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Federal Office of Civil Aviation FOCA
Safety Division - Flight Operations

FOCA GM/INFO

Guidance Material / Information

Annex II – ARO.GEN.330 – Changes @ Aircraft Operator

Scope	Air operators
Applies to	Aircraft operators which are (1) certified by FOCA (CAT operation) or (2) having declared its operation in Switzerland (SPO/NCC) or (3) operating an HB-registered aircraft according to Part NCO
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27.02.2024	1	3	Chapter 4.1: small corrections (e.g. CER replaced by Email) A.2: Typos in CER corrected
20.01.2026	1	4	Various editorial changes Form “Release of document” RoD deleted in whole GM/INFO (not anymore issued) Form “Compliance evaluation report” CER deleted in whole GM/INFO Chapter 5.1 / 5.2: Requirements reduced / simplified Chapter A.1.3: Pictures updated

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1 Scope & Purpose of this GM/INFO - *CAT, SPO, NCC, NCO*

The purpose of this GM/INFO is to address changes related to flight operations, training, and management processes within aircraft operator organisations. It provides guidance on the approval process and tools to be utilized for changes that require approval, as well as changes that do not require approval, in collaboration with FOCA. Further, it is applicable to aircraft operators conducting **CAT, NCC, SPO**, and/or **NCO** operations after receiving certification from FOCA or declaring operations in Switzerland (NCC, SPO), or operating under part NCO with a HB registered aircraft.

It does not encompass technical changes pertaining to airworthiness, maintenance programs, or maintenance organisations.

> *Note: For better use of this GM,* ***the applicability of each chapter to CAT, SPO, NCC or NCO is reflected in the title.*** *Further, in chapter 3.4, 3.5 and 3.6 of FOCA GM/INFO CL Management System, the content related to the procedure for changes for AOC operators is overruled by this document. A revision will take place after this transition phase.*

2 Introduction - *CAT, SPO, NCC, NCO*

2.1 What is a Change?

Any alteration resulting in a revision of a controlled document[1] after initial certification shall be considered as a change. This includes all changes to policies, processes, personnel, fleet, type/area of operations.

2.2 Role of the Operator

It is important to understand, that it is the sole responsibility of the operator to ensure continued compliance with all applicable regulations and requirements. The change process conducted by the operator is an important part of the fulfilment of this responsibility.

> *Note: In this document, only the term operator is used. However, the explanations apply both to flight operations and to the entire management system of the organisation under which flight operations are conducted.*

2.3 Role of the FOCA

The FOCA supervises the operator's adherence to its processes and procedures. Although the FOCA carries out compliance evaluations, these do not guarantee the operator's full compliance, as these can also be carried out using a spot-check procedure.

2.4 Management of Change

At EASA, the process known as "management of change" (ORO.GEN.200(a)(3)) centres around the evaluation of risks associated with changes. It is imperative that all alterations within an organisation engaged in flight operations are thoroughly planned, assessed for risk and compliance, prepared, scheduled, executed, and closely monitored to ensure anticipated safety outcomes. Additionally, the operator must validate adherence to regulations prior to implementation. Hence, the comprehensive procedure aimed at guaranteeing the aforementioned elements is referred to as “the management of change”.

[1] Controlled documentation refers to all documents used to demonstrate continued compliance with applicable regulations and are therefore relevant to the authority.

2.5 Difference between Approval / Non-approval Changes

EASA has adopted a risk-based methodology in order to ascertain the verification of compliance for changes, distinguishing between changes that require prior approval and those that do not.

For changes requiring approval, the authority must verify compliance before they are being approved and released for implementation by the organisation, whereas non-approvals may be verified for compliance by the authority subsequent to implementation by the operator.
A compliance verification of a change may include

- an assessment of the changed process(es)/situation
- an evaluation of continued compliance of changed documentation
- an assessment of the transition into operation phase (e.g. ensure safe operation during the implementation of a change including life cycle management as applicable)
- audits and/or inspections

Approval of a change by the FOCA will only be granted once all items requiring approval have been thoroughly assessed and proven to be in compliance, and the transition into operation has been demonstrated to meet acceptable safety standards.

> *Note: It is important to understand that FOCA will not approve any documentation or manuals. The approval testifies the compliance verification by FOCA and releases the process for use. The verification of compliance by FOCA includes the correct application of the required management processes to conduct changes.*

2.6 Which Changes do I have to process with FOCA?

The subsequent enumeration exemplifies the fundamental principle governing the formal handling of changes by various types of operations.

Type of operation	Approval / Authorisation	Non-approval	Comment
CAT	For application use Form 330	For notification use Form 330	Any change of a CAT operator must either be approved by the FOCA or notified to the FOCA in accordance with the approved procedure how to conduct changes (ORO.GEN.130).
SPO, NCC	For application use Form 330	n.a.	Any changes requiring approval or authorization must be submitted to FOCA for verification. All other alterations will be the sole responsibility of the operator. Nevertheless, FOCA will carry out routine audits and inspections to ensure adherence to regulations.
NCO	For application use Form 330	n.a. (*)	Any changes requiring approval or authorization must be submitted to FOCA for verification. All other alterations will be the sole responsibility of the operator. (*) Nevertheless, if an NCO operator operates with a Minimum Equipment List MEL, the MEL shall be notified to FOCA.

