

**Aerodrome Standards Advisory
Document
(ASAD-08)**

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Guidance on the provision of Apron Management Services

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1. Revision History

Version	Date	Change
1	18 February, 2022	Initial Issue.

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2. Introduction

The European Union Aviation Safety Agency (EASA) has for some time been highlighting the fact that the provision of ground handling and apron management generates significant numbers of occurrences which have resulted in damage to aircraft, equipment, and physical injuries to persons with residual consequences to several aviation stakeholders. Consequently, new regulations are being enacted to ensure maintenance of a high level of safety and level playing field across Europe with the latest iteration dealing with the provision of Apron Management Services (AMS) within or abutting certified aerodromes.

3. Purpose and applicability

The purpose of this Aerodrome Standards Advisory Document (ASAD) is to provide general information and guidance to organisations who intend to provide AMS at EASA certified aerodromes in Malta. Ample information is readily made available by EASA in the form of Acceptable Means of Compliance and Guidance Material and hence this document is not intended to be prescriptively exhaustive.

Although this document is primarily aimed at providers of AMS, it also concerns aerodrome operators and air navigation services providers (ATS/AIM).

4. Related regulatory basis

Malta, as a Member of the European Union and a contracting state of ICAO, adopts and adheres to regulations published by the European Commission and, Standards and Recommended Practices (SARPs) issued by ICAO.

The Basic Regulation **EU 2018/1139** includes Essential Requirements within Annex VII Parts 4 & 5 for both Ground Handling Services providers and providers of Apron Management Services. With regard to the latter, the European Commission has issued Regulation **EU 2020/1234** which amends the aerodrome regulation **EU 139/2014**, thus including implementing rules for the provision of Apron Management Services.

ICAO has also prescribed provisions for AMS mainly through SARPS published in **Annex 14 Volume I**. Additionally, procedures on apron safety are specified in the **PANS-Aerodromes (Doc 9981)**, whilst guidance on AMS is given in the **Airport Services Manual (Doc 9137) Part 8**, and the **Manual of Surface Movement Guidance and Control Systems (SMGCS) (Doc 9476)**.

5. What constitutes an AMS?

Apron Management Service primarily regulates the activities and the movement of aircraft and vehicles on an apron. A provider of such a service shall establish processes and procedures to administer the following:

- 1. Aircraft stand allocation;*
- 2. Provision of marshalling services;*
- 3. Aircraft parking procedures and departures from stand (including follow-me);*
- 4. Aircraft refuelling;*
- 5. Jet blast/prop wash precautions and engine tests;*
- 6. Start-up clearances and taxi instructions.*

A Provider of AMS can allocate tasks and responsibilities to other organisations, however it shall retain overall accountability for the provision of the service. Such divesting of responsibilities shall be covered by formal agreements and documented in the Provider's management system.

6. Self-declaration of Providers of Apron Management Services

By way of derogation from self-declaration requirements, an EASA certified aerodrome operator or approved air traffic services provider who intends to provide AMS shall:

- 1. Inform Transport Malta – Civil Aviation Directorate (TM-CAD) of their intentions;*
- 2. Review and revise their safety policy to include the provision of AMS;*
- 3. Submit to TM-CAD the training programme of the personnel intended to be employed for the provision of the service.*

An organisation who intends to provide an AMS on an apron/s which:

- a. Is/are located within a certified aerodrome but not managed by the ADR operator or ATSP, or;*
- b. Is/are located adjacent to and has an established interface with a certified aerodrome;*

shall submit a self-declaration to TM-CAD pronouncing its capability to provide such services.

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7. Procedure for submitting AMS provision self-declaration

Organisations who intend to provide AMS shall complete the following documents (downloadable from Authority's web page), and submit to the Air Navigation Services & Aerodromes Unit of TM-CAD, at least two months before indented commencement of operations:

- a) *Declaration of Providers of Apron Management Services (Form ANSAU_ADR-017 DAMS)*
- b) *AMS Operator & Operations Basis (Form ANSAU_ADR-018 AMOB)*
- c) *AMS Apron Compliance with Certification Specifications (Form ANSAU_ADR-019 AMCB)*
- d) *Copy of AMS Management System Manual (ADR.OR.F.095 of EU139/2014)*

TM-CAD shall acknowledge receipt of declaration and associated documents and subject to a successful review, will give its consent for the commencement of operations. Furthermore, the AMS will be included in the Authority's oversight schedule.

8. References

EU regulation: (EU)2018/1139

EU regulation: (EU)139/2014

EU regulation: (EU)2017/1234

ICAO Annex 14 Vol 1 Aerodrome Design and Operations

ICAO Doc 9981 PANS Aerodrome

ICAO Doc 9137 Aerodrome Services Manual Part 8

ICAO Doc 9476 SMGCS