

Part-ORGH (whole Part)

Audit Checklist

1134 audit questions across **135** sections.

Easy Access Rules for Ground Handling, version 2025-11-05 — Annex II to Reg (EU) 2025/23
(Implementing Regulation, ORGH); AMC/GM per ED Decision 2025/007/R

HOW TO USE THIS CHECKLIST

Each question has three boxes the auditor fills in during the audit:

1. **Compliance** — the binary headline: Compliant / Non-compliant.
2. **Classification** — where the gap is, four-state grid: Documented / Implemented matrix.
3. **Finding level** — severity: L1 / L2 / O (Level 1 / Level 2 / Observation).

Severity is the auditor's call on the day, against the real finding — no severity is pre-suggested per question.



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Product: Part-ORGH (whole Part) (1134 questions)
Regulation: Easy Access Rules for Ground Handling, version 2025-11-05 — Annex II to Reg (EU) 2025/23 (Implementing Regulation, ORGH); AMC/GM per ED Decision 2025/007/R
Issued: [YYYY-MM-DD — STAMPED AT ISSUE]

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Appendix 1 — Declaration form (industry standards/good practices)

Q1

GM

GM1 ORGH.DEC

Does the declaration ENUMERATE the industry standards AND good practices the GH organisation applies — drawn from (or consistent with) the non-exhaustive list in §GM1 ORGH.GEN.125?

SOURCE VERBATIM

GM1 ORGH.DEC Appendix 1 — Declaration form

INDUSTRY STANDARDS/GOOD PRACTICES TO BE DECLARED

See GM1 ORGH.GEN.125. The list is not exhaustive.

— GM1 ORGH.DEC, Easy Access Rules for Ground Handling v2025-11-05 (ED Decision 2025/007/R)

COMPLIANCE

☐ Compliant

☐ Non-compliant

CLASSIFICATION (FOUR-STATE)

☐ Documented and Implemented

☐ Documented Not Implemented

☐ Not Documented but Implemented

☐ Not Documented and Not Implemented

FINDING LEVEL

☐ L1

☐ L2

☐ O

L1 = Level 1 · L2 = Level 2 · O = Observation

SUGGESTED EVIDENCE TO REQUEST

• Submitted declaration form: industry-standards section populated

• Each listed standard cross-referenced to a procedure / SOP that implements it

• Where the GH org applies a standard NOT in §GM1 ORGH.GEN.125: rationale documented

• Linkage to §ORGH.DEC.100(b)(6) — declaration item where industry standards are declared

ORGANISATION MANUAL REFERENCE:

FINDINGS / NOTES:

Declaration — submitting a declaration (timing + acknowledgement)

Q1

AMC

AMC1 ORGH.DEC.100 §(a)

Does the GH organisation submit its declaration OR amended declaration at least 10 working days before starting the operation OR before the changes indicated become effective, respectively — recognising that this point does NOT apply to GH organisations that were already operating on the date of applicability of Commission Delegated Regulation (EU) 2025/20 (such GH organisations comply with Article 5 of that Regulation)?

SOURCE VERBATIM

SUBMITTING A DECLARATION

(a) The GH organisation should submit its declaration or amended declaration at least 10 working days before starting the operation or before the changes indicated become effective, respectively. This point does not apply to GH organisations that were already operating on the date of applicability of Commission Delegated Regulation (EU) 2025/20. Such GH organisations should comply with Article 5 of that Regulation.

— AMC1 ORGH.DEC.100, Easy Access Rules for Ground Handling v2025-11-05 (ED Decision 2025/007/R)

COMPLIANCE

☐ Compliant ☐ Non-compliant

CLASSIFICATION (FOUR-STATE)

- ☐ Documented and Implemented
- ☐ Documented Not Implemented
- ☐ Not Documented but Implemented
- ☐ Not Documented and Not Implemented

FINDING LEVEL

☐ L1 ☐ L2 ☐ O
L1 = Level 1 · L2 = Level 2 · O = Observation

SUGGESTED EVIDENCE TO REQUEST

- Per-declaration / amended declaration: submission timestamp ≥ 10 working days before effective date
- Pre-existing-operation status documented (Article 5 transition)
- Where Article 5 applies: documented transition compliance
- Linkage to §ORGH.GEN.115(b) Appendix 1 form requirement

ORGANISATION MANUAL REFERENCE:

FINDINGS / NOTES:

Is it the responsibility of the GH organisation to ensure that the declaration has been successfully submitted to the competent authority — and if the organisation does NOT receive acknowledgement of receipt of the declaration from the competent authority (as indicated in §ARGH.OVS.320 of Commission Implementing Regulation (EU) 2025/23 and AMC1 ARGH.OVS.320(a)), does it contact the competent authority?

SOURCE VERBATIM

(b) It is the responsibility of the GH organisation to ensure that the declaration has been successfully submitted to the competent authority. If the organisation does not receive acknowledgement of receipt of the declaration from the competent authority, as indicated in point ARGH.OVS.320 of Commission Implementing Regulation (EU) 2025/23 and AMC1 ARGH.OVS.320(a), it should contact the competent authority.

— AMC1 ORGH.DEC.100, Easy Access Rules for Ground Handling v2025-11-05 (ED Decision 2025/007/R)

COMPLIANCE

☐ Compliant ☐ Non-compliant

CLASSIFICATION (FOUR-STATE)

- ☐ Documented and Implemented
☐ Documented Not Implemented
☐ Not Documented but Implemented
☐ Not Documented and Not Implemented

FINDING LEVEL

☐ L1 ☐ L2 ☐ O

L1 = Level 1 · L2 = Level 2 · O =
Observation

SUGGESTED EVIDENCE TO REQUEST

- Submission-confirmation tracking system
- Per-declaration: acknowledgement-receipt evidence
- Where no acknowledgement: CA-contact record
- Documented escalation procedure

ORGANISATION MANUAL REFERENCE:**FINDINGS / NOTES:**