3 Process for Changes requiring prior Approval - *CAT, SPO, NCC, NCO*

Any change requiring approval needs to be processed as follows; detailed explanations see chapters 5 and et al.

	Process steps	Responsible	Formality (detailed explanations see chapter 6)
Preparation / Application			

1	**Preparation** of the change (objectives, concept, scope, schedule, project plan, implementation plan (for the transition into operation), compliance assurance etc.)	Organisation	
2	**Notification** of the planned/intended change (this step stands for the start of the work with FOCA)	Organisation	Form 330 including applicable support documents (proposed project plan, risk assessment, compliance references for approvals etc.)
3	If notification correct and complete, **acknowledgement** of receipt and formal acceptance of the change request	FOCA	Email
4	Agreement on the **time schedule**	FOCA	-
5	Provision of **further supporting documents** according to the agreed schedule	Organisation	Email
	Compliance verification		
6	**Verification of compliance**	FOCA	Checklists / Regulations
7	Feedback on **results**	FOCA	Either directly in manual system of operator or by any means (Email)
8	Submission of **corrections** as applicable and back to step 6	Organisation	
9	Once a document is compliant, it may be released for publication, e.g. if needed to proceed further with the change (e.g. training). However, the change is not yet approved for operational use. If demonstration phase is not required, continuation with step 14	FOCA	Email
	Demonstration		
10	**Planning** and scope	FOCA	
11	**Conduct** of demonstration (demo flight, audit of transition plan etc.)	Organisation	
12	**Assessment** of demonstration and feedback on results	FOCA	Written in any form
13	Submission of corrections as applicable and back to step 4, as required	Organisation	
	Certification / Approval		
14	Information about **ready for approval** and **agreement** on the **effective date for implementation**	FOCA	No formality
15	Presentation of **certification / approval documents**	FOCA	List of Approval (LofA) Form 138, 139, 140, 151 as applicable
	Implementation		
16	**Implementation** of change	Organisation	
17	**Monitoring** of performance of changed process/system in order to meet objectives of the change	Organisation	

4 Options for Changes NOT requiring Approval - *CAT*

There are two options for processing changes not requiring approval, i.e. basic and advanced. However, the full responsibility for continued compliance always lies with the operator.

Option 1: Basic	Option 2: Advanced
The operator shall notify the proposes changes well in advance of the effective date of the change. The FOCA will evaluate the changed documents for compliance and will request corrections until compliance is established. Operational use of the change is only permitted after release by the FOCA	The operator shall conduct any changes not requiring approval on its own responsibility and shall notify the change to the FOCA prior to its implementation. The FOCA does not review the compliance of the amended documents in the frame of the change process. However, the FOCA will carry out regular inspections on the operator's compliance performance. This option requires a demonstrated effective performance of the compliance process/function confirmed by the FOCA (assessment of changes conducted during a surveillance period). If the FOCA determines that the compliance performance of an operator with option 2 is inadequate, the operator reverts to option 1.

Note: The conditions for the documentation system for each option are described in chapter 5.

4.1 Option 1: Basic

All changes that are not subject to approval must be notified to the FOCA, the FOCA reviews the changes and any non-compliance must be corrected by the operator before the change can be published and implemented.

The following table shows the different process steps and its formality

	Process steps **Option 1: Basic**	**Responsible**	**Formality** (detailed explanations see chapter 7)
	Preparation / Notification		
1	**Preparation** of the change (objectives, concept, scope, schedule, implementation plan, compliance assurance etc.)	Organisation	
2	**Notification** of the change (complete and traceable) according to the approved process	Organisation	Form 330 including documentation of changed items
3	If notification correct and complete, **acknowledgement** of receipt	FOCA	Email
	FOCA compliance evaluation		
4	**Evaluation of compliance**	FOCA	Checklists / Regulations
5	**Feedback** on results (non-compliances)	FOCA	Email / Tool of operator
	Correction		
6	**Correction** of non-compliances within actual change / revision of document	Organisation	

7	**Verification** of corrections until all non-compliances closed	FOCA	Confirmation by Email
8	Agreement on effective date and release of document for publication.	FOCA	Written in any form
Implementation			
9	**Implementation** of change; publication of manual	Organisation	
10	**Monitoring** of performance of changed process/system in order to meet objectives of the change	Organisation	

4.2 Option 2: Advanced

All changes not subject to prior approval must be notified to FOCA. However, the change may be published and implemented without FOCA involvement.

The following table shows the different process steps and its formality

	Process steps **Option 2: Advanced**	**Responsible**	**Formality** (detailed explanations see chapter 7)
Preparation / Notification			
1	**Preparation** of the change (objectives, concept, scope, schedule, implementation plan, compliance assurance etc.)	Organisation	
2	**Notification** of the change (complete and traceable) according to the approved process	Organisation	Form 330 including **final version of amended documentation**
3	If notification correct and complete, **acknowledgement** of receipt	FOCA	Email
Implementation			
4	**Implementation** of change; publication of manual	Organisation	
5	**Monitoring** of performance of changed process/system in order to meet objectives of the change	Organisation	
Management of all manuals / changes			
6	**Self-responsible management of changes not requiring approval** (continued compliance of all controlled documents must be ensured by the organisation)	Organisation	none

4.3 Process for Changes containing Items with/without prior Approval

When a change contains items requiring approval and items not requiring approval, the procedures outlined in chapter 3 and 4 (option 1 or 2 for non-approvals) apply in parallel.

