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| Ref. | Document to be provided | Legal Reference | Document and Reference | Version and date | Follow-up by the DAC | Status  (DAC) |
| 1 | General description of the applicant specially describing the air navigation services provided |  |  |  |  |  |
| 2 | Description of organisation legal status as well as its ownership structure | (EU) 2017/373, Annex IV – Part-ATS.OR.100 |  |  |  |  |
| 3 | Description of their organisational structure and management. | (EU) 2017/373, Annex IV – Part-ATS.OR.200 |  |  |  |  |
| 4 | General description of its facilities |  |  |  |  |  |
| 5 | Safety Management Manual (in case of ATS providers) | (EU) 2017/373, Part-ATS.OR.200 |  |  |  |  |
| 5.1 | Risk Assessment and Mitigation strategy | (EU) 2017/373, Part-ATS.OR.205 |  |  |  |  |
| 6 | Quality Management Manual  Note: ISO 9001 certificate should be considered as an AMC | (EU) 2017/373, ATM/ANS.OR.B.005 |  |  |  |  |
| 7 | Operational Manuals | (EU) 2017/373, ATM/ANS.OR.B.035 |  |  |  |  |
| 8 | Description of the human resources policy | (EU) 2017/373, ATM/ANS.OR.D.025 |  |  |  |  |
| 9 | Organisation Business Plan and Annual Plan together with the financial statements showing its economic and financial capacity | (EU) 2017/373, ATM/ANS.OR.D.005 as well as ATM/ANS.OR.D.015 |  |  |  |  |
| 10 | A document showing that the organisation is regularly undergoing a financial audit | (EC) 550/2004, article 12  (EU) 2017/373, ATM/ANS.OR.D.015 |  |  |  |  |
| 11 | A document showing that the organisation covers its legal liability and insurance cover | (EU) 2017/373, ATM/ANS.OR.D.020 |  |  |  |  |
| 12 | User consultation process. | (EU) 2017/373, ATM/ANS.OR.A.075 (a) as well as ATM/ANS.OR.D.025 (d) (7) |  |  |  |  |
| 13 | Duly filled-out summary list of documents. | N/A |  |  |  |  |
| 14 | Change management procedures to manage, assess and, if necessary, mitigate the impact of changes to its functional systems | (EU) 2017/373, ATM/ANS.OR.B.010 |  |  |  |  |
| 15 | Procedure for the management of general changes i.e. changes to the provision of service, the service provider's management system and/or safety management system, that do not affect the functional system | (EU) 2017/373, ATM/ANS.OR.A.040 |  |  |  |  |
| 16 | Procedure for the detection of cases of problematic use of psychoactive substances by air traffic controllers | (EU) 2017/373, ATS.OR.305 (b) |  |  |  |  |