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Federal Department of the Environment,
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Federal Office of Civil Aviation FOCA
Safety Division - Flight Operations

FOCA GM/INFO

Guidance Material / Information

Guidance for Aircraft Operations

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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.

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 document and link where available	Effective date / Version	A	H

Identification of "approval" and "non-approval" content and applicability for aeroplane / helicopter operations

Below some titles, it is indicated, if the topic or a part of it is to be considered as prior approval or non-approval. Chapters which are not labelled contain general information. Furthermore, the operations (airplane) (helicopter) to which the guidance applies are listed below the title on the right-hand side.

3 ANNEX III – Part-ORO

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

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

(approval) (Aeroplane) (Helicopter)

FOCA GM/INFO – DG CBTA contains: • 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.120 – Alternative means of compliance - AltMoC

(approval) (Aeroplane) (Helicopter)

When an operator wishes to substitute an AMC by an AltMoC, there is a two step process to be followed. First, the AltMoC has to be reviewed and notified to EASA, and second it may be implemented into the operators MS. Both process are described below.

3.2.1 Publication of an AltMoC

(non-approval)

An AltMoC is officially published in the following cases

- CAT operator always
- SPO/NCC operator, if the AltMoC is related to an approval (e.g. SPA, MEL) or to a high risk commercial SPO authorisation (EASA Form 151).

To get an AltMoC published, an operator shall submit an application for publication of AltMoC using *FOCA Form 120 - Publication of AltMoC - Aircraft Operator* and provide all required evidences, e.g. risk assessment demonstrating equal level of safety, compliance assessment with IR.

An AltMoC may replace a whole AMC or just a part of it. Therefore, it is important to provide a precise text as the proposed AltMoC in the form of the text of the AMC to be replaced, including a clear indication or reference to which part of the AMC is to be replaced by this AltMoC. This text will be considered as the "AltMoC" and become the new regulatory basis for compliance management and monitoring.

Note: Examples of a text considered as an AtlMOC:

- *In regard to AMC1 ORO.FTL.110(a) it might read as follows (replaces the whole AMC): "Rosters should be published 7 days in advance and cover at least the following month"*
- *In regard to AMC1.2 CAT.IDE.A.190 it might read as follows (replaces 2 ref. in an table): "FDR parameter 24: … , or establish alternative means of recording*
  FDR parameter 59: NIL (not applicable to FBW aircraft)"

This text shall be provided on Form 120 or in a separate document. In the latter case, the respective column of form 120 shall indicate a clear reference to this text so that the "AltMoC" can be easily identified.

FOCA will then analyse the proposed AltMoC, and if ok, publish it in the EASA repository and on the webpage of FOCA.

Note: Only the operator's name, the subject and the EASA reference will be published on the webpage. Further details such as compliance and risk assessment remain solely with the FOCA.

3.2.2 Implementation / Removal of AltMoC

(approval)

After publication of an AltMoC, FOCA will notify the applicant. The implementation of an AltMoC is a separate process and that notification only. Only now, the operator may start its change process and apply for implementation of the published AltMoC by the use of FOCA Form 330. The implementation of a published AltMoC is subject to prior approval.

In all cases not listed in chapter 0, a SPO/NCC operator is neither required to apply for publication of an AltMoC nor to obtain approval to implement it. It may develop and implement an AltMoC at its own discretion. FOCA will evaluate compliance during regular oversight.

In any case, it is the operator's responsibility to ensure compliance with the applicable implementing rules and the related AMC/AltMoC.

When an operator no longer uses an AltMoC, it must be removed and the OM amended. For all AltMoC's which have been published and approved for implementation, the operator shall submit a Form 330 to FOCA for removal of the AltMoC. An AltMoC which has been implemented only by declaration may be removed by solely amending the declaration.

3.2.3 Operator having declared its activity to FOCA (SPO, NCC)

The SPO/NCC operator must in any case amend its declaration after the implementation of an AltMoC (whether published or not).

3.2.4 Change of AltMoC

A published AltMoC can not be changed, as it is notified to EASA. Instead, a new AltMoC has to be submitted by using Form 120. After positive assessment by FOCA and notification to EASA, the operator shall provide FOCA with a form 330 using the following entries: “remove AltMoC” (with ref to old one) and “implement AltMoC” (with ref to new one).

3.3 ORO.GEN.130 – Changes

(approval) (Aeroplane) (Helicopter)

3.3.1 General

The process to conduct changes is one of the vital elements of the MS.

Annex II – ARO.GEN.330 – Changes @ Aircraft Operator	20.01.2026	A	H

3.3.2 ORO.GEN.130(a)(1) – Area of operations

The operator shall define the area of operations based on the ICAO Regions in accordance with ICAO Doc 7030. In the EASA Form 139 (operations specifications), all ICAO Regions applicable to the operators area of operations will be listed without further specification.

An operator may restrict an ICAO region in its operations manual, e.g. by LAT/LONG or individual FIRs according to ICAO Doc 7030.

Example:

Limitations in relation to the area of operations specified in the operation specifications:

- *EUR: no polar operation; no metric operation*
- *AFI: FIR Canarias; FIR Dakar; FIR Khartoum down to 20N*

Accordingly, the operator must only comply with the requirements applicable to these regions, taking into account the restrictions mentioned.

3.4 ORO.GEN.200 – Management system

(approval - partially) (Aeroplane) (Helicopter)

FOCA GM/INFO - CL Management System	01.11.2023	A	H

3.5 ORO.GEN.200A – Information Security

(approval) (Aeroplane) (Helicopter)

FOCA GM/INFO - Information Security	14.07.2020	A	H

3.6 ORO.GEN.210 – Management personnel

(non-approval – with exemptions, i.e. ACM/Deputy ACM, some functions in CAMO) (Aeroplane) (Helicopter)

An organisation must assess, evaluate and nominate its management personnel in line with the rules. It must also define and record what qualifications each management role requires — including the necessary skills, knowledge, and experience. These requirements should cover more than just the legal minimum and include qualities such as leadership ability, problem-solving skills, and communication skills.