If changes requiring approval undergo an OM revision, the effective date of said revision shall be determined based on the approval and must therefore be mutually agreed upon with the FOCA.

5 Requirements to the Document Management System - *CAT, SPO, NCC, NCO*

Operators may provide FOCA with the documents to be reviewed either in

(4) **PDF format** or by a

(5) **digital documentation system** (e.g. webmanual, centric, yonder, NGFT, Volabase)

However, there are certain conditions that must be met for both variants, which are stated in the chapters below.

5.1 Documents provided in .PDF Format

If an operator provides all documents in a .PDF format and FOCA has to conduct compliance evaluation based on the notified documents, the following conditions apply

Conditions		**applicable to**		
		Approval *(CAT, SPO, NCC, NCO)*	**Non-approval** *(CAT only)*	
			Option 1	**Option 2**
(a)	Changes should be marked and recognizable	YES	YES	YES
(b)	The content of the manual must be identifiable as “approval / non-approval”	(1)	(1)	YES
(c)	Compliance references according to chapter 8.2 are incorporated in the documentation system and fully used for compliance management.	(1)	(1)	YES

(1) Not mandatory but recommended

5.2 Documents provided by Web-based Documentation System

If an operator wishes to process its changes by using a digital documentation system and FOCA has to conduct compliance evaluation and acceptance of changed content in that system, the following conditions apply:

Conditions		**applicable to**		
		Approval *(CAT, SPO, NCC, NCO)*	**Non-approval** *(CAT only)*	
			Option 1	**Option 2**
(a)	Operator must grant access to FOCA to all relevant documentation at any time.	YES	YES	YES
(b)	The operator’s documentation system provides a workflow between operator and FOCA, which ensures the following functions (1) Displaying overview of changed items (2) Selecting changed items one by one (3) Commenting a changed item (4) Marking a changed item as accepted, not reviewed or non-compliance (5) Filtering changed items with selection above (6) System records actions of FOCA inspectors automatically	YES	YES	NO, but item (1) shall be fulfilled
(c)	The operator’s documentation system provides a function to log, document and extract the authority’s work, i.e. all accepted changes (chapter and title), inspector’s comments as	YES	YES	NO

	well as the content before/after change must be exportable as a pdf file to be stored in the database of FOCA (as a review log).			
(d)	Once the change process has been completed, but before the amended document comes into force, the operator shall provide the FOCA with the final PDF version (requirement from the federal archiving guidelines)	YES	YES	YES
(e)	When a web based system is introduced or changed, and every time there is a change of inspector, the operator ensures that the inspector receives user training. Further, the operator appoints a contact person who is available for user support for FOCA inspector.	YES	YES	YES
(f)	The content of the manual must be identifiable as “approval / non-approval”	(1)	(1)	YES
(g)	Compliance references according to chapter 8.2 of this document are incorporated in the manual system and fully used for compliance management.	(1)	(1)	YES
(h)	In addition to point (b) the process ensures that any items requiring approval must first be accepted by the authority before the system releases a change for publication. Simultaneously, it permits the operator to accept and publish changes that do not require approval without the need for authority action.	NO	NO	YES

(1) Not mandatory but recommended

6 Explanations for Changes requiring Approval - *CAT, SPO, NCC, NCO*

6.1 Application for Approval

All applications for approval, including any modifications to existing approvals relating to flight operations and the organisation's management system, must be submitted using "Form 330". This form is designed to be utilized by operators of all categories, such as those operating aeroplanes/helicopters under part CAT, NCC, SPO, or NCO.

Essentially, the form serves as a formal application to initiate the process at FOCA. It provides a comprehensive overview of the applicable and available approvals, as well as the required specifications, for each selected aircraft category and operation.

6.2 Changes affecting the Airworthiness of an Aicraft

If the planned change requires a modification/verification of airworthiness specifics, these modifications should be planned and evaluated accordingly by the operator in advance.

> *Note: It is important to check whether the planned operational change requires the availability of specific aircraft systems and whether these are approved for the intended use. If not, this precondition must be established first. Since this step usually has to take place well before the change of the operational procedures, these two processes are conducted independently of each other.*

Aeroplane operators shall apply for airworthiness approval by providing the Form *Part-SPA Airworthiness Application Aeroplane* to the respective section for airworthiness of FOCA. Only when the technical approval has been granted or its granting is anticipated, the “Form 330” and the required documents for the operational change should be submitted.

Helicopter operators should provide FOCA with the application for operational approval using “Form 330”. The helicopter section will coordinate internally with airworthiness section.

Should you have any inquiries or require additional details, please contact your designated focal point within the FOCA airworthiness section.

6.3 Changes affecting one or more Aircraft

In the event that the application pertains to one or multiple aircraft, it is imperative that all specifications outlined are universally applicable to all aircraft mentioned. In the case that varying specifications are intended for different aircraft, a separate form must be submitted for each unique specification.

6.4 Scope of an Approval

In the case of changes to processes requiring approval, the process description as well as all documents and means required for the execution of the process are part of the approval.

6.5 Grant of Approval

Formal approvals are granted through the issuance of a *List of Approvals* (LofA), which will be provided in the form of a PDF document.

A separate LofA is issued for each operation category (CAT, SPO, NCC). It contains a concise listing of all approvals currently issued for the category of operation, with the comprehensive aircraft specific details available in the corresponding EASA Forms 138/139 (CAT), 140 (NCC/SPO/NCO), and/or 151 (SPO HRA) as applicable.

