

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
GENERAL			
ADR.OR.D.015 (b)			
1	Has the AO nominated persons responsible for the management and supervision of the operational services and maintenance of the aerodrome?		
ADR.OR.D.015 (c)			
2	Has the AO nominated person(s) responsible for the development, maintenance and day-to-day management of the SMS?		
ADR.OR.D.015 (c)			
3	Do these persons act independently of other managers?		
ADR.OR.D.015 (c)			
4	Do they have direct access to the Accountable Manager (AM) and other appropriate management for safety matters?		
ADR.OR.D.015 (c)			
5	Are they responsible to the AM?		
ADR.OR.D.015 (d)			
6	Has the AO employed sufficient and qualified personnel for the planned tasks and activities?		
ADR.OR.D.015 (e)			
7	Has the AO employed a sufficient number of personnel supervisors with defined duties taking into account the structure of the organisation and number of		

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	personnel employed?		
AMC1 ADR.OR.D.015 (f)			
8	Has the aerodrome operator ensured that personnel involved in the operation, maintenance and management of the aerodrome are adequately trained in accordance with the training programme?		
AMC1 ADR.OR.D.015(d)			
9	Has the AO determined the required personnel qualifications		
AMC1 ADR.OR.D.015(d) (e)			
10	Is there a system in place to distribute the rules and procedures to personnel, in order for them to fulfil their duties and responsibilities?		
ACCOUNTABLE MANAGER			
ADR.OR.D.015 (a)			
11	Has the aerodrome operator (AO) appointed an Accountable Manager (AM)?		
ADR.OR.D.015 (a)			
12	Does the AM have the authority for ensuring all activities can be financed in accordance with the applicable requirements?		
ADR.OR.D.015 (a)			
13	Is the AM responsible for establishing and maintaining an effective management system?		

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AMC1 ADR.OR.D.015(a) (A)(1)(i)			
14	Has the AM ensured that all necessary resources are available to operate the aerodrome in accordance with the requirements and Aerodrome Manual?		
AMC1 ADR.OR.D.015(a) (b)			
15	Is the delegation of AM day-to-day responsibilities during periods of absence described in the manual or elsewhere?		
AMC1 ADR.OR.D.015(a) (b)(3)			
16	Has the AM delegated his/her responsibilities for training to a Training Manager?		
NOMINATED PERSONS			
AMC1 ADR.OR.D.015 (b) (a)(1)			
17	Does a description of the functions of the nominated persons, including their names and clearly defined responsibilities and authorisations, appear in the Aerodrome Manual?		
AMC1 ADR.OR.D.015(b) (a)(1)			
18	Are the nominated persons adequately resourced?		
AMC1 ADR.OR.D.015(b) (a)(2)			
19	Are there arrangements in place to ensure continuity of supervision in the absence of nominated persons?		
AMC1 ADR.OR.D.015(b) (a)(3)			
20	Do any nominated persons have responsibility for any other airport? <i>(If yes, has this been agreed by the</i>		

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	<i>Competent Authority?)</i>		
AMC1 ADR.OR.D.015(b) (a)(4)			
21	Do nominated persons work sufficient hours to fulfil the management functions associated with the scale & complexity of the operation?		
AMC1 ADR.OR.D.015(b) (b)			
22	Does the Operations Manager/Maintenance Manager have adequate practical experience of the activity they manage, including comprehensive knowledge of the applicable requirements in the area of aerodromes?		
AMC1 ADR.OR.D.015(b) (b)			
23	Does the Operations Manager/Maintenance Manager have an appropriate level of knowledge of safety and quality management, and the Aerodrome Manual?		
SAFETY MANAGER			
ADR.OR.D.015(c)			
24	Has the AO appointed a Safety Manager (SM)?		
AMC1 ADR.OR.D.015(c) (a)			
25	Is the SM responsible for the development, administration and maintenance of an effective SMS?		
AMC1 ADR.OR.D.015(c) (b)(1-6)			
26	Does the SM role include the facilitation and monitoring of the		

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PERSONNEL REQUIREMENTS

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
	<p>following:</p> <ul style="list-style-type: none"> • Hazard identification, risk analysis & management. • Implementation and functioning of the SMS including any necessary safety actions. • The safety reporting system • Periodic reports on safety performance. • Maintenance of safety management documentation. • Ensuring that there is Safety management training available and that it meets acceptable standards. 		
AMC1 ADR.OR.D.015(c) (b)(7-8))			
27	Does the SM provide advice and initiate and participate in internal occurrence/accident investigations?		
AMC1 ADR.OR.D.015(c) (c)(1-8))			
28	<p>Does this person have:</p> <ul style="list-style-type: none"> • Adequate experience and expertise in Aerodrome Ops/Maintenance or similar area? • Experience in SMS and Quality Assurance? • Knowledge of the Aerodrome Manual? • Comprehensive knowledge 		

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MANPOWER RESOURCES

PERSONNEL REQUIREMENTS

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
	of the applicable requirements for aerodromes?		
AMC1 ADR.OR.D.015(c) (d)			
29	Does the SM role operate independently of the compliance monitoring role or the Aerodrome Operations and Maintenance management roles? (Note: The SM should not be the AD Ops or Maintenance manager (acceptable at non-complex only).		