



## LIST OF DOCUMENTS TO CERTIFICATION AUDITS

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 especially describing the air navigation service(s) provided					
2	Description of the organisation's legal status as well as its ownership structure (for ATS)	(EU) 2017/373, Annex IV – Part-ATS.OR.100				
3	Description of their organisational structure and management (for ATS).	(EU) 2017/373, Annex IV – Part-ATS.OR.200				
4	General description of the facilities					
5.1	Safety Management Manual (for ATS)	(EU) 2017/373, Part-ATS.OR.200 as well as applicable AMC				
5.2	Risk Assessment and Mitigation strategy	(EU) 2017/373, Part-ATS.OR.205				
6	Quality Management Manual <b>Note:</b> ISO 9001 certificate should be considered as an AMC	(EU) 2017/373, ATM/ANS.OR.B.005 as well as applicable AMC				
7	Operations 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	(EU) 2017/373, ATM/ANS.OR.D.005				



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	showing its economic and financial capacity	as well as ATM/ANS.OR.D.015				
10	A document showing that the organisation is regularly undergoing an independent 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 (for ATS)	(EU) 2017/373, ATS.OR.305 (b)				
17	Procedure for the separation minima applied (for ATS)	(EU) 2017/373, ATS.TR.210 as well as applicable AMC				



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18	Procedure to demonstrate the surveillance performance requirements (for CNS)	(EU) 1207/2011, Article 4(1), 4(2), 4(3) and 7(1)				
19	Low Visibility Procedures (for ATS)	(EU) 2017/373, ATS.OR.110 specifically AMC4 ATS.OR.110 as well as ATS.TR.265 (b)				

### Signature

I wish to apply for the certification as indicated and confirm that the information contained in this form was correct at the time of application.

Date:

Name:

Signature

### Submission instructions (please send your completed application form to)

Direction de l'Aviation Civile (DAC)  
National Supervisory Authority  
4, rue Lou Hemmer  
L-1748 Luxembourg

or

E-Mail: [nsa@av.etat.lu](mailto:nsa@av.etat.lu)