



SORA Preliminary assessment checklist

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No.	To check
1	Are all required documents submitted? <ol style="list-style-type: none">1. Application Form (signed)2. SORA Assessment Document3. ConOps – Annex A (SORA Process Step #1)4. Master Data List5. Any other relevant documents
2	Is the operation foreseen in less than three months? <i>Note: Due to the high demand for permits, applicants should allow for a processing time of at least three months. The FOCA gives itself the right to refuse applications that do not meet this deadline. If, after analysis of the case, the FOCA can still process the application, a surcharge of up to 50% of the fee (but at least CHF 100) will be applied to applications that do not meet these deadlines (art. 6 Verordnung über die Gebühren des Bundesamtes für Zivilluftfahrt).</i>
3	Are all documents listed in the Master Data List actually submitted?
4	Do all documents have a version number and date?
5	Is the Ground Risk Class evaluation correct and in the form of a compliance checklist? <i>Note: SORA Process Step #2, #3. The compliance checklist can be in the form of a matrix, table with requirements and assessment.</i>
6	Is the Air Risk Class evaluation correct? <i>Note: SORA Process Step #4, #5</i>
7	Is an Airspace Change Request available, if necessary?
8	Are TMPRs documented in the form of a compliance checklist? <i>Note: SORA Process Step #6. The compliance checklist can be in the form of a matrix, table with requirements and assessment.</i>
9	Is the final SAIL documented? <i>Note: SORA Process Step #7</i>
10	Are the OSOs correctly identified? <i>SORA Process Step #8</i>
11	Is each relevant OSO documented in the form of a compliance checklist? <i>Note: SORA Process Step #8. The compliance checklist can be in the form of a matrix, table with requirements and assessment.</i>



12	Is the differentiation between Level of Integrity and Level of Assurance done?
13	Are adjacent area / airspace considerations correct? <i>Note: SORA Process Step #9</i>
14	Is a Comprehensive Safety Portfolio present? <i>Note: SORA Process Step #10</i>