The organisation's leadership must review and update these requirements whenever the company changes in size or complexity, or when circumstances change.

Management personnel do not have to be direct employees. An external person may be nominated, as long as there is a contract clearly describing their duties, responsibilities and authority.

3.6.1 Nomination / Withdrawal / Notification

An organisation must describe how it nominates, withdraws, and reports management personnel as part of its management-of-change process.

When notifying FOCA of a new nomination, the organisation must submit a written résumé (see 3.6.2). A person nominated for one AOC holder should not be nominated for another AOC holder unless the authorities involved have agreed.

If someone is withdrawn from a position and no replacement is nominated at the same time, the withdrawal must be reported separately. In that case, the notification must include a management-of-change plan explaining how the role will be covered temporarily and when the new nomination will be made.

The organisation must notify FOCA of any changes to management personnel at least 20 days before the planned change. If a change is unforeseen, it must be reported as soon as possible so FOCA can confirm continued compliance and update the certificate and approvals if needed. FOCA will normally acknowledge receipt within 10 working days.

> *Note: Some positions may also relate to other certificates. Requirements are not fully harmonised across EASA domains — for example, a role may not require prior approval in Operations but may require it in CAMO. Organisations must take this into account.*

3.6.2 Written Résumé

The «written résumé» shall not be the CV of the candidate only but the arguments of the organization based on their assessement 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.

3.6.3 Deputy Functions except ACM

The organisation may designate deputies at its discretion. Such designations shall be recorded in the Operations Manual but do not need to be notified to FOCA. (for ACM see 3.4).

3.6.4 Operators with approved baseline EBT

In order to comply with the requirements of AMC2 ORO.FC.231(c), no person involved in the operational management of flight operations or holding any other senior management position may be appointed to a role within the training department that involves access to EBT data.

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

(approval) (Aeroplane) (Helicopter)

For general information refer to the chapter 3.6.

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.

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

(approval) (Aeroplane) (Helicopter)

3.8.1 General

There are two options to use an aircraft listed on an AOC for private flights

- within the AOC as non-revenue flights (refer to ORO.AOC.125), e.g. positioning flights, company flights. The flight takes place, with the holder of the AOC acting as the operator.
- outside of the AOC by a different NCC/NCO/SPO operator for a maximum period of 30 consecutive days (ORO.GEN.310).

In the latter case, all processes to handle the transfer of the aircraft (operational, technical etc.) to and from the NCC/SPO operator shall be documented and requires prior approval from FOCA. The AOC operator shall ensure strict adherence to these processes also on the part of the other operator by any means of risk control and compliance monitoring.

The following topics form a guidance about the responsibilities of the AOC operator; it

- assures the continuing airworthiness remaining with its CAMO
- documents the list of aircraft which are in the scope of that process
- integrates all external/different operations (NCC/NCO/SPO) conducted with the aircraft in the Safety Management
- provides the lessee with a customized list of occurrences to be reported (i.e. on top of mandatory reporting items)
- ensures that the "other operator"
    - handles the aircraft according to the AOC holder's requirements
    - uses the techlog of the AOC holder in accordance with its procedures
    - does not conduct any configuartion changes on the aircraft
    - reports any defects / malfunctions to the AOC holder's CAMO immediately after the flight
    - operates according to an approved MEL
- agrees with FOCA on the means and frequency of notifications to FOCA about rent outs of aircraft.[1]

Commercial SPO activities are not considered as private flights. An AOC holder, who wishes to use its aircraft for SPO activities, shall declare that operation according to Part SPO.

> *Note: Maintenance Check Flights MCF are described in part SPO and are considered as non-revenue flights. Therefore, an AOC operator does not have to declare that operation but to comply with the regulations from part SPO as applicable.*

3.8.2 Alternative solution to a separate contract between the Lessee and the AOC Holder's CAMO

The following provisions must be included in the contract between the lessor and the lessee:

DE *«…. Der Betreiber (Bezeichnung neuer Betreiber – «Mieter») betraut das genehmigte Unternehmen zur Führung der Aufrechterhaltung der Lufttüchtigkeit (Bezeichnung der CAMO des AOC Betreibers) während der gesamten Miettdauer mit der Führung der Aufrechterhaltung der Lufttüchtigkeit sowie der Organisation der Instandhaltung des Luftfahrzeugs gemäss dem genehmigten Instandhaltungsprogramm. Die CAMO hat den Pflichten gemäss Ziff. 5.1 von Appendix I von Part-M der VO (EU) Nr. 1321/2014 nachzukommen.*

Der Betreiber (Bezeichnung neuer Betreiber – «Mieter») bescheinigt nach bestem Wissen und Gewissen, dass alle dem Unternehmen zur Führung der Aufrechterhaltung der Lufttüchtigkeit gemachten aktuellen und künftigen Angaben bezüglich der Aufrechterhaltung der Lufttüchtigkeit des Luftfahrzeugs korrekt sind und an dem Luftfahrzeug keine Änderungen ohne die vorherige Zustimmung des Unternehmens zur Führung der Aufrechterhaltung der Lufttüchtigkeit vorgenommen werden.

[1] FOCA policy: The AOC holder shall keep records of all such activites and must be capable to provide details to FOCA at any time.