The LofA encompasses the dates of both the initial granting and the most recent alteration of an approval. In the event that a process or content that necessitates prior approval is newly granted, modified, or revoked, the LofA will be revised accordingly.

It should be noted, however, that the LofA is not considered to be part of the Operations Manual (OM), but rather an autonomous document serving as substantiating evidence.

7 Explanations for changes NOT requiring approval - *CAT*

7.1 Notification of Change

Changes that do not require approval typically are implemented in the form of a manual or document revision and must also be submitted by using "Form 330" together with the corresponding supporting documents. Further, certain non-approval changes may necessitate additional details, which must be further specified in the "Form 330" (e.g. management personnel).

The Form 330 is also required if the organisation uses a digital documentation system to provide documents to the FOCA. In this case, the revised document itself can be provided as a link to the operator's documentation system according to the approved process.

7.2 Changes affecting Management Personnel

Submission of changes for all functions listed in Form 330 shall be made utilizing this form. In the event that the notified change is applicable to multiple certificates within your organisation, such as ATO or CAMO, it is only necessary to submit one instance of Form 330. The lead section of the FOCA will oversee the internal process coordination.

8 Notification of Document Revision - *CAT*

To notify a document revision, please complete Form 330 and indicate the corresponding item along with any additional specifications, including the required attachments:

8.1 Scope of Change

The extent of modifications in a document revision denotes or pertains to all chapters and sections that have been removed, altered, and newly introduced in this revision. For the majority of organisations, this corresponds to the 'change log'.

Note: This information may be provided in any form upon agreement with FOCA (e.g. within the operator's tool; as a separate list etc.).

8.2 Compliance Reference

The *compliance reference* shows the connection/relation between the content of the individual chapter/section in the OM and the corresponding applicable legal basis as detailed as possible (IR / AMC / National law), e.g. OMA 8.3.2 RVSM Operation -> *Ref. AMC2 SPA.RVSM.105*.

Note: This information may be provided in any form (e.g. within the operator's tool or as a separate list).

8.3 FOCA Compliance evaluation

Please note, that the compliance evaluation of approval and non-approval items can be separated, i.e. depending on the procedure applied for non-approval changes (ref. to chapter 4).

Note: It is the responsibility of the operator to ensure continued compliance.

8.4 Digital signature by FOCA

SBOC/SBHE will issue official EASA Forms with digital signature, if not otherwise requested. The authenticity of such a signature can be easily determined online at any time based on the original document containing the digital signature.

Note: Please be aware, that digitally signed form may lose its digital signature and therefore its validity when importing it into operators documentation system (e.g. web manual). Printed versions of digitally signed forms also lose their validity, as the signature cannot be validated electronically.

FOCA recommends to store all digitally signed forms, which shall be available to flight crews (e.g. for ramp checks), on a platform accessible by EFB, which allows proper verification of the signature.

ANNEX

A.1 Form 330 - Changes @ Aircraft Operator - *CAT, SPO, NCC, NCO*

A.1.1 Structure

The Form consists of the following 5 different layers, which will be further explained below.

- Layer 1: Administrative, formality and brief change description
- Layer 2: Selection of aircraft category (aeroplane/helicopter)
- Layer 3: Specification of change (approval / non-approval)
- Layer 4: Selection of specific items, and specific aircraft / fleet if applicable
- Layer 5: Detailed specifications where applicable

A.1.2 Reset Functions

The form resets or keeps inputs as follows:

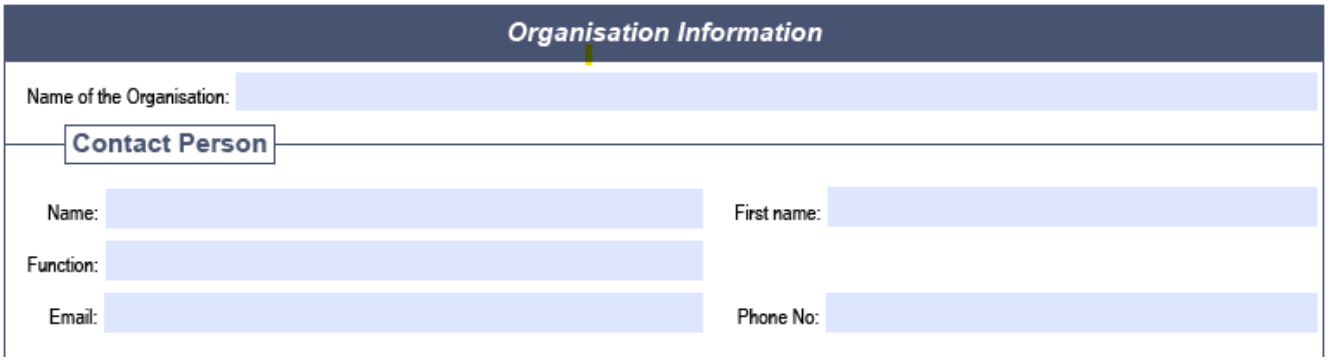
- Inputs on layer 1 are independent of any other selection or inputs and will remain, there is no reset function on that layer
- When layer 2 will be changed from Aeroplanes to Helicopter or vice versa, all entries made in layer 3 to 5 will be reset.
- When a layer 3 item (approval or non-approval) will be selected or deselected, all inputs in layer 4 and 5 will be reset. However, selecting or deselecting *Operations manual / Document Revision* will not reset any input.
- When layer 5 inputs are done and the corresponding approval on layer 4 will be deselected, the inputs will remain. To display the Layer 5 again, just select the corresponding approval again.

