



FOCA GM/INFO

Guidance Material / Information

Guidance for Aircraft Operations

Scope	Aircraft operations
Applies to	Aircraft operators which are <ul style="list-style-type: none">certified by FOCA (CAT operation) orhaving declared its operation in Switzerland (SPO/NCC) oroperating a HB-registered aircraft according to Part NCO
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1 Scope & purpose of this GM/INFO

This GM contains information and guidance for aircraft operators regarding the understanding of various regulations. The information is either documented directly in this GM, or the reference to a separate GM is listed.

This GM/INFO explains the FOCA's approach and reading of various requirements and provides partial guidance on their implementation.

It applies to aircraft operators operating according part **CAT** (Commercial Air Transport operation), **NCC** (Non-Commercial operations with Complex motor-powered aircraft), **SPO** (Specialized Operation) and/or **NCO** (Non-Commercial air operations with Other than complex motor-powered aircraft).

Note: In this GM, FOCA stands for the sections responsible for certification and oversight of aeroplane and helicopter operations, i.e. SBOC / SBHE / SBFL. The aim is to document all guidance information in regard to aircraft operations in this GM in the future.

2 Introduction

The following chapters provide guidance on the topics defined in the titles. The structure corresponds to the EASA Air Ops Regulation and is divided into subjects requiring prior approval and those not requiring approval. Where this GM refers to a separate document, a table with a link to that document, the effective date and the applicability to aeroplane (A) and helicopter (H) is stated.

Name of form and link to form	Effective date / Version	A	H

3 Approvals / ANNEX III – Part-ORO

This chapter lists all topics for which guidance documents have been developed with reference to the area mentioned above.

ORO.GEN

3.1 ORO.GEN.110(j) – Dangerous goods training programmes

FOCA GM/INFO – Gefahrgut – Kompetenzbasierte Schulung und Beurteilung	21.06.2022	A	H
FOCA GM/INFO – Marchandises dangereuses – Formation et évaluation basée sur les compétences	21.06.2022	A	H
FOCA GM/INFO – Merci pericolose – Formazione e valutazione basato sulle competenze	21.06.2022	A	H

3.2 ORO.GEN.210(a) – Accountable Manager

For general information refer to chapter 6.1

In case of a lack of an Accountable Manager (ACM), FOCA is forced by regulatory requirements to rise a Level 1 Finding. Therefore, FOCA strongly recommends to nominate and notify a deputy accountable manager.

3.3 ORO.GEN.310 – Use of aircraft listed on an AOC for NCC and/or SPO operations

FOCA GM/INFO - ORO.GEN.310 Mixed Operations	03.08.2020	A	H
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ORO.AOC**3.4 ORO.AOC.100 – Application for AOC / Operating license**

FOCA GM/INFO - Annex III - ORO.AOC.100 - Application for Air Operator Certificate / Operating License	26.01.2023	A	H
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3.5 ORO.AOC.110 – Operational Leasing

FOCA GM/INFO - Annex III - ORO.AOC.110/ORO.SPO.100 - Operational leasing and codeshare agreements for commercial operations	06.07.2023	A	H
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3.6 ORO.AOC.120 – Approvals Part-CC training and Cabin Crew attestations

FOCA GM/INFO - CCIT/CCA (Cabin Crew Initial Training / Cabin Crew Attestation)	01.06.2020	A	-
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ORO.MLR**3.7 ORO.MLR.105 – MEL - Minimum Equipment List**

FOCA GM/INFO - Minimum Equipment List	10.10.2019	A	H
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ORO.SPO**3.8 ORO.SPO.110 – Operational Leasing**

FOCA GM/INFO - Annex III - ORO.AOC.110/ORO.SPO.100 - Operational leasing and codeshare agreements for commercial operations	06.07.2023	A	H
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ORO.FC**3.9 ORO.FC.145 – Approval of Training and Checking**

FOCA GM/INFO - Annex III - ORO.FC.145 - Approval of Training and Checking	06.07.2023	A	H
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3.10 ORO.FC.231 – Evidence based Training EBT

FOCA GM/INFO - EBT	06.07.2023	A	H
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ORO.CC

3.11 ORO.CC - Cabin Safety Procedures – Development of CSPM

FOCA GM/INFO - CL Cabin Safety Procedures	09.02.2018	A	-
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3.12 ORO.CC.215 – CC Training and checking programmes

FOCA GM/INFO - Operator's Cabin Crew Training	06.07.2023	A	-
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ORO.FTL

3.13 ORO.FTL.120 – Fatigue Risk Management FRM

FOCA GM/INFO - Fatigue Risk Management System	25.04.2017	A	H
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4 Approvals / ANNEX IV – Part-CAT

This chapter lists all topics for which guidance documents have been developed with reference to the area mentioned above.

4.1 CAT.OP.MPA.125 – Instrument departure and approach procedures

FOCA GM/INFO - CIV IFR at MIL Aerodromes	21.07.2017	A	H
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4.2 CAT.POL.A.245/255 – Reduced Required Landing Distance Operations

FOCA GM/INFO - Reduced Required Landing Distance	14.04.2023	A	-
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The GM contains information for performance class A and B aeroplanes.

