**Annex VII PART - ORA**

 **ORGANIZATION REQUIREMENTS for AIRCREW**

**SUBPART**  **GEN.** **GENERAL REQUIREMENTS**

 **Section****I. General**

 **ORA. GEN. 105 Competent Authority**

***a )*** For the purpose of this Part, the competent authority exercising oversight over :

1 ) organizations and FSTD’s subject to a certification obligation shall be :

 - for organizations and FSTD’s having their principal place of business in a Republic

of Armenia, the Authority designated that by GDCA of RA.

**ORA. GEN. 115 Application for an Organization Certificate**

***a )*** The application for an Organization Certificate or an amendment to an existing certificate shall be made in a form and manner established by the GDCA, taking into account the applicable requirements according of CR-EC No 216 / 2008 and its Implementing Rules ;

***b )*** Applicants for an initial certificate shall provide the GDCA with documentation demonstrating how they will comply with the requirements according in CR-EC No 216 / 2008 and its Implementing Rules. Such documentation shall include a procedure describing how changes not requiring prior approval will be managed and notified to the GDCA.

**ORA. GEN. 120 Means of compliance**

***a )*** Alternative means of compliance to the AMC adopted by the GDCA of RA may be used by an organization ;

***b )*** When an organization wishes to use an alternative means of compliance, it shall, prior to implementing it, provide the GDCA with a full description of the alternative means of compliance. The description shall include any revisions to manuals or procedures that may be relevant. The organization may implement these alternative means of compliance subject to prior approval by the GDCA and upon receipt of the notification as prescribed in ARA. GEN. 120 ( d ).

**ORA. GEN. 125 Terms of approval and privileges of an organization**

A certified organization shall comply with the scope and privileges defined in the terms of approval attached to the organization’s certificate.

**ORA. GEN. 130 Changes to Organizations**

***a )*** Any change affecting :

1 ) the scope of the certificate or the terms of approval of an organization ; *or*

2 ) any of the elements of the organization’s management system as required in

 ORA. GEN. 200 ( a ) ( 1 ) and ( a ) ( 2 ), shall require prior approval by the GDCA.

***b )*** For any changes requiring prior approval in accordance with CR-EC No 216 / 2008 and its Implementing Rules, the organization shall apply for and obtain an approval issued by the GDCA. The application shall be submitted before any such change takes place, in order to enable the GDCA to determine continued compliance with CR-EC No 216 / 2008 and its Implementing Rules and to amend, if necessary, the organization certificate and related terms of approval attached to it. The organization shall provide the GDCA with any relevant documentation.

The change shall only be implemented upon receipt of formal approval by the GDCA in accordance with ARA. GEN. 330. The organization shall operate under the conditions prescribed by the GDCA during such changes, as applicable ;

***c )*** All changes not requiring prior approval shall be managed and notified to the competent Authority as defined in the procedure approved by the GDCA of RA in accordance with ARA. GEN. 310 ( c ).

**ORA. GEN. 135 Continued validity**

***a )*** The organization’s certificate shall remain valid subject to :

*1 )* the organization remaining in compliance with the relevant requirements, taking into account the provisions related to the handling of findings as specified under ORA. GEN. 150 ;

*2 )* the GDCA being granted access to the organization as defined in ORA.GEN.140 to determine continued compliance with the relevant requirements ; *and*

*3 )* the certificate not being surrendered or revoked.

***b )*** Upon revocation or surrender the certificate shall be returned to the GDCA of RA without delay.

**ORA. GEN. 140 Access**

For the purpose of determining compliance with the relevant requirements, the organization shall grant access to any facility, aircraft, document, records, data, procedures or any other material relevant to its activity subject to certification, whether it is contracted or not, to any person authorized by :

***a )*** the competent Authority defined in ORA. GEN. 105 ; *or*

***b )*** the GDCA of RA acting under the provisions of ARA. GEN. 300 ( d ), ARA. GEN. 300 ( e ) or ARO. RAMP.

**ORA. GEN. 150 Finding’s**

After receipt of notification of findings, the organization shall :

***a )***  identify the root cause of the non - compliance ;

***b )*** define a corrective action plan ; *and*

***c )*** demonstrate corrective action implementation to the satisfaction of the GDCA of RA within a period agreed with that authority as defined in ARA. GEN. 350 ( d ).