Hint: Some dropdown elements contain "none" as an option. This is due to the fact, that inadvertent inputs may not be deleted.

A.1.3 Layer 1 – Admininstration and Formality

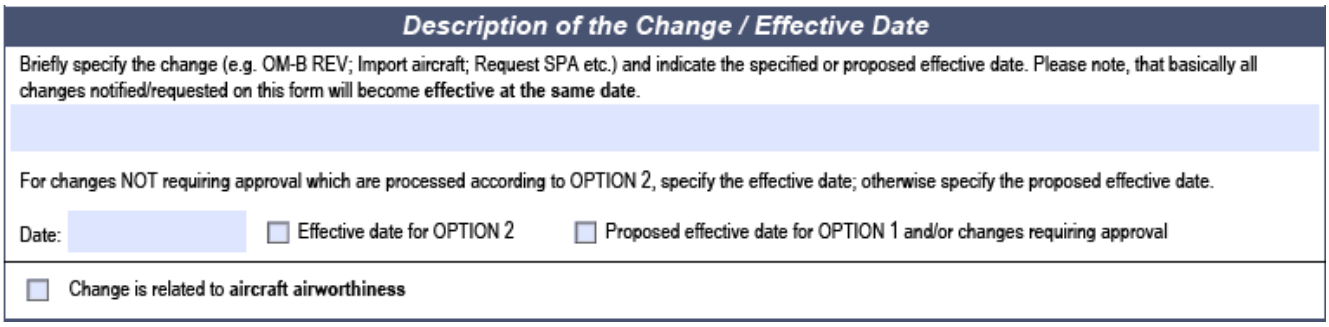
Layer 1 contains the contact details, the description of the change and the formality (digital signature)

a) Box *Organisation Information*



➔ The entries are self explaining

b) Box *Description of the Change / Effective Date*

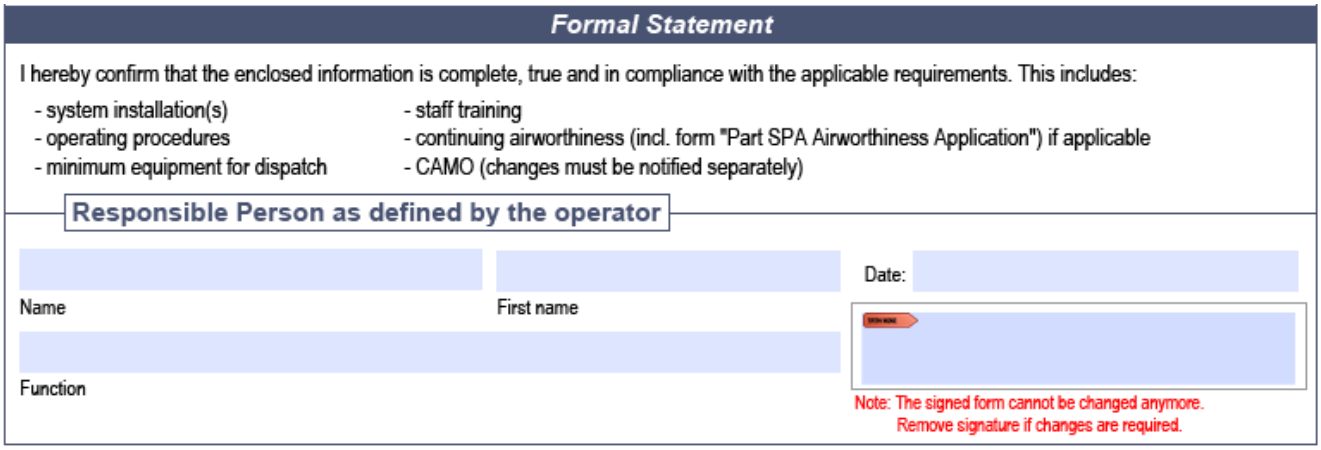


➔ For changes according to option 2, the effective date shall be stated. For all other changes, a proposed effective date shall be specified.

Change is related to airworthiness

➔ It should be selected whenever the notified operational change is airworthiness related.

c) Box *Formal Statement*



➔ Although this box is only completed at the end, it appears on page 1 for a better overview. After the form has been completed and checked, the person responsible for the change enters their contact details and signs the form. The FOCA accepts the digital signature.

➔ For the digital signature, simply click on the signature field and follow the instructions. The form usually has to be saved under a new name.

➔ Once the form has been signed, it can no longer be changed. For further changes, either use the still existing unsigned form or remove the signature.

A.1.4 Layer 2 – Aircraft Category

The selection in layer 2 controls the correct listing of available approvals for the selected category as well as the email address for the submission of the form.