Der Betreiber (Bezeichnung neuer Betreiber – «Mieter») hat den Pflichten gemäss Ziff. 5.2 von Appendix I von Part-M der VO (EU) Nr. 1321/2014 nachzukommen. Insbesondere muss der Betreiber (Bezeichnung neuer Betreiber) dem Unternehmen zur Führung der Aufrechterhaltung der Lufttüchtigkeit auf der Grundlage des Bordbuchs alle während des Betriebs festgestellten Mängel melden. …»

FR *«…. L'exploitant (désignation du nouvel exploitant – « preneur ») charge l'organisme de gestion du maintien de la navigabilité agréé (désignation du CAMO de l'exploitant AOC) d'assurer pendant toute la durée de la location la gestion du maintien de la navigabilité et l'organisation de l'entretien de l'aéronef conformément au programme d'entretien agréé. Le CAMO est tenu de se conformer aux obligations visées au point 5.1 de l'appendice I de la partie M du règlement (UE) n° 1321/2014.*

L'exploitant (désignation du nouvel exploitant – « preneur ») certifie en toute bonne foi que toutes les informations fournies à l'organisme de gestion du maintien de la navigabilité concernant le maintien de la navigabilité de l'aéronef sont et seront exactes et que l'aéronef ne sera pas modifié sans approbation préalable de l'organisme de gestion du maintien de la navigabilité.

L'exploitant (désignation du nouvel exploitant – « preneur ») est tenu de se conformer aux obligations visées au point 5.2 de l'appendice I de la partie M du règlement (UE) n° 1321/2014. En particulier, l'exploitant (désignation du nouvel exploitant) est tenu de signaler à l'organisme de gestion du maintien de la navigabilité sur le carnet de bord tous les défauts détectés au cours des opérations. …»

IT *«...l'esercente (denominazione nuovo esercente: «locatario») affida all'impresa autorizzata la gestione del mantenimento della navigabilità dell'aeromobile (denominazione della CAMO dell'operatore AOC) per tutta la durata di locazione e l'organizzazione della manutenzione dell'aeromobile secondo il programma di manutenzione approvato. La CAMO deve soddisfare gli obblighi di cui al paragrafo 5.1 dell'appendice I della parte M del regolamento (UE) n. 1321/2014.*

L'esercente (denominazione nuovo esercente - «locatario») certifica che, alla luce delle sue conoscenze, tutte le informazioni fornite all'impresa autorizzata per la gestione del mantenimento della navigabilità dell'aeromobile sono e saranno corrette, e che l'aeromobile non subirà modifiche se non previa autorizzazione dell'impresa autorizzata.

L'esercente (denominazione nuovo esercente - «locatario») deve soddisfare gli obblighi di cui al paragrafo 5.2 dell'appendice I della parte M del regolamento (UE) n. 1321/2014. L'esercente (denominazione nuovo esercente) deve in particolare notificare all'impresa autorizzata, mediante iscrizione sul quaderno tecnico di bordo, tutti i difetti riscontrati durante gli interventi…».

3.9 ORO.AOC.100 – Application for AOC / Operating license

(approval) **(Aeroplane) (Helicopter)**

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

3.10 ORO.AOC.110 – Operational Leasing CAT

(approval) **(Aeroplane) (Helicopter)**

3.10.1 Definitions

AOG	… aircraft on ground and not airworthy
Leasing statement	…Statement signed by the lessee that the parties to the lease agreement fully understand their respective responsibilities under the applicable regulations.
Community (CM) Member State	… means either a Member State of the European Union (27 Member States), or an EFTA State (Iceland, Liechtenstein, Norway and Switzerland), including the following territories in which Regulation (EU) 2018/1139 (Basic Regulation) applies: Åland Islands, Azores, Madeira, Canary Islands, Guadeloupe, French Guiana, Martinique, Réunion, Saint-Martin, Mayotte (according applicability of EASA Part-TCO)
Lessee	"… the party to which the aircraft is leased" (ICAO Doc 8335).
Lessor	"… the party from which the aircraft is leased" (ICAO Doc 8335).

State of Operator	"… the State in which the operator's principal place of business is located or, if there is no such place of business, the operator's permanent residence." (ICAO Doc 8335)
State of Registry	"… the State on whose register the aircraft is entered" (ICAO Doc 8335).
Third Country (TC)	…means any country outside the Community
Community Leasing	… means you dry lease in/out an aircraft registered in the Community, or you wet lease-in/out an aircraft from/to a commercial operator (AOC/SPO) certified by / with principle place of business in a country in the Community.
Third Country Leasing	… means you lease in/out an aircraft registered in a third country (dry lease), or from/to a third country operator (wet lease)
HRA	Authorisation of high risk commercial specialised operations, called "high risk authorisation".

3.10.2 General Information concerning Leasing

3.10.2.1 Introduction

Basically, "leasing" in the sense of EU 1008/2008 and EU 965/2012 means any operational agreement between two commercial operators (AOC/SPO) under which one operator provides aircraft (dry lease) or operational services (wet lease) to the other. A pure financial lease (operators leases aircraft from leasing company) is not treated as an "operational lease" and therefore does not fall within the scope of this document.

However, for lease-in of either an aircraft without EASA CofA or a third country operator, the leasing requirements according to EU 965/2012 fully apply, irrespective of the ownership of the aircraft.

For most types of leasing, the operator has to obtain specific approvals in advance; in certain cases even from various authorities (e.g. FOCA, the department of transport or foreign authorities). Therefore, as much time as possible should be given in advance so that the arrangements can be made before the planned start date of the leasing. As soon as foreign agencies have to be involved, it is hardly predictable how long it will take to process a leasing application.

Once the necessary agreements have been accepted from all parties involved, the FOCA will issue the required documents e.g. leasing approval, instructions, exemptions, OpSpecs, HRA, permits and licence validations (depending on the type of lease) before the aircraft can be legally operated under the aforementioned agreement.