5 Approvals / ANNEX V – Part-SPA

In this chapter, all available SPAs are listed. However, guidance material has not been developed for all SPAs.

5.1 SPA.PBN.100 – PBN - Performance-Based Navigation

NIL

5.2 SPA.MNPS.100 – MNPS - Minimum Navigation Performance Specification (NAT HLA)

NIL

5.3 SPA.RVSM.100 – RVSM - Reduced Vertical Separation Minima

NIL

5.4 SPA.LVO.100 – LVO - Low Visibility Operations

NIL

5.5 SPA.ETOPS.100 – ETOPS - Extended range operations with two-engined aeroplanes

CL ETOPS - Extended Range Operations with Two Engine Aeroplanes	15.12.2015	A	-
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5.6 SPA.DG.100 – DG - Transport of Dangerous Goods

Since DG transport is very different in the aircraft and helicopter sectors, there are two separate GM:

FOCA GM/INFO - CL Dangerous Goods Complex Aeroplanes	21.06.2022	A	-
FOCA GM/INFO - CL Dangerous Goods Helicopters	15.02.2023	-	H

5.7 SPA.NVIS.100 – NVIS - Night Vision Imaging System operations

CL NVIS - Helicopter Operations with Night Vision Imaging Systems	19.03.2014	-	H
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5.8 SPA.HHO.100 – HHO - Helicopter Hoist Operations

CL HHO - Helicopter Hoist Operations	19.03.2014	-	H
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5.9 SPA.HEMS.100 – HEMS - Helicopter Emergency Medical Service operations

CL HEMS - Helicopter Emergency Medical Service	19.03.2014	-	H
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5.10 SPA.HOFO.100 – HOFO - Helicopter Offshore Operations

NIL

5.11 SPA.SET-IMC.100 – SET-IMC

FOCA GM/INFO - CAT SET Operations in IMC or at Night	19.03.2014	A	-
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5.12 SPA.EFB.100 – EFB - Use of Electronic Flight Bag (type B EFB applications only)

FOCA GM/INFO - Electronic Flight Bag	09.10.2019	A	H
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6 Non-approval / ANNEX III – Part-ORO

This chapter lists all topics for which guidance documents have been developed with reference to the area mentioned above.

ORO.GEN

6.1 ORO.GEN.200/210 – Management personnel

It is the sole responsibility of the organisation to assess, evaluate, nominate and notify specific management personnel in compliance with the applicable regulations. The organisation/operator shall establish an organisational structure according to its size, scope of activity and complexity, and in com-

pliance with the applicable regulation. For the resulting structure, the organisation/operator shall evaluate and document the required qualification criteria for each function in regard to skills, knowledge and experience. This process should not focus on legal requirements only but on all aspects of qualification criteria for the intended management position (leadership, methodical competence, social skills, etc.). It is the management's responsibility to review those requirements each time the company changes in size or complexity or at any time deemed necessary (e.g. changes in environment).

6.1.1 Nomination / Notification

The nomination and notification procedure should be described within the management of change process. When notifying FOCA about a change, the organisation shall provide FOCA with a written résumé (see 1.2). The persons nominated by the holder of an AOC should not be nominated by another holder of an AOC unless agreed with the competent authorities concerned. The nominated persons do not necessarily have to be employed by the organisation. A contract where the competences and responsibilities are regulated is sufficient.

The organisation shall notify FOCA about any changes of management personnel at least 20 days before the date of the proposed change. Unforeseen changes should be notified at the earliest opportunity, in order to enable FOCA to determine continued compliance with the applicable requirements and to amend, if necessary, the organisation certificate and related terms of approval. The organisation may expect an acknowledgement of the receipt by FOCA within 10 working days.

Note: If the function applies to other certificates, the change shall comply with the applicable regulations. Unfortunately, EASA requirements are not consistent in every area. Therefore, it may be that in the area of operations a function is not subject to approval, while in the area of CAMO, for example, this approval is required. Organisations should take this into account.

6.1.2 Written Résumé

The «written résumé» shall not be the CV of the candidate only but the arguments of the organization based on their assessment process; i.e. why does this person meet the required qualification for the function and how and by whom was it assessed. Results of the assessment(s) may be included in the résumé. It is possible to nominate a candidate with gaps to the required qualification however, the legal requirements shall be met. In this case, an action plan shall be provided to FOCA demonstrating how the gaps will be closed timely.

6.1.3 Deputy Functions

If an organisation decides to nominate deputies, they shall be notified to FOCA. Any nominated deputy shall meet the qualification criteria set by the organisation. If an organisation requires the deputy to take over accountabilities, duties and responsibilities of the concerned function of the nominee, the deputy shall meet the required qualification criteria.

ORO.AOC

6.2 ORO.AOC.125 – Non-commercial operations with aircraft listed on AOC

FOCA GM/INFO - Private Operation with Aeroplane Listed on AOC	09.10.2019	A	-
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7 Non-approval / ANNEX IV – Part-CAT

This chapter lists all topics for which guidance documents have been developed with reference to the area mentioned above.

