



FOCA GM/INFO Guidance Material / Information

New process “Changes” – Implementation plan for Aeroplane Operators – Temporary only

Valid from: 14.02.2024

1 Scope & Purpose of this GM/INFO

This document contains a plan for the implementation of the new change process for aeroplane operators according to FOCA GM/INFO Annex II – ARO.GEN.330 – Changes @ Aircraft Operator. It is of a temporary nature and will be deleted at the end of the implementation period.

2 Implementation of new Change Process at FOCA

SBOC/SBHE are ready to use this new process. Further roll-out to other areas (CAMO, etc.) is being considered and foreseen.

3 Implementation for NCO Operators

For NCO Operators with aeroplanes FOCA will use the new process as from **01 April 2024**. The new process shall be adapted in the manuals accordingly as applicable.

Expected impact:

- Use of Form 330 (which is already in use);
- Approval of SPA will be provided by Form 140 only (as today; i.e. no LofA will be provided for NCO)

4 Implementation for SPO, NCC Operators without AOC

For organisations operating aeroplane according to Part SPO, NCC without having an AOC, FOCA will use the new process from **15 April 2024**. Until that date these operators have to implement the new process. The process should be reflected in the manuals and the personnel shall be trained and competent to adapt the new process accordingly. However, there is no need to provide FOCA with any application, when implementing the new process.

Expected impact:

- amendment of manual(s) / process(es) may be required
- use of Form 330 incl. development of required attachments (which is already in use)
- use of Letter of Approval (LofA) as the formal evidence for holding approval
- use of Release of documents (RoD) (presumably only required for MEL, High Risk SOP)

An operator conducting SPO HRA shall continue to use the separate form *Application for Commercial High Risk SPO* for the initial application and for all amendments to the HRA.

5 Implementation for CAT Operators

All organisations operating an aeroplane according to CAT (also in combination with SPO, NCC, or with Helicopter operations within the same organisation) shall adapt this process within the transition phase defined chapter 5.1 below. To implement the new change procedure(s), an organisation should submit an application (e.g. OMM REV) using the "Form 330", as at least approval of ORO.GEN.130(c) will be affected.

5.1 Transition Phase

The transition phase starts on **01 MAR 2024** and ends on **30 JUN 2024**, i.e.

- From 01 MAR 2024 the application for implementation of the new process may start
- By 30 JUN 2024 all organisations concerned should have adapted to the new process.

Although, the FOCA allows organisations sufficient time to plan and implement this changeover, all organisations concerned are invited to change that process as soon as possible. Close cooperation and exchange with FOCA are necessary and appreciated, especially during the planning and concept phase of this change.

5.2 Procedure during Transition Phase

Until an operator has implemented the new process, it may implement changes using the existing procedure. During this phase, the following applies

- The "Form 330" shall be used in the following cases:
 - Application for **any new approval** or any amendment of **granted approvals** (listed in the respective operations category in "Form 330")
 - **Changes of management personnel**
- For document revisions, the following existing forms and documents shall still be used
 - **PRA/NMR**
 - **Compliance list**

Note: If a manual revision only contains changes that do not require the use of Form 330 (no approval, no change of management personnel), the submission of PRA or NMR is sufficient (no Form 330 needed).

6 Previous forms

With the new process, the previously used forms will be eliminated or replaced as follows:

Previous Form (will be eliminated)	New Form	Replaced Function
PRA, NMR	Form 330	Application / Notification of document revision
PRA, NMR	Release of Document (RoD)	Confirmation of orderly document
Compliance list	List of approval (LofA)	Formal act of approval

7 Support by FOCA

Whenever you are in doubt with this process or with any form, please do not hesitate to contact FOCA (focal point of operational oversight, e.g. Dispatch, assigned FOI).