**Приложение № 2** към Заявление за издаване на разрешение за експлоатация на БЛС в рамките на клуб или сдружение

Целта на декларацията е да помогне клуба или сдружението, който желае да получи разрешение за експлоатация на БЛС в рамките на клуб или сдружение. Този документ допълва изискванията на Регламент за изпълнение (ЕС) 2019/947 и не отменя или замества информацията, определена в регламента.

Декларацията отразява изискванията на Регламент за изпълнение (ЕС) 2019/947, изменен с Регламент (ЕС) 2020/639, Регламент (ЕС) 2020/746, Регламент (ЕС) 2021/1166, Регламент (ЕС) 2022/425 и AMC&GM, публикувани с ED Decision 2019/021/R, ED Decision 2020/022/R и ED Decision 2022/002/R

Декларацията следва да показва съответствие, като в колона *„Глава, част от съответната документация на оператора на БЛС; приложени документи/ процедури“* се посочва, къде се намира съответната информация в документацията на клуба или сдружението и обяснение, ако не е приложимо.

Тази декларация, когато бъде попълнена, трябва да бъде изпратена със заявлението за първоначално издаване на разрешението или при изменение.

Тази декларация ще се използва от:

- Клуб или сдружение - Да им помогне за доказване на съответствието с Регламент за изпълнение (ЕС) 2019/947 при получаване на разрешение за експлоатация на БЛС в рамките на клуб или сдружение.

- ГД ГВА - Като документ за сравнение при подадено заявление.

За всяка подробна процедура, описана в документация на клуба или сдружението, клубът или сдружението трябва да отговори на следните въпроси:

Кой трябва да го направи, какво, кога, къде и как, включително коя процедура (и) и формуляр (и) да се използва?