Before you step into the process, always check the following topics:

- where does the aircraft come from (registry / operational environment, i.e. AOC/SPO/NCC),
- where does it go to, e.g. it may come from an AOC dry lease-out and go to a SPO dry lease-in; many options are possible.
- which role do you play within the leasing (lessor / lessee)
- which countries are involved (CH, foreign state of community or third country)

3.10.2.2 Operating ban

In any case a Swiss operator shall not lease-in aircraft included in the list of operators subject to operational restrictions, or registered in a state of which all operators under its oversight are subject to an operating ban or from an operator that is subject to an operating ban pursuant to Regulation (EC) No 2111/2005 (Black list).

3.10.2.3 Insurance

With any leasing agreement, the insurance agreements have to be checked and adapted as required in order to cover the whole leasing operations.

3.10.2.4 HB registry

In order to register an aircraft in the Swiss aircraft registry, the owner has to be a Swiss citizen, or a Swiss company. However, when the aircraft is going to be used by a Swiss AOC or commercial SPO Operator, then this operator may apply for an exemption at the FOCA registry office according art. 3 ff LFV SR748.01.

3.10.2.5 ICAO article 83bis

If a lease agreement imposes specific delegation of functions of the State of registry to the State of Operation (e.g. delegation of technical oversight/approval), this delegation must be initiated by the State of registry by using the ICAO 83bis procedure.

An agreement according ICAO 83bis will normally be applied with dry lease-in/out. It is also conceivable to apply the procedure in a special wet-lease case.

The procedure for article 83bis of the Chicago Convention is described in ICAO Doc 10059. Depending on the case, it might be quite complex and very time consuming. Therefore, operators should inform the civil aviation authorities involved as early as possible to allow sufficient time for the necessary arrangements to be made before the planned start of the lease.

3.10.2.6 What is a dry lease?

A dry lease agreement is considered as a temporary transfer of an aircraft between two commercial operators (operating CAT or SPO) without changing the owner of the aircraft (aircraft has not been sold), while

- operational and technical control lies with the lessee (as the new operator)
- operational oversight lies with the authorities of the state of operator
- technical oversight lies with the authorities of the state of registry, or as concluded between the state of operator and the state of registry according ICAO 83bis
- Dry lease approvals are considered as variations of the AOC or the SPO declaration by adding/deleting an aircraft.

When the owner of an aircraft changes, the process for owner change applies. For addition or removal of an aircraft to/from an AOC refer to the corresponding change process.

3.10.2.7 What is a wet lease?

A wet lease agreement is mainly a delegation of a flight operation to/from another operator, while

- the operational and technical control and responsibility lies with the lessor but the commercial responsibility remains with the lessee.
- wet-lease agreements are only possible within same type of operation, i.e. AOC to AOC or SPO to SPO.
    - AOC to AOC means: The lessor operates under his own AOC (operational control and responsibility, e.g. crew and OM) but under the operating licence of the lessee (commercial control and responsibility, e.g. passenger, cargo).
    - SPO to SPO means: The lessor operates under his own SPO-Declaration (operational control and responsibility, e.g. crew, SOP, HRA) for the lessee which remains commercially responsible.

3.10.3 ORO.AOC.110(d) – Dry lease-in to your AOC
(approval)

FOCA approval is required and aircraft will be added on your AOC. If the aircraft is not registered in Switzerland, verification of ICAO 83bis procedure is required. For an application for approval please consider the following points and submit the required evidences to your competent section for operational oversight of FOCA:

	Aircraft registerd in		
	CH	**CM** (w/o CH)	**TC**
Copy of the lease agreement, including • aircraft type, registration markings and serial number • Duration of the lease • Name and address of the registered owner	x	x	x
Copy of insurance certificates (for third party and passenger legal liability)	x	x	x
Leasing statement	x	x	x
Change of operator in registry	x		
New or revised Operations Manuals incl. Form 330, PRA and Compliance List filtered to the relevant OPS paragraphs (OM-A, B, C, D, MEL, CAME, Maintenance contract, Maintenance Programme, Technical Log, Reliability Programme,…) as required	x	x	x
Copy of a valid certificate of airworthiness		x	x
Check with Swiss Customs (Eidgenössische Zollverwaltung), which formalities apply		x	x
Review with FOCA and state of registry, if ICAO 83bis is required (due to schedule reasons)		x	x
The AOC holder has to demonstrate FOCA that an operational need has been identified which cannot be satisfied through leasing an aircraft registered in the EU.			x
The duration of the dry lease-in does not exceed 7 months in any 12 consecutive month's period.			x
Compliance with (EU) No 1321/2014 (Continuing Airworthiness) is assured			x
Aircraft must be equipped in accordance with EU regulations for air operations			x

When leasing is finished, reverse all changes from above as applicable.

3.10.4 ORO.AOC.110(e) – Dry lease-out from your AOC
(approval)

FOCA aproval is required and aircraft will be deleted from your AOC. If the aircraft will be operated by an non-CH Operator, verification of ICAO 83bis procedure is required. Note: A dry lease-out of a Swiss registered aircraft with a foreign ownership is not possible.