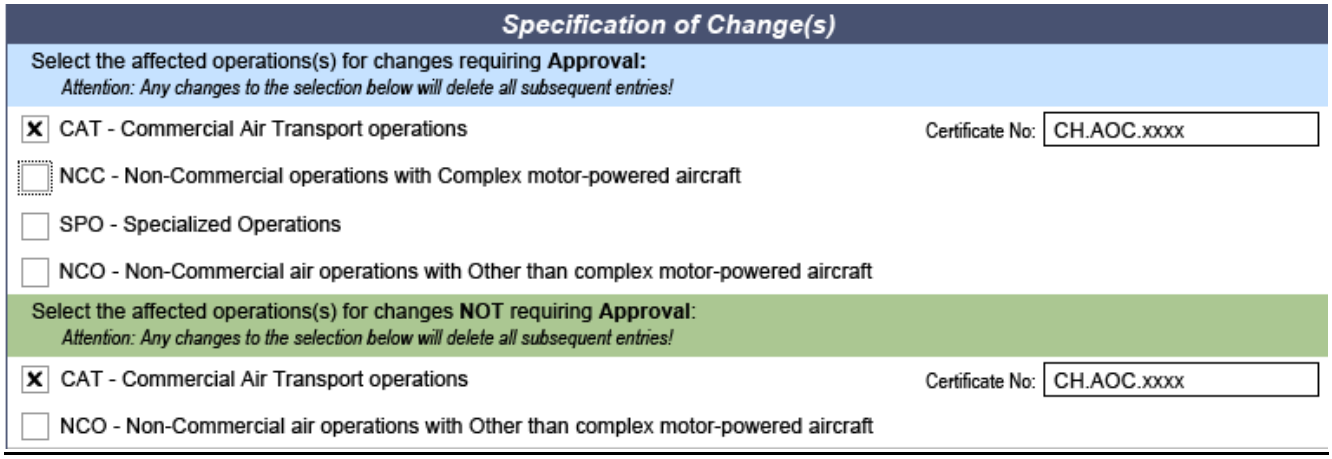
Send the signed form to this email address. FOCA will acknowledge receipt latest within 10 working days.

Note: Mixed aircraft/helicopter operators shall select "Aeroplane" if a change of commonly used processes (e.g. Management system processes) will be conducted (as SBOC will be the lead section for those changes).

A.1.5 Layer 3 – Specification of Changes

The selection in Layer 3 controls

- the correct listing of available approvals for the selected operation
- all non-approval items which shall be further specified.



➔ Select all operations which are affected by the notified change. A combination of approval and non-approval changes is possible (e.g. a manual revision with approval and non-approval points).

Note: Any change requiring approval shall be specified in this form within the blue section. In the field of non-approval, only the listed topics shall be further specified (e.g. management personnel).

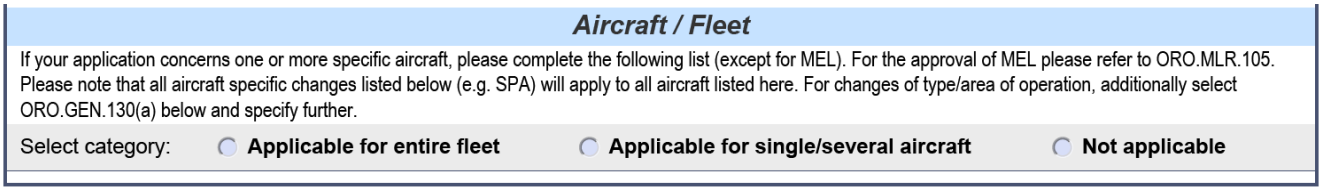
Any other change not requiring approval shall be processed via simple document revision.

➔ Select this item when you provide FOCA with formal documents (OM Revision, temporary / urgent revision)

Note: It is important to follow the instructions summarised in "Administration for the revision of documents", e.g. provide information about scope of changes, formality (approval/non-approval) and compliance reference for each changed content.

A.1.6 Layer 4 – Selection of Aircraft / Fleet and Approvals / Non-approvals

If the change does not apply to a specific Aircraft / Fleet, do not select anything on this layer. If the change applies to one or more aircraft or a whole fleet, list all aircraft to which the latter specifications will apply.

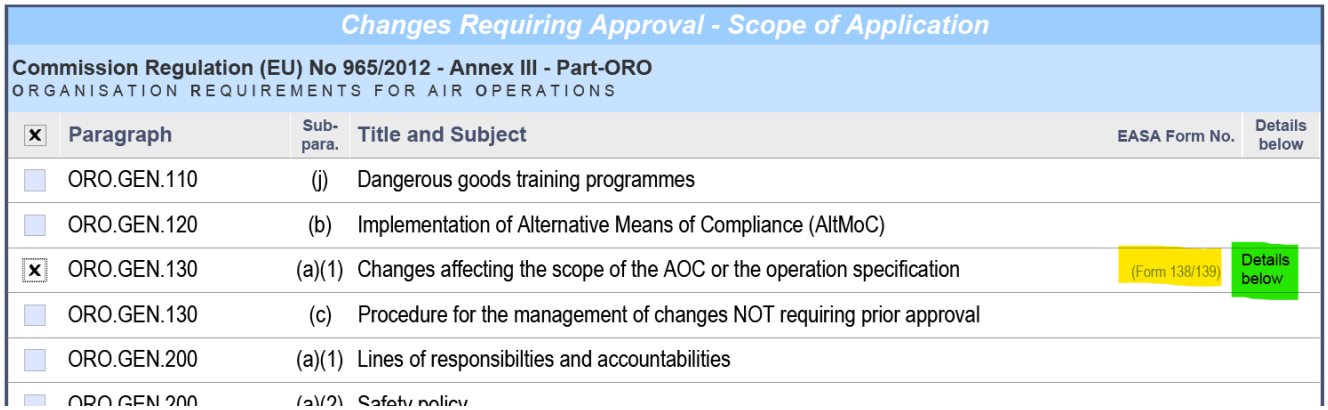


Note: "Not applicable" is only to be selected after inadvertent selection of one of the other options; once selected, a selection cannot be deleted.