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| **Декларация на клуб или сдружение за съответствие с Регламент за изпълнение (ЕС) 2019/947** | Вид | Разрешение за експлоатация на БЛС в рамките на клуб или сдружение |
| **Клуба или сдружението** | [изписва се наименованието]  | Първоначално[ ]  | Изменение [ ]  |
| № | Основание | Изискване | Попълва се от заявителя | Попълва се от ГД ГВА |
| Глава, част от съответната документация на клуба/сдружението; приложени документи/ процедури | Проверено  | Бележки |
|  | **Член 16** | **UAS operations in the framework of model aircraft clubs and associations** |  |  |  |
|  | 16(2)(b) | The model aircraft club or association shall establish organisational structure(A model aircraft club or association should identify persons who fulfil the role of managers and who are responsible with regard to safety, compliance monitoring and security of its services, as applicable; the titles and names of nominated postholders; the club/association’s chart showing the lines of responsibility between the persons). |  |  |  |
|  | 16(2)(b) | The model aircraft club or association shall establish management system that includes:- clearly defined lines of responsibility and accountability throughout its organisation, including a direct accountability of the accountable manager;- a description of the overall philosophies and principles of the club/association with regard to safety, quality, and security of its services, collectively constituting a policy, signed by the accountable manager (The policy should include a commitment to improve towards the highest standards, comply with all the applicable legal requirements, meet all the applicable standards, consider the best practices, and provide the appropriate resources.);- a process to determine the hazards and associated risks inherent in the operation and establish mitigating measures (risk management may be performed using hazard checklists or similar risk management tools or processes). / the identification of aviation safety hazards entailed by the activities of the club/association, their evaluation and the management of associated risks, including taking actions to mitigate the risk and verify their effectiveness;- a process to identify changes within its organisation (Management of changes should be a documented process);- maintaining personnel trained and competent to perform their tasks; (determine the necessary competence for personnel performing activities; provide training or take other actions to achieve the necessary competence; maintain appropriate records of education, training, skills and experience; ensure that personnel are aware of the relevance and importance of their activities);- documentation of all management system key processes, including a process for making personnel aware of their responsibilities, and the procedure for the amendment of this documentation;- a function to monitor compliance of its organisation with the applicable requirements and the adequacy of the procedures. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary;- general description and location of the facilities. |  |  |  |
|  | 16(2)(b) | The model aircraft club or association shall establish established procedures (operating, ground, emergency), that all members are required to follow. |  |  |  |
|  | GM1 Article 16 | The model aircraft club or association may establish a procedure for UAS operations by persons who temporarily join in with the activities of the club or association (e.g. for leisure during holidays or for a contest) |  |  |  |
|  | 16(2)(b)(i) | Remote pilots operating in the framework of model aircraft clubs or associations are informed of the conditions and limitations defined in the authorization. |  |  |  |
|  | 16(2)(b)(ii) | Remote pilots operating in the framework of model aircraft clubs or associations are assisted in achieving the minimum competency required to operate the UAS safely and in accordance with the conditions and limitations defined in the authorization. |  |  |  |
|  | 16(2)(b)(iii) | The model aircraft club or association takes appropriate action, proportionate to the risk posed when informed that a remote pilot operating in the framework of model aircraft clubs or associations does not comply with the conditions and limitations defined in the authorisation. |  |  |  |
|  | 16(2)(b)(iii) | Considering the level of risk the model aircraft club or association may inform the competent authority, when informed that a remote pilot operating in the framework of model aircraft clubs or associations does not comply with the conditions and limitations defined in the authorisation. |  |  |  |
|  | GM1 Article 16(2)(b)(iii) | The model aircraft club or association shall report to the competent authority any occurrences that cause an injury to persons or where the safety of other aircraft was compromised, as defined in Article 135 of Regulation (EU) 2018/1139.The club/ association shall report to the competent authority, and to any other organisation required to be informed, any accident, serious incident and occurrence as defined in Regulation (EU) No 996/2010 of the European Parliament and of the Council1 and Regulation (EU) No 376/2014.Reports shall be made as soon as practicable, but in any case, within 72 hours of the club/ association identifying the condition to which the report relates, unless exceptional circumstances prevent this. |  |  |  |
|  | 16(3) | The applicant shall specify the conditions under which operations in the framework of the model aircraft clubs or associations may be conducted. |  |  |  |
|  | GM2 Article 16 | The applicant may require an establishment of zones where UAS are exempted from certain technical requirements, and/or where the operational limitations are extended, including mass or height limitations, that are acceptable to the competent authority. |  |  |  |
|  | Records keeping  | The following records shall be kept:- details of training given to an individual (ground & flight training, progress reports, assessment reports) as appropriate and information of the individual for a period of three years;- personnel records (proof of qualification, experience, competency, training, checking) for a period of three years; - reports, related to compliance monitoring activities for a period of five years;- hazards identification, risk assessment and mitigation measures for a period of three years. - report on the annual internal review and the activity report for a period of three years. |  |  |  |
|  | Access | For the purpose of determining compliance with the relevant requirements of Implementing Regulation (EU) 2019/947, the model aircraft club or association shall grant access at any time to any facility, UAS, document, records, data, procedures or any other material relevant to its activities, subject to the authorisation, whether it is contracted or not, to any person authorised by the competent authority. |  |  |  |
|  | Facility requirements | The model aircraft club or association shall have facilities in place allowing the performance and management of all its activities in accordance with the essential requirements of Annex III to Regulation (EC) No 216/2008 and with the requirements of this Annex (Part-DTO). |  |  |  |
|  | Aerodromes and operating sites | The model aircraft club or association shall only use aerodromes and operating sites that are adequate for the type of UAS and operation concerned. |  |  |  |
|  | Annual internal review | The annual internal review should consist of a comprehensive assessment whether the DTO effectively carries out the tasks and responsibilities. Specific emphasis should be given to the following:(a) availability of sufficient resources;(b) conduct of training in accordance with the organizational procedures;(c) random checks of training records;(e) used UAS including their documents and maintenance records, as appropriate;(f) aerodromes and operating sites, including associated facilities;(g) evaluation of both adequacy and effectiveness of the follow-up, corrective and, as applicable, remedial action taken after non-compliances that have been detected internally or by the competent authority;(h) assessment of the safety policy including its means and methods for its adequacy and currency;(i) assessment of the effectiveness of the implementation of the mitigation measures, as foreseen in the club/association’s safety policy. |  |  |  |
|  | Annual activity report | ANNUAL ACTIVITY REPORTWith regard to the past calendar year, the annual activity report should contain at least lists of:(1) all the activities conducted in the framework of model aircraft clubs and associations;(2) names of all instructors involved in the provision of training, if any(3) number of members – permanent and temporary;(4) all UAS used, (5) all occurrences, accidents and incidents that occurred during its activities; and(6) any other information that is deemed relevant by the club/association. |  |  |  |
|  | Findings | After the competent authority has communicated a finding to a model aircraft club or association, the model aircraft club or association shall take the following steps within the time period determined by the competent authority:(a) identify the root cause of the non-compliance;(b) define a corrective action plan /take the necessary corrective action to terminate the non-compliance and, where relevant, remedy the consequences thereof/;(c) demonstrate corrective action implementation to the satisfaction of the competent authority within a period agreed with that authority. |  |  |  |
|  | Safety briefing | The model aircraft club or association shall ensure that, prior to take-off members are given a briefing on:(1) emergency procedures;(2) operational procedures associated with UAS operation. The briefing referred to in (2) may be replaced by an initial and recurrent training programme. In such case the model aircraft club or association shall also define recency requirements. |  |  |  |
|  | ERP | The model aircraft club or association shall, in cooperation with other stakeholders, develop, coordinate and maintain an emergency response plan (ERP) that ensures orderly and safe transition from normal to emergency operations and return to normal operations. The ERP should provide the actions to be taken by the club/association or specified individuals in an emergency and reflect the size, nature and complexity of the activities performed by the club/association. |  |  |  |

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| Обобщение на констатациите: *Попълва се от ГД ГВА* |
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| За и от името на клуба или сдружението |  |  | Проверено от ГД"ГВА"  |
| Име (отговорен ръководител): |  |  | Име (инспектор): |
| Подпис:  |  |  | Подпис: |
| Дата: |  |  | Дата: |