For an application for approval please consider the following points and submit these evidences to your competent section for operational oversight of FOCA:

	Aircraft will be operated by an operator from		
	CH	**CM** (w/o CH)	**TC**
Copy of the lease agreement, including • aircraft type, registration markings and serial number • Duration of the lease • Name and address of the registered owner	x	x	x
Leasing statement	x	x	x
New or revised Operations Manuals (removal from AOC) incl. Form 330, PRA and Compliance List filtered to the relevant OPS paragraphs (OM-A, B, C, D, MEL, CAME, Maintenance contract, Maintenance Programme, Technical Log, Reliability Programme, Compliance List EASA OPS Subpart K & L, Compliance List CS26)	x	x	x
Review with FOCA, if ICAO 83bis is required		x	x

3.10.5 ORO.AOC.110(c) – Wet lease-in to your AOC
(approval)

3.10.5.1 General

For wet lease-in there are the following possibilities for approval

- limited wet-lease-in approval
  - The approval will be issued for (a) specific flight number(s) and for a specified period of time (e.g. 10 days) by means of a letter of approval.
- unlimited wet-lease-in with framework approval
  - framework consists of processes for assessment and management of potential lessors listed on a so called 'white list' (incl. notification to FOCA), all documented in the OM and approved by FOCA without a time restriction.
  - lessors listed on the 'white list' must be a community operator and may be wet leased-in without further approval
  - urgent wet lease-in of a lessor not on 'white list' as part of framework approval (allowed in case of AoG only)

For all wet-lease in operations, passengers have to be informed of the identity of the operating air carrier or carriers according to Commission Regulation (EC) No. 2111/2005.

3.10.5.2 Wet lease-in to your AOC – Limited wet lease-in approval

For an application for a limited approval please consider the following points and submit these evidences to your competent section for operational oversight of FOCA:

	Aircraft leased in will be operated by		
	CH AOC	**CM AOC** (w/o CH)	**TCO**
Aircraft type, registration markings and serial number	x	x	x
Name and address of the registered owner/operator	x	x	x
Copy of the lease agreement	x	x	x
Duration of the lease	x	x	x
Leasing statement	x	x	x
Maintain a record of occasions when lessors are used	x	x	x
Copy of insurance certificates (Certificate for third party legal liability, Certificate of passenger legal liability)		x	x
Copy of valid EASA AOC and operation specifications of the lessor, covering the planned activities and routes		x	
Copy of a valid EASA certificate of airworthiness		x	
Copy of valid AOC issued in accordance with ICAO Annex 6 and operation specifications of the lessor, covering the planned activities and routes (areas of operation)			x
Copy of standard certificate of airworthiness in accordance to ICAO Annex 8			x
Assessment of safety standards of the TCO with regard to continuing airworthiness and air operations are equivalent to the applicable requirements established by (EC) No 1321/2014 and 965/2012, or evidence demonstrating compliance with AMC1 ORO.AOC.110(c)			x
A record of all TCO wet-lease-in has to be maintained for inspections by FOCA			x
Holder of a Swiss route licence for scheduled flights need prior approval by the traffic rights department of FOCA according to Art. 117 Federal Civil Aviation Ordinance.			x

Additionally, one of the following conditions needs to be fulfilled in order to get an approval by FOCA according to (EC) No 1008/2008:

The operator justifies such leasing on the basis of exceptional needs, in which case an approval may be granted for a period of up to 7 months that may be renewed once for a further period of up to 7 months, or			x
The operator demonstrates that the lease is necessary to satisfy seasonal capacity needs, which cannot reasonably be satisfied through leasing aircraft registered within the community, or			x
The operator demonstrates that the lease is necessary to overcome operational difficulties and it is not possible or reasonable to lease aircraft registered within the community, in which case the approval shall be of limited duration strictly necessary for overcoming the difficulties			x

FOCA has to inform the member states concerned about a wet lease-in of a TCO.

3.10.5.3 Wet lease-in to your AOC – Unlimited wet lease-in framework approval

This procedure is limited to CH operators who intend to wet lease-in community registered aircraft operated by a community operator on a regular basis or to cover AOG.

Basically, you as AOC operator have to assess the possible leasing partner(s) in advance and list those on a so called 'white list'. The assessment process and the 'white list' including any change thereof require prior approval from the FOCA. The approval will be valid without any time limitation.

The required processes and assessment methods as well as the 'white list' must be documented in the OM. This includes at least the following processes:

- Assessment and periodical review of lessors (process and method for white list and urgent wet lease-in if applicable)
  Note: Process shall include management of all evidences required according to the table in chapter 3.10.5.2 for all lessors on the 'white list'
- Initial development of 'white list' and its changes (e.g. lessors, fleet and possible limitations)
- Application to FOCA traffic rights when operating outside the community
  Note: Holders of a Swiss route licence (Streckenkonkession) are – according to this licence - basically obliged to use Swiss registered aircraft for flight to/from outside the community.
- Notification procedure(s) of all leases to FOCA (white list and/or urgent wet lease-in)
- Logs and records of framework leasing

Procedure to get a framework approval (initial):

- Document all required policies and processes in your OM according ORO.MLR and provide FOCA with application for framework approval and draft OM chapters for acceptance
- If policies and processes are accepted by FOCA, assess the required leasing partners using these processes, list them on the 'white list' in the OM and provide FOCA with the final OM Revision (including 'white list') and evidence of the assessment of the lessor(s).
- Upon successful assessment, FOCA will provide approval for the wet lease-in framework including the 'white list'.
- Any change to the process and/or to the 'white list' (addition/deletion) require FOCA approval.

Any wet lease-in that is carried out with a lessor that is not on the 'white list', or the leasing has not been notified to the FOCA according procedure, may result in a Level 1 finding with restriction on the framework approval. The FOCA will incorporate a review of the operator's wet leasing activities into its auditing schedule.

3.10.5.4 Wet lease-in to your AOC – Wet lease-in from 'white list'

Having an approved 'white list', a CH AOC operator may now lease-in an aircraft from an operator on that list without further approval. All leases conducted pursuant to this approval must be notified to the competent section for operational oversight according to the approved notification process (monthly).

