

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
ADR.OR.E.005 (a)			
1	Has the aerodrome operator established and maintained an aerodrome manual?		
ADR.OR.E.005 (b)			
2	Does the content of the aerodrome manual reflect the certification basis (CB) and the requirements set out in Part-ADR.OR and Part-ADR.OPS?		
ADR.OR.E.005 (b)			
3	Does the aerodrome manual contain (or refer to) all necessary information for the safe use, operation and maintenance of the aerodrome, its equipment, as well as its obstacle limitation and protection surfaces and other areas associated with the aerodrome?		
ADR.OR.E.005 (c) / AMC1 ADR.OR.E.005 (c)			
4	Has the aerodrome operator ensured that: <ul style="list-style-type: none"> All parts of the manual are consistent and compatible in form and content? The manual can be readily amended? The content and amendment status of the manual is controlled and clearly indicated?		
ADR.OR.E.005 (d)			
5	Do all aerodrome personnel and all other relevant organisations' personnel have easy access to the subject matters relevant to their		

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	duties and responsibilities?		
ADR.OR.E.005 (e)(1-2)			
6	<p>Has the aerodrome operator developed a process to supply the competent authority with the intended amendments/revisions to the aerodrome manual, related to “changes requiring prior approval or notification”, before the effective date of the change?</p> <p>(Where a safety issue has been identified that requires a change to the Manual, this may be issued immediately, provided that any approval required has been applied for).</p>		
ADR.OR.E.005 (g)			
7	<p>Has the aerodrome operator developed a process to:</p> <ul style="list-style-type: none"> • review the content of the aerodrome manual and ensure that it is kept up to date and amended whenever necessary? • incorporate any amendments and revisions required by the Competent Authority? • make all aerodrome personnel and other relevant organisations are aware of the changes relevant to their duties and responsibilities? 		
ADR.OR.E.005 (h)			
8	Does the aerodrome operator ensure that any information taken from other approved documents, and any amendment thereof, is		

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	correctly reflected in the aerodrome manual?		
ADR.OR.E.005 (i) (1-2)			
9	Has the aerodrome operator ensured that the Manual is written in a language acceptable to the Competent Authority and that all personnel are able to read and understand it?		
ADR.OR.E.005 (j) (1-4)			
10	Has the aerodrome operator ensured that the aerodrome manual: <ul style="list-style-type: none"> • is signed by the accountable manager of the aerodrome? • is printed or is in electronic format and is easy to revise? • has a system for version control management which is applied and made visible in the aerodrome manual? • Observes human factors principles and is organised in a manner that facilitates its preparation, use and review? 		
ADR.OR.E.005 (k)			
11	Has the aerodrome operator made available a current copy of the aerodrome manual for inspection by the Competent Authority?		
ADR.OR.E.005 (l) (1-5)			
12	Is the content of the aerodrome manual as follows? <ul style="list-style-type: none"> • General 		

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	<ul style="list-style-type: none"> • Aerodrome Management System, qualification and training requirements • Particulars of the aerodrome site • Particulars of the aerodrome required to be reported to the Aeronautical Information Service • Particulars of the operating procedures of the aerodrome, its equipment and safety measures. 		
AMC1 ADR.OR.E.005(d) (1-3)			
13	<p>Does the aerodrome manual include:</p> <ul style="list-style-type: none"> • the person(s) who may approve amendments or revisions? • the conditions for temporary revisions and/or immediate amendments, or revisions required in the interest of safety? • the methods by which all personnel and organisations are advised of changes to the Manual? 		