For all NCC/SPO operator: addition or removal of an aircraft on your declaration shall be processed via the declaration process (incl. initial approval of MEL). Do not use form 330 in this case.

A.1.7 Layer 4 – Selection of Approvals / Non-approvals

The Approval section (blue) lists all approvals valid for the selected aircraft category (Aeroplane/Helicopter) and operation (CAT/NCC/SPO/NCO). If further specifications are required, it will be displayed in the corresponding column, and a field for further specifications will open below the list.



Changes Requiring Approval - Scope of Application

Commission Regulation (EU) No 965/2012 - Annex III - Part-ORO
ORGANISATION REQUIREMENTS FOR AIR OPERATIONS

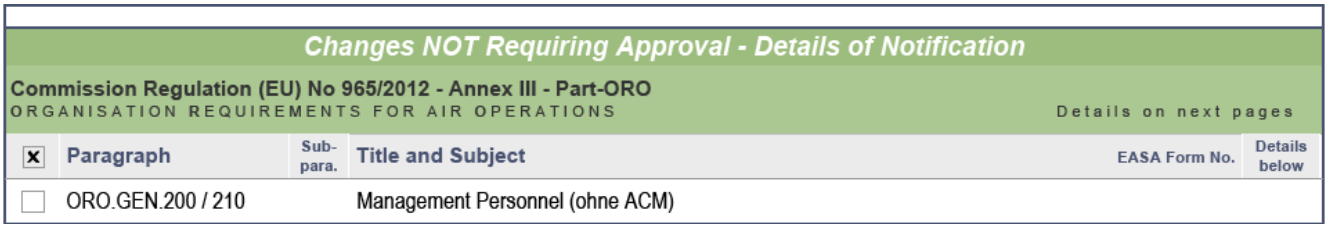
☒	Paragraph	Sub-para.	Title and Subject	EASA Form No.	Details below
☐	ORO.GEN.110	(j)	Dangerous goods training programmes		
☐	ORO.GEN.120	(b)	Implementation of Alternative Means of Compliance (AltMoC)		
☒	ORO.GEN.130	(a)(1)	Changes affecting the scope of the AOC or the operation specification	(Form 138/139)	Details below
☐	ORO.GEN.130	(c)	Procedure for the management of changes NOT requiring prior approval		
☐	ORO.GEN.200	(a)(1)	Lines of responsibilties and accountabilities		
☐	ORO.GEN.200	(a)(2)	Safety policy		

➔ carefully assess the approvals affected by the intended change

➔ select exactly those **approvals** (i.e. <u>do not select approvals that</u> have already been granted and <u>are not to be changed.</u>

Note: The column "EASA Form No." indicates the formal impact by changing that content (e.g. change on EASA form 138/139). The column "Details below" indicates the need for further specification of that topic.

In the **non-approval** section, only those items requiring further specification are listed. All other non-approval items are handled via the manual revision process, as applicable.



Changes NOT Requiring Approval - Details of Notification

Commission Regulation (EU) No 965/2012 - Annex III - Part-ORO
ORGANISATION REQUIREMENTS FOR AIR OPERATIONS Details on next pages

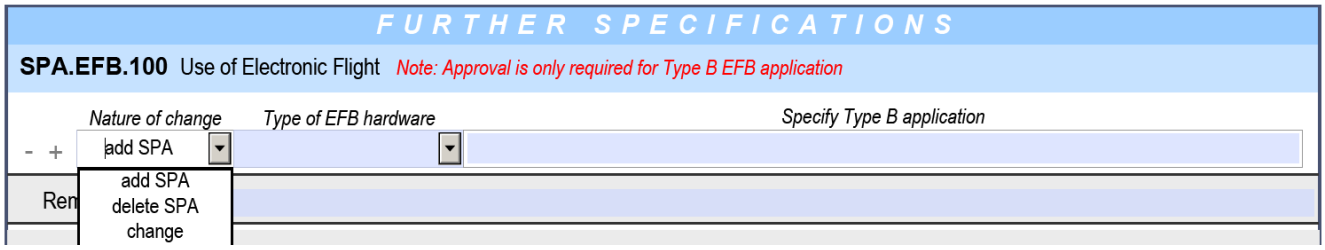
☒	Paragraph	Sub-para.	Title and Subject	EASA Form No.	Details below
☐	ORO.GEN.200 / 210		Management Personnel (ohne ACM)		

➔ Select the available item, i.e. when changing management personnel not requiring approval.

Note: Further details on changes in management personnel can be found in FOCA GM/INFO - Guidance for Aircraft Operations.

A.1.8 Layer 5 – Further Specifications

This layer is used to provide the details and exact specifications to FOCA. It is important to enter the correct specifications required. These entries form the basis for the verification and approval process and for the amendment of EASA Forms 138/139/140/151 where applicable.