3.10.5.5 Wet lease-in to your AOC – Urgent wet lease-in in case of AOG with operators not listed on the 'white list'

An urgent wet lease-in may be conducted under the following circumstances

- CH AOC operator (lessee) holds a wet lease-in framework approval
- operator(s) (lessor) on the 'white list' are not available for wet lease-in
- reason for urgent need is AOG
- process for urgent wet lease-in is part of framework approval (e.g. policy, notification)

To validate the urgent wet lease-in, assess the lessor according the approved framework process and notify the urgent wet lease-in before the first flight takes place to your competent section for operational oversight (email) with the following details:

- Aircraft type, registration markings an serial number
- Name and address of the registered owner/operator
- Copy of the lease agreement
- Duration of the lease
- Leasing statement
- Confirmation from 'white list' lessor(s) that it/they is/are not available

This notified urgent wet lease-in is herewith considered as approved. As soon as FOCA will receive/read the notification, it will assess the content for compliance.

> Note: For holders of a Swiss route license and for the operation on routes to/from outside the community see chapter 2.3.3 and notify traffic rights with a detailed explanatory note of the reason for the leasing before the flight takes place.

An urgent wet lease-in is in any case limited to 7 consecutive days. If you as CH AOC operator need to continue the leasing with that lessor, immediately inform the competent section of operational oversight and submit a formal application for the continuation of the leasing (either an addition of the operator to the 'white list' or according to limited wet lease-in procedure).

3.10.6 ORO.AOC.110(f) – Wet lease-out from your AOC

(non-approval)

Wet lease-out agreements are not subject to approval but notification is mandatory. Whenever a Swiss AOC Operator plans to wet lease-out an aircraft, a notification has to be forwarded to your competent section for operational oversight of FOCA prior operation comprising the following information:

- Copy of the lease agreement, including aircraft type, registration markings, serial number, name and adress of the lessee and duration of the lease (AMC1 ORO.AOC.110(f))
- Planned DEST and/or area of operation
- Contact details to foreign NAA (in case of request for confirmation of foreign NAA)

All operational responsibilities remain with the Swiss AOC holder. In any case, it should verify that

- the lessee is holding an approval for wet-lease in
- any traffic rights needed are obtained
- the operations specifications allow such operation (e.g. type/area of operation) before starting operation.

3.10.7 Leasing an aircraft used for CAT (AOC) and SPO

(approval) (ORO.AOC.110 / ORO.SPO.100)

If a leased aircraft is used for CAT and SPO, the requirements for the respective AOC-chapter (above) have to be applied as well as the respective SPO-chapters (below). Always search thoroughly which chapters apply – first for the "leasing-out" and then for the "leasing-in".

Note: if an aircraft from a AOC-holder will be used by another SPO, NCC or NCO operator for a period of time not exceeding 30 days, then the procedures according ORO.GEN.310 *Use of aircraft listed on an AOC for non-commercial operations and specialised operations* shall be applied and the aircraft does not have to be removed from the AOC. The necessary approval for this kind of usage is not treated here. Therefore, please refer to *GM/INFO ORO.GEN.310 mixed Operations.*

3.11 ORO.AOC.115 – Code-share arrangements

(non-approval) (Aeroplane)

Codeshare arrangements are not subject to prior approval. However, any codeshare arrangement between a Swiss AOC operator and a third country operator (TCO) shall be notified to FOCA by using form 330. The notification shall be accompanied by a declaration of compliance which adresses the following items:

- The verification of the TCO's compliance with the applicable ICAO standards according to ORO.AOC.115 is completed, and all possible findings have been closed
- he audit programme for monitoring continuous compliance of the TCO with above mentioned ICAO standards is established.

FOCA will acknowledge the declaration or ask for correction, if applicable.

3.12 ORO.AOC.120 – Approvals Part-CC training and Cabin Crew attestations

(approval) (Aeroplane)

FOCA GM/INFO - CCIT/CCA (Cabin Crew Initial Training / Cabin Crew Attestation)	01.06.2020	A	-

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

(non-approval)

FOCA GM/INFO - Private Operation with Aeroplane Listed on AOC	13.10.2020	A	-

3.14 ORO.MLR.105 – MEL - Minimum Equipment List

(approval) (Aeroplane) (Helicopter)

3.14.1 MEL General

A MEL shall, whenever available, be established on the basis of an EASA MMEL. Where no EASA MMEL exists for a specific aircraft type, the available MMEL shall be supplemented and aligned as necessary with CS-MMEL and CS-GEN-MMEL.

The MEL shall reflect the aircraft serial number(s) and the actually installed equipment, including the correct installed quantity. The quantity may be omitted where it is variable or where it is not relevant to flight safety or dispatch determination, for example for certain cabin items. AFM Supplements and modifications shall be reflected accordingly.

Where an MEL item affects a Specific Approval (SPA), this shall be clearly and prominently identified in the MEL.

The revision status of the MMEL on which the MEL is based shall be clearly identified.

3.14.2 (M) and (O) Procedures

(M) and (O) procedures may be described either directly in the MEL or in separate controlled documents. MEL items shall clearly refer to the applicable existing (M) or (O) procedure.

While (M) procedures normally do not require operator-specific adaptation, (O) procedures shall be designed and/or modified to ensure that they are consistent with the operator's general SOPs and do not leave any open points or ambiguity. Generic terms such as "an alternate procedure must be used" or similar wording shall be replaced by specific, usable procedural content.

3.14.3 MEL Training

All relevant personnel groups, including flight crew, maintenance personnel, cabin crew where applicable, dispatchers, and SPO task specialists, shall receive adequate training in the interpretation and application of the MEL. The MEL training content shall be described in OM-D and/or in the applicable training manual.

3.14.4 CAMO processes

The following processes are approved as CAMO processes and shall be described accordingly in the CAME. The MEL shall contain the information required by the user and shall include a clear reference to the applicable CAME procedure.

