GM1 ATM/ANS.OR.B.005(a)(2) Management system
GM2 ATM/ANS.OR.B.005(a)(2) Management system
GM3 ATM/ANS.OR.B.005(a)(2) Management system
AMC1 ATM/ANS.OR.B.005(a)(3) Management system
AMC2 ATM/ANS.OR.B.005(a)(3) Management system
GM1 to AMC2 ATM/ANS.OR.B.005(a)(3) Management system
GM1 ATM/ANS.OR.B.005(a)(3) Management system
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GM1 ATM/ANS.OR.B.005(a)(4) Management system
AMC ATM/ANS.OR.B.005(a)(5) Management system
AMC1 ATM/ANS.OR.B.005(a)(6) Management system
AMC1 ATM/ANS.OR.B.005(a)(7) Management system
AMC1 ATM/ANS.OR.B.005(b) Management system
GM1 ATM/ANS.OR.B.005(b) Management system
AMC1 ATM/ANS.OR.B.005(c) Management system
GM1 ATM/ANS.OR.B.005(c) Management system

AMC1 ATM/ANS.OR.B.005(d) Management system
 AMC1 ATM/ANS.OR.B.005(e) Management system
 GM1 ATM/ANS.OR.B.005(e) Management system
 GM1 ATM/ANS.OR.B.005(f) Management system
 GM2 ATM/ANS.OR.B.005(f) Management system

 AMC1 ATM/ANS.OR.B.010(a) Change management procedures
 GM1 to AMC1 ATM/ANS.OR.B.010(a) Change management procedures
 AMC2 ATM/ANS.OR.B.010(a) Change management procedures
 GM1 ATM/ANS.OR.B.010(a) Change management procedures

 AMC1 ATM/ANS.OR.B.015 Contracted activities
 GM1 to AMC1 ATM/ANS.OR.B.015 Contracted activities
 AMC2 ATM/ANS.OR.B.015 Contracted activities
 AMC3 ATM/ANS.OR.B.015 Contracted activities
 GM1 ATM/ANS.OR.B.015 Contracted activities
 GM2 ATM/ANS.OR.B.015 Contracted activities
 GM3 ATM/ANS.OR.B.015 Contracted activities
 GM4 ATM/ANS.OR.B.015 Contracted activities

 GM1 ATM/ANS.OR.B.020(a) Personnel requirements
 AMC1 ATM/ANS.OR.B.020(b) Personnel requirements
 GM1 ATM/ANS.OR.B.020(b) Personnel requirements

 AMC1 ATM/ANS.OR.B.030 Record-keeping
 GM1 ATM/ANS.OR.B.030 Record-keeping
 AMC1 ATM/ANS.OR.B.030(b) Record-keeping

 AMC1 ATS.OR.200(1); (2); (3) Safety management system
 AMC1 ATS.OR.200(1)(i) Safety management system
 GM1 ATS.OR.200(1)(i) Safety management system
 GM2 ATS.OR.200(1)(i) Safety management system
 GM3 ATS.OR.200(1)(i) Safety management system
 AMC1 ATS.OR.200(1)(ii) Safety management system
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 AMC1 ATS.OR.200(1)(ii);(iii) Safety management system
 AMC2 ATS.OR.200(1)(ii);(iii) Safety management system
 GM1 ATS.OR.200(1)(iii) Safety management system
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 AMC1 ATS.OR.200(1)(iv) Safety management system
 GM1 ATS.OR.200(1)(iv) Safety management system
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 AMC1 ATS.OR.200(1)(v) Safety management system
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 GM1 ATS.OR.200(3)(i) Safety management system
 AMC1 ATS.OR.200(3)(iii) Safety management system
 GM1 ATS.OR.200(3)(iii) Safety management system
 AMC1 ATS.OR.200(4)(i) Safety management system
 GM1 ATS.OR.200(4)(i) Safety management system

 GM1 ATS.OR.205(a)(1) Safety assessment and assurance of changes to the functional system
 GM2 ATS.OR.205(a)(1) Safety assessment and assurance of changes to the functional system
 GM3 ATS.OR.205(a)(1) Safety assessment and assurance of changes to the functional system

- GM4 ATS.OR.205(a)(1) Safety assessment and assurance of changes to the functional system
- GM1 ATS.OR.205(a)(1)(iii) Safety assessment and assurance of changes to the functional system
- AMC1 ATS.OR.205(a)(2) Safety assessment and assurance of changes to the functional system
- AMC2 ATS.OR.205(a)(2) Safety assessment and assurance of changes to the functional system
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- AMC3 ATS.OR.205(a)(2) Safety assessment and assurance of changes to the functional system
- AMC4 ATS.OR.205(a)(2) Safety assessment and assurance of changes to the functional system
 - GM1 to AMC4 ATS.OR.205(a)(2) Safety assessment and assurance of changes to the functional system
 - GM2 to AMC4 ATS.OR.205(a)(2) Safety assessment and assurance of changes to the functional system
 - GM3 to AMC4 ATS.OR.205(a)(2) Safety assessment and assurance of changes to the functional system
 - GM4 to AMC4 ATS.OR.205(a)(2) Safety assessment and assurance of changes to the functional system
 - GM5 to AMC4 ATS.OR.205(a)(2) Safety assessment and assurance of changes to the functional system
- GM1 ATS.OR.205(a)(2) Safety assessment and assurance of changes to the functional system
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- GM3 ATS.OR.205(a)(2) Safety assessment and assurance of changes to the functional system
- GM1 ATS.OR.205(b) Safety assessment and assurance of changes to the functional system
- AMC1 ATS.OR.205(b)(1) Safety assessment and assurance of changes to the functional system
- AMC2 ATS.OR.205(b)(1) Safety assessment and assurance of changes to the functional system
- GM1 ATS.OR.205(b)(1) Safety assessment and assurance of changes to the functional system
- AMC1 ATS.OR.205(b)(2) Safety assessment and assurance of changes to the functional system
- AMC1 ATS.OR.205(b)(3) Safety assessment and assurance of changes to the functional system
- AMC2 ATS.OR.205(b)(3) Safety assessment and assurance of changes to the functional system
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- AMC2 ATS.OR.205(b)(4) Safety assessment and assurance of changes to the functional system
- GM1 ATS.OR.205(b)(4) Safety assessment and assurance of changes to the functional system
- AMC1 ATS.OR.205(b)(5) Safety assessment and assurance of changes to the functional system
- GM1 ATS.OR.205(b)(5) Safety assessment and assurance of changes to the functional system

GM2 ATS.OR.205(b)(5) Safety assessment and assurance of changes to the functional system
GM3 ATS.OR.205(b)(5) Safety assessment and assurance of changes to the functional system
GM4 ATS.OR.205(b)(5) Safety assessment and assurance of changes to the functional system
GM1 ATS.OR.205(b)(5)(ii) Safety assessment and assurance of changes to the functional system
AMC1 ATS.OR.205(b)(6) Safety assessment and assurance of changes to the functional system
GM1 ATS.OR.205(b)(6) Safety assessment and assurance of changes to the functional system

AMC1 ATS.OR.210(a) Safety criteria
AMC2 ATS.OR.210(a) Safety criteria
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6. GENERALE

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Materiale îndrumare

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