The box "*Nature of change*" contains

- add SPA -> to be selected for initial addition of specific approval to EASA form(s)
- delete SPA -> to be selected for deletion of specific approval from EASA form(s)
- change -> to be selected for all changes (process, values etc.) within that specific approval

A.1.9 How to fill in FOCA Form 330?

Before starting to prepare the "Form 330", prepare the intended change (e.g. scope of change) and coordinate with your technical department as applicable. Aeroplane operators should first apply for airworthiness approval, if applicable.

Hints and Tipps:

- Make sure you use the latest version of the "Form 330" (refer to FOCA webpage)
- Save the empty form with your preferred file name
- Plan your change and be aware about project management (timeline, dependencies)
- Layer 1: may be filled in at any time
- Layer 2: *Aircraft Category* and Layer 3 *Specifications of Change* should be filled in before selecting any further item below

> Note: If any change to the selection in Layer 2 / 3 will take place, the inputs below may be reset and inserted data may be lost.

- Layer 4: Select all approval points affected by the change
- Layer 4: Select the non-approval points listed in the form and affected by the change
- Layer 4: Fill in Aircraft / Fleet as applicable
- Layer 5: Fill in all blocks displayed as *Further Specifications*
- Conduct internal review process as applicable
- Layer 1: Fill in / complete the page including *Formal Statement* and sign the Form
- Send the signed version to the corresponding email shown under submission of form

Of course, the steps and sequence above have to be seen as a recommendation only.

A.2 LofA – List of Approvals - *CAT, SPO, NCC*

The *list of approval (LofA)* contains the dates of initial approval and last amendment (change). Whenever a process/content requiring approval is newly granted, modified or deleted, the LofA will be amended.

All aircraft-specific approvals are listed summarily in the LofA; the details are still to be found in Form 139 (CAT OpSpec), Form 140 (NCC/SPO/NCO) or form 151 (HRA).

The term "certificate" used in the LofA represents the "certificate" of the operation category, e.g. AOC, SPO, NCC.

Example of LofA (List of approval; page 1)

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Confederation

Eidgenössisches Departement für
Umwelt, Verkehr, Energie und Kommunikation UVEK

Bundesamt für Zivilluftfahrt BAZL
Sicherheit Flugbetrieb

List of Approvals

Name of organisation	**Sample Air AG**
Certificate:	**CH.AOC.1291**
Date of issue:	01.08.2023

The listed approvals are valid for the above mentioned certificate. This list of approvals supersedes all previously issued lists of approvals.

grey = new/changed; strikethrough = surrendered
The date entered corresponds to the effective date of the initial approval / last amendment

EU965/2012 – Annex III – Part ORO – Organisation requirements for air operations			
Ref.	**Approval**	**Date of initial**	**Date of last amendment**
ORO.GEN.130 (a)	Changes affecting the scope of the AOC or the operation specification	01.04.2015	10.09.2021
ORO.GEN.130 (c)	Procedure for the management of changes NOT requiring prior approval	01.04.2015	
ORO.GEN.200 (a)(1)	Lines of responsibilities and accountabilities	01.04.2015	01.08.2021
ORO.GEN.200 (a)(2)	Safety Policy	01.04.2015	10.09.2021
ORO.GEN.210 (a)	Accountable manager	01.04.2015	01.08.2021
ORO.FC.145 (c)	Training and checking programmes incl. syllabi and the use of individual FSTD	01.04.2015	12.12.2021
ORO.CC.215 (a)	Cabin crew training and checking programmes incl. syllabi	01.04.2015	12.12.2021

EU965/2012 – Annex III – Part ORO.MLR.105(b) – MEL (Minimum equipment list)			
Approved MEL	**Revision / amendment**	**Date of initial**	**Date of last amendment**
MEL B747-300	Issue 2 – Rev 12	01.04.2015	12.08.2023
MEL B747-800	Version 15	05.06.2018	12.08.2023

EU965/2012 – Annex IV – Part CAT – Commercial air transport operations			
Ref.	**Approval**	**Date of initial**	**Date of last amendment**
CAT.OP.MPA.145	Method for establishing minimum flight altitudes	01.04.2015	12.08.2023
CAT.OP.MPA.180	Fuel /energy scheme - Aeroplane	01.10.2022	12.08.2023

Example of LofA (List of approval; page 2)

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Confederation

Eidgenössisches Departement für
Umwelt, Verkehr, Energie und Kommunikation UVEK

Bundesamt für Zivilluftfahrt BAZL
Sicherheit Flugbetrieb

EU965/2012 – Annex V – Part SPA – Operations requiring specific approvals			
Ref.	**Approval**	**Date of initial**	**Date of last amendment**
SPA.MNPS.100	MNPS operational approval (e.g. NAT HLA)	01.04.2015	03.05.2020
SPA.RVSM.100	RVSM	01.04.2015	10.03.2019
SPA.LVO.100 (a)	LVO - Take-off	01.04.2015	01.10.2022
SPA.LVO.100 (b)	LVO - Approach	01.04.2015	01.10.2022
SPA.DG.100	DG - Transport of Dangerous Goods	01.04.2015	06.01.2021
SPA.EFB.100	EFB Class 1 Type B	01.02.2019	12.08.2023

The FOCA herby confirms the validity of this list of approvals.

Digital Signature

Muster George
Head of Section

Legal note:
If you do not agree with the present decision, you may request an appealable decision within 10 days of receiving this decision. Please note that this request would be subject to a fee.