- Airbus ADOM process
- Rectification Interval Extension
- Rectification programme
- Operation outside of the MEL but within the MMEL
- Permit to Fly

3.14.5 Revision of MEL

For a new MEL or MEL revision, the operator should submit the draft MEL and all the required supporting compliance material (MMEL, AFM, AFM Supplements, STCs, Procedures Manuals etc.) to the competent authority.

The MEL shall be revised within 90 days, as applicable, following changes to the MMEL or other relevant source documents.

3.14.6 (M) procedures performed by crew members

Where maintenance procedures are to be performed by crew members, this shall be clearly identified and permitted by the applicable procedure. Such tasks shall be limited to procedures that are suitable for crew accomplishment, do not require a maintenance release, and are covered by appropriate training, instructions, and competence requirements.

3.14.7 MEL for aircraft registered outside the community (third country)

An EASA-approved MMEL serves as the basis for the preparation and review of the MEL. If no EASA MMEL exists for an aircraft, the operator prepares the MEL based on the available MMEL or, if no MMEL exists, in accordance with the CS-MMEL and CS-GEN-MMEL. In both cases, the operator must demonstrate to the FOCA that the prepared MEL complies with the applicable EASA requirements (e.g., ORO.MLR, CAT.IDE, NCC.IDE, SPO.IDE, NCO.IDE etc.).

If an operator holds a MEL approved from the state of registry outside the community, the operator has the following options to develop and use a MEL:

2. The operator maintains one single MEL and coordinates the compliance evaluation and the effective date with both authorities (state of registry, state of operator)

3. The operators maintains a difference list to the MEL approved by the state of registry and declares that list to be an EASA MEL amendment. This amendment shall ensure compliance of the MEL already approved by the state of registry with the applicable EASA regulations and shall take into account the more restrictive requirements from both, the state of registry and EASA. The application of the MEL including this amendment shall be clearly described in the OM, in order to ensure correct application of the amended MEL. NB: Usually, a crew shall start

with the difference list. If the item concerned is not shown in that list, there is no difference evident and the crew shall continue with the MEL from the state of registry.

3.15 ORO.SPO.110 – Operational Leasing Commercial Specialised Operations (SPO)

(approval in some cases -> see tables below) (Aeroplane) (Helicopter)

3.15.1 General

For general information refer to chapter 3.10 above.

For leasings between two commercial SPO operators having both their principle place of business in the community, no specific leasing-approval is required. However, the associated required adaptations to the relevant documents as stated below have to be assessed and implemented prior to operations.

A leasing-approval is only required for third country registered aircrafts or third country operators.

3.15.1.1 Dry lease-in to your SPO

The full responsibility for the operations, maintenance and airworthiness transfers to your SPO. Following considerations have to be assessed and implemented prior to operations:

	Aircraft registered in		
	CH	**CM** (w/o CH)	**TC**
Amend your SPO Declaration (add aircraft)	x	x	x
Amend your HRA (add aircraft) and cross-border authorisations (as required)	x	x	x
Amend SPA, SOP, OM, MEL, AMP, CAME as required	x	x	x
TC only: apply for an approval @ FOCA prior operations by demonstrating the below listed items:			x
• evidence that no EU-aircraft is available			x
• maximum duration of lease agreement of 7 month within any 12 consecutive month			x
• safety standard equivalent with EU 1321/2014			x
• aircraft is equipped according to EASA Part-SPO			x
• leasing agreement			x
• leasing statement			x
• valid CofA			x

When leasing is finished, reverse all changes from above as applicable.

3.15.1.2 Dry lease-out from your SPO

The full responsibility for the operations, maintenance and airworthiness transfers to the other operator. Following considerations have to be assessed and implemented prior to operations:

	Principle place of business of SPO operator in		
	CH	**CM** (w/o CH)	**TC**
Amend your SPO Declaration (delete aircraft)	x	x	x
Amend your HRA (delete aircraft) and cross-border authorisations (as required)	x	x	x
Amend SPA, SOP, OM, MEL, AMP, CAME as required	x	x	x
TC only: Verify and comply with applicable local procedures/requirements			x

When leasing is finished, reverse all changes from above as applicable.

3.15.1.3 Wet lease-in to your SPO

The full responsibility for the operations, maintenance and airworthiness remains with the other operator. Following considerations have to be assessed and implemented prior to operations:

	Aircraft leased in will be operated by		
	CH SPO	**CM SPO** (w/o CH)	**TCO**
Verify that the leased-in SPO Operator holds the following	x	x	x
• valid CofA	x	x	x
• CAMO	x	x	x
• Required insurances	x	x	x
• Required SOP	x	x	x
• Cross-border HRA for Switzerland (if not, it must apply for HRA to its own Civil Aviation Authority)		x	x
Verify that the leased-in SPO Operator complies with all Swiss legislation, e.g.		x	x
• Authorisation to fly under the minimum altitude		x	x
• Authorisation for landing outside airports		x	x
• Pilots licences incl. MOU(H) if required		x	x
• FTL acc. VBRI		x	x
• All personnel have a working permit for Switzerland		x	x
Evidence about wet lease-out notification of lessor to its authority		x	x
TC only: apply for an approval @ FOCA prior to operations by demonstrating the below listed items:			x
• maximum duration of lease agreement of 7 month within any 12 consecutive month			x
• Assessment of safety standards of the TCO with regard to continuing airworthiness and air operations are equivalent to the applicable requirements established by (EC) No 1321/2014 and 965/2012, or evidence demonstrating compliance with AMC1 ORO.SPO.100(c)(1)			x
• leasing agreement			x
• leasing statement			x
• valid CofA according ICAO Annex 8			x
Maintain a record of all TCO wet-lease-in operations for inspections by FOCA			x

3.15.1.4 Wet lease-out from your SPO

The full responsibility for the operations, maintenance and airworthiness remains with your SPO. Following considerations have to be assessed and implemented prior to operations:

