
**NOTICE
TO
AERODROME
LICENCE
HOLDERS**

IRELAND

SAFETY REGULATION DIVISION
IRISH AVIATION AUTHORITY
AVIATION HOUSE
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SAFETY MANAGEMENT SYSTEMS

at

PUBLIC LICENSED AERODROMES

The Irish Aviation Authority (hereinafter referred to as "the Authority") in pursuance of Article 5 of the Irish Aviation Authority (Aerodrome Standards) Order, 2008, (S.I. No. 356 of 2008) hereby directs as follows:-

1. (a) An applicant for an aerodrome license in the public use category shall submit to the Authority details of the safety management system for that aerodrome;
- (b) The aerodrome licence holder of an aerodrome licensed for public use shall put into operation a safety management system for that aerodrome as per Paragraph 1.5.3 of Annex 14, Volume 1 and, unless previously submitted, shall forthwith submit to the Authority detailed documentation on the safety management system in operation for that aerodrome. (Annex 14, Volume 1, Paragraphs 1.5.3 and 1.5.4 refer)
- (c) Detailed information on Safety Management Systems is available in the ICAO Manual on Certification of Aerodromes Doc 9774 -AN/969.
2. A safety management system required under Article 1 of this Direction should conform to the detailed information and instructions in Chapter 3, Section D, Paragraphs 3D.4 and 3D.5 and Appendix 1, Part 5 of the ICAO Manual on Certification of Aerodromes and the aerodrome licence holder must ensure that all existing operations, proposed changes, additions or replacements at the aerodrome are assessed for their safety significance.
3. An aerodrome licence holder required to establish a safety management system in accordance with Article 1 of this Direction shall:-
 - (a) Inform all users of the aerodrome involved in airside activity of their obligations to comply with the safety management requirements of this Direction. The aerodrome licence holder shall monitor such compliance.
 - (b) Require all users of the aerodrome who are involved in airside activity to cooperate in the programme to promote safety at the aerodrome.
 - (c) Arrange for an internal audit of the safety management system, including an inspection of the aerodrome facilities and equipment. The audit shall cover the aerodrome licence holder's own functions. The aerodrome licence holder shall, depending on the size and scale of operations at the aerodrome, also arrange for an external audit and inspection programme for evaluating other users, including ground handling agencies and other organisations working at the aerodrome. The audits shall be carried out every twelve months, or as otherwise agreed with the Authority. The aerodrome licence holder shall ensure that the audit reports, including the report on the aerodrome facilities, services and equipment, are prepared by suitably qualified staff.

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4. An aerodrome licence holder required to establish a safety management system in accordance with Article 1 of this Direction shall:-
- (a) Without prejudice to the foregoing sub-paragraph, make such amendments or additions to the safety management system documentation as the Authority may require for the purpose of ensuring the safe operation of aircraft at the aerodrome or the safety of air navigation;
 - (b) Furnish to the Authority any amendments or additions to the safety management system documentation before or immediately after they come into effect;
5. An aerodrome licence holder required to establish a safety management system in accordance with Article 1 of this Direction shall:-
- (a) Put into operation a system for managing safety, to which the company is committed, and readily identifiable, by the aerodrome operating staff and the Safety Regulation Division of the Authority. The system shall be documented preferably in the Aerodrome Manual;
 - (b) For the purposes of this paragraph:-

“aerodrome operating staff” means all persons, including the aerodrome licence holder and whether or not employed by the aerodrome licence holder, whose duties are concerned with ensuring that the aerodrome and any aerodrome operating procedures which are in place for traffic using the aerodrome are safe for aircraft or whose duties require them to have access to the aerodrome manoeuvring area or apron.

Note: - Operators of private licensed and unlicensed aerodromes and operators of sites for other aviation activities (for example gliding, parachuting, or temporary aerodrome/heliport sites) should endeavour to implement safety management systems at their sites in accordance with the requirements of this direction.

E. Brennan
Chief Executive