

QB8

DEMONSTRATION OF COMPLIANCE

RECORD KEEPING

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
ADR.OR.D.035 (a)			
1	Has the aerodrome operator (AO) established a record keeping system that includes adequate procedures and storage facilities?		
AMC1 ADR.OR.D.035 (a)			
2	Has the AO established a record keeping system that provides for reliable traceability, retrievability, and accessibility?		
ADR.OR.D.035 (a)			
3	Does the record keeping system relate to all of the AO's activities that are subject to the basic regulation and its implementing rules?		
ADR.OR.D.035 (e)			
4	Are records subject to data protection?		
ADR.OR.D.035 (d)			
5	Are records retained for a minimum of 5 years (or for the minimum retention period outlined in ADR.OR.D.035 (d),(1)-(6))?		
ADR.OR.D.035 (c)			
6	Are the records stored in a manner that ensures protection from damage, alteration and theft?		
AMC1 ADR.OR.D.035 (b)			
7	Are the records retained in a format that will remain legible throughout		

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	the retention period?		
ADR.OR.D.035 (b)			
8	Is the format specified in the aerodrome manual?		
AMC1 ADR.OR.D.035 (c)			
9	Where records are kept in paper format, are the materials used robust enough to withstand normal handling and filing?		
AMC1 ADR.OR.D.035 (c)			
10	Where records are stored on a computer system is there at least one back-up system?		
AMC1 ADR.OR.D.035 (c)			
11	Where records are stored on a computer system, is the back-up system updated within 24 hours of any new entry?		
AMC1 ADR.OR.D.035 (c)			
12	Where records are stored on a computer system, is the data safeguarded against unauthorised alteration?		
AMC1 ADR.OR.D.035 (d)			
13	Where records are stored on a computer system, is the hardware used for back-up stored in a different location from that containing the working data?		
AMC1 ADR.OR.D.035 (d)			

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14	Where records are stored on a computer system, is the hardware used for back-up stored in an environment that ensures it remains in good condition?		
AMC1 ADR.OR.D.035 (d)			
15	Where hardware or software changes have taken place, does all necessary data remain accessible for at least the full retention period?		
AMC2 ADR.OR.D.035 (a)			
16	Does the system make provision for the recording of aircraft movements at the aerodrome?		
AMC2 ADR.OR.D.035 (b)(1)-(4)			
17	Does the system for recording aircraft movements allow the AO to record the number, type and date of each movement, and the number of passengers?		
AMC2 ADR.OR.D.035 (c)			
18	Are aircraft movement records stored in a way that satisfies the provisions of AMC1 ADR.OR.D.035?		