NIL

8 Non-approval / ANNEX VI – Part-NCC

This chapter lists all topics for which guidance documents have been developed with reference to the area mentioned above.

8.1 NCC operations - general

FOCA GM/INFO - NCC Operators	09.05.2019	A	H
FOCA GM/INFO - Declaration and List of Approvals	23.03.2023	A	H

9 Non-approval / ANNEX VII – Part-NCO

This chapter lists all topics for which guidance documents have been developed with reference to the area mentioned above.

9.1 NCO operations - general

<ul style="list-style-type: none"> • FOCA GM/INFO – EASA Part-NCO: Veränderung für Pilot/innen und Luftfahrzeughalter/innen 	29.11.2017	A	H
<ul style="list-style-type: none"> • OFAC GM/INFO – Changements induits par la partie NCO pour les pilotes et les exploitants d'aéronefs 	29.11.2017	A	H
<ul style="list-style-type: none"> • UFAC GM/INFO – Parte NCO dell'EASA: cosa cambia per i piloti e per gli esercenti di aeromobili 	29.11.2017	A	H
FOCA GM/INFO - Non-Commercial Other than Complex (Part-NCO)	25.08.2016	A	H
FOCA GM/INFO - Marginal Activity	06.06.2019	A	H

10 Non-approval / ANNEX VII – Part-SPO

This chapter lists all topics for which guidance documents have been developed with reference to the area mentioned above.

10.1 Helicopter SPO - general

FOCA GM/INFO - SPO Helicopter	23.09.2016	-	H
FOCA GM/INFO - Standard Operating Procedure (SOP) for helicopter operations	04.07.2017	-	H
FOCA GM/INFO - Use of Helicopters to Trigger Avalanches	05.08.2019	-	H

11 Forms

The following table lists all published forms applicable to Aeroplane (A) or Helicopter (H) operation in a numeric and alphabetic order.

Name of form and link to form	Effective date / Version	A	H
61.1201 HESLO 1 / Short Line	02.12.2021	-	H
61.1202 HESLO 2 / Long Line	02.12.2021	-	H
61.1203 HESLO 3	02.12.2021	-	H
61.1204 HESLO 4	02.12.2021	-	H
Application for Commercial High Risk SPO	22.12.2021	A	H
<ul style="list-style-type: none"> BAZL Melde-Formular: Marginal Activity Formulaire de déclaration de l'OFAC : Marginal Activity Modulo di notifica UFAC: Marginal Activity 	11.04.2023	A	H
	11.04.2023	A	H
	11.04.2023	A	H
Declaration Form	22.02.2023	A	H
EASA Volcanic Ash Reporting Form	07.02.2022	A	H
Exemption - application form (DG)	28.05.2021	A	H
FOCA Form 330 - Changes @ Aircraft Operator ISS1REV2	21.08.2023	A	H
Form Differential List ACFT to FSTD	07.12.2020	-	H
Gesuchsformular für schweizerische Helikopterbetriebe mit gültigem AOC für Landungen über 1100mM bei Personentransporten (CAT) zu touristischen oder sportlichen Zwecken	01.05.2021	-	H
Helikopter Gesuch Arbeitsflüge Schutzgebiete	05.01.2017	-	H
Helikopter Gesuch für Landungen und Starts näher als 100 m von einer Gaststätte	01.05.2021	-	H
Helikopter Gesuch Landung(en) ausserhalb eines Flugplatzes/Heliports mit einem im Ausland immatrikuliertem Helikopter	12.02.2021	-	H
Helikopter Gesuch Unterschreiten der Mindestflughöhen, Lawinensprengen, Aussenlandungen oberhalb von 2000m/M zu Ausbildungswecken	01.03.2021	-	H
MEL Approval Form	11.03.2021	A	H
NMR - Notification of Manual Revision (not requiring prior approval)	02.12.2021	A	H
PRA - Proposed Revision / Amendment AOC	21.06.2023	A	-
PRA - Proposed Revision Amendment Helicopter	25.02.2021	-	H
Questionnaire Form Incident Reporting Aeroplane (NCO only)	02.12.2021	A	-
SOP Operational Approval Checklist	27.02.2021	-	H

12 Checklists

The following table lists all published checklists applicable to Aeroplane (A) or Helicopter (H) operation in a numeric and alphabetic order. These may be used for self assessment and/or support an application or notification to FOCA.

12.1 Checklists for content requiring prior approval

Name of form and link	Effective date / Version	A	H
Approval Checklist DG CBTA Training Programme (Operators)	21.06.2022	A	H
DG Acceptance Checklist for Helicopter Operations	29.06.2020	-	H
FOCA Checklist ORO.GEN.310 Mixed Operations	03.08.2020	A	H
SOP Operational Approval Checklist	27.02.2021	-	H
Specific Approval Checklist EFB	01.10.2019	A	H

12.2 Checklists for content NOT requiring approval

Name of form and link	Effective date / Version	A	H
NIL			

ANNEX

A.1 NIL

A.1.1 NIL
NIL