**ORA. GEN. 155 Immediate reaction to a safety problem**

 The organization shall implement :

***a )*** any safety measures mandated by the GDCA of RA in accordance with ARA. GEN. 135 ( c ) ; *and*

***b )*** any relevant mandatory safety information issued by the GDCA of RA, any mandatory safety information issued by other sources including airworthiness directives.

 **ORA. GEN. 160 Occurrence reporting**

***a )*** The organization shall report to the GDCA of RA, and to any other organization required by the State of the Operator to be informed, any accident, serious incident and occurrence as defined in relevant regulation, according in CR-EU No 996 / 2010 of the European Parliament and of the Council and Directive 2003 / 42 / EC of the European Parliament and of the Council ;

***b )*** Without prejudice to paragraph *( a )* the organization shall report to the GDCA of RA and to the organization responsible for the design of the aircraft any incident, malfunction, technical defect, exceeding of technical limitations and any occurrence that would highlight inaccurate, incomplete or ambiguous information contained in the operational suitability data established in accordance with CR-EU N0 748 / 2012 or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that has not resulted in an accident or serious incident ;

***c )*** Without prejudice, the reports referred in paragraphs *( a ) and ( b )* shall be made in a form and manner established by the GDCA of RA and contain all pertinent information about the condition known to the organization ;

***d )*** Reports shall be made as soon as practicable, but in any case *within* ***72*** *hours* of the organization identifying the condition to which the report relates, unless exceptional circumstances prevent this ;

***e )*** Where relevant, the organization shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified. This report shall be produced in a form and manner established by the GDCA of RA.

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 **Section** **II. Management**

**ORA. GEN. 200 Management system**

***a )*** The organization shall establish, implement and maintain a management system that includes :

1 ) clearly defined lines of responsibility and accountability throughout the organization, including a direct safety accountability of the Accountable manager ;

2 ) a description of the overall philosophies and principles of the organization with regard to safety, referred to as the safety policy ;

3 ) the identification of aviation safety hazards entailed by the activities of the organization, their evaluation and the management of associated risks, including taking actions to mitigate the risk and verify their effectiveness ;

4 ) maintaining personnel trained and competent to perform their tasks ;

5 ) documentation of all management system key processes, including a process for making

personnel aware of their responsibilities and the procedure for amending this documentation ;

6 ) a function to monitor compliance of the organization with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the Accountable manager to ensure effective implementation of corrective actions as necessary ; *and*

7 ) any additional requirements that are prescribed in the relevant Subparts of this Part or other applicable Parts.

***b )*** The management system shall correspond to the size of the organization and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities.

**ORA. GEN. 205 Contracted activities**

***a )*** Contracted activities include all activities within the organization’s scope of approval that are performed by another organization either itself certified to carry out such activity or if not certified, working under the contracting organization’s approval. The organization shall ensure that when contracting or purchasing any part of its activity, the contracted or purchased service or product conforms to the applicable requirements ;

***b )*** When the certified organization contracts any part of its activity to an organization that is not itself certified in accordance with this Part to carry out such activity, the contracted organization shall work under the approval of the contracting organization. The contracting organization shall ensure that the GDCA of RA is given access to the contracted organization, to determine continued compliance with the applicable requirements.

**ORA. GEN. 210 Personnel requirements**

***a )*** The organization shall appoint an accountable manager, who has the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements. The Accountable Manager shall be responsible for establishing and maintaining an effective management system ;

***b )*** A person or group of persons shall be nominated by the organization, with the responsibility of ensuring that the organization remains in compliance with the applicable requirements. Such person(s) shall be ultimately responsible to the Accountable Manager ;

***c )*** The organization shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements ;

***d )*** The organization shall maintain appropriate experience, qualification and training records to show compliance with paragraph *( c )* ;

***e )***  The organization shall ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.

**ORA. GEN. 215 Facility requirements**

The organization shall have facilities allowing the performance and management of all planned tasks and activities in accordance with the applicable requirements.

**ORA. GEN. 220 Record - keeping**

***a )*** The organization shall establish a system of record–keeping that allows adequate storage and reliable traceability of all activities developed, covering in particular all the elements indicated in ORA. GEN. 200.

***b )*** The format of the records shall be specified in the organization’s procedures ;

***c )*** Records shall be stored in a manner that ensures protection from damage, alteration and theft.