	Wet-lease to an operator in		
	CH	**CM** (w/o CH)	**TCO**
Amend your HRA according to the required cross-border operations (as required)	x	x	
Amend SPA, SOP, CAME as required	x	x	x
Notify FOCA before starting operations	x	x	x
Verify and comply with applicable local procedures/requirements		x	x

3.16 ORO.FC.145 – Approval of Training and Checking
(approval) (Aeroplane) (Helicopter)

FOCA GM/INFO - Annex III - ORO.FC.145 - Approval of Training and Checking	01.12.2022	A	H

3.17 ORO.FC.231 – Evidence based Training EBT
(approval) (Aeroplane) (Helicopter)

FOCA GM/INFO - EBT	16.06.2022	A	H

3.18 ORO.CC - Cabin Safety Procedures – Development of CSPM
(approval) (Aeroplane)

FOCA GM/INFO - CL Cabin Safety Procedures	08.02.2018	A	-

3.19 ORO.CC.215 – CC Training and checking programmes
(approval) (Aeroplane)

FOCA GM/INFO - Operator's Cabin Crew Training	06.12.2017	A	-

3.20 ORO.FTL.110 – Operators responsibilities - disruptive schedule
(non-approval) (Aeroplane)

Applicable to CAT operators operating aeroplanes with more than 19 seats.

According to ARO.OPS.230, the competent authority shall determine, in accordance with the definitions of “early type” and “late type” of disruptive schedule in ORO.FTL.110, which of those two types shall apply to all CAT operators concerned.

Based on a survey conducted in 2015 involving all CAT operator concerned, FOCA decided to apply the “early type” of disruptive schecule.

3.21 ORO.FTL.120 – Fatigue Risk Management FRM
(basically non-approval) (approval when using CS.FTL) (Aeroplane)

FOCA GM/INFO - Fatigue Risk Management System	01.05.2017	A	H

4 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
(approval) (Aeroplane)

FOCA GM/INFO - CIV IFR at MIL Aerodromes	21.07.2017	A	H

4.2 CAT.POL.A.245/255 – Reduced Required Landing Distance Operations (approval) (Aeroplane)

4.2.1 Background Information

In order to allow flexibility (e.g. higher payload or more destinations) for certain CAT operations with performance class A and class B aeroplanes, certain AOC holders may request an approval for Reduced Required Landing Distance Operations. If the approval is granted by FOCA, they are allowed to dispatch the aeroplane by using the 80 % landing factor.

In order to attain an equivalent level of safety compared to that of the traditional landing factors (60%/70%), a number of risk-mitigating conditions have to be fulfilled.

These mitigating measures are in the following four main areas:

- operational conditions
- flight crew
- aerodrome conditions
- aeroplane characteristics and performance

The requirements for the Reduced Required Landing Distance Operation with performance class A aeroplanes are slightly different than the ones for performance class B aeroplanes. Compared to the corresponding rule for performance class A aeroplanes, the requirements on training are simplified; However, further limitations exist, and operations are restricted to visual meteorological conditions (VMC) only.

For performance class A aeroplanes, the approval is not aerodrome specific and is given to the operator in general. The operator may then choose where to exercise it.

For performance class B aeroplanes, the approval is aerodrome specific, is valid only for aerodromes where there is a public interest, but applies to all CAT operations (i.e. scheduled and non-scheduled) conducted at that aerodrome.

Some explanatory notes in addition to the regulatory documentation are given in the following sections.

4.2.2 Equivalent level of safety

For the risk assessment, it should be noted that point (b)(1) and point (b)(2) to CAT.POL.A.255 can't be combined. The applicant for the approval shall provide evidence of only one of the two points.

4.2.3 Flight data monitoring

The aircraft categories for which FDM is mandatory are established in ORO.AOC.130 on the basis of general criteria. When FDM is available, it is recommended to be used also for the purposes of reduced required landing distance operations. Moreover, it is recommended to be used on a voluntary basis also when it is not required by ORO.AOC.130. However, when FDM is not available, alternative means for data collection will be considered, e.g. flight crew reporting.

4.2.4 Flight crew qualification

Flight crew qualification in terms of training, checking and monitoring processes is a key element in showing evidence for equivalent level of safety. In general, the flight crew training programmes include ground training, flight simulation training device (FSTD), and/or flight training.

4.2.4.1 Performance class A aeroplanes

The matrix below should assist the applicant to identify the required elements to establish flight crew training programmes according CAT.POL.A.255 (b)(2)(iv). Depending on the previous reduced required landing distance operations of the flight crew, only an abbreviated training may be required.

Previous flight crew experience		FSTD and/or

OPS	A/C	GROUND TRAINING	FLIGHT TRAINING
NO experience		**Initial**	**Initial**
Similar type of operation with **another** EU operator	Different type or class	**Abbreviated**	**Initial**
	Same type or class and variant	**Abbreviated** (content of conversion course)	**Abbreviated** (content of conversion course)
Same operator	Changing aircraft type or class	**Abbreviated** (content of conversion course)	**Abbreviated** (content of conversion course)
	Changing to a different variant of aircraft **within the same type or class rating** that has the **same or similar** operating procedures, handling characteristics and performance characteristics	**Abbreviated** (content of difference course or familiarisation)	**Abbreviated** (content of difference course or familiarisation)
	Changing to a different variant of aircraft **within the same type or class rating** that has **significantly different** operating procedures, handling characteristics and performance characteristics	**Abbreviated** (content of conversion course)	**Abbreviated** (content of conversion course)

4.2.4.2 Performance class B aeroplanes

The operator has to establish initial and recurrent training programmes, including aerodrome training.

Minimum pilot's experience on the aircraft type or class used to conduct RRLD should be specified by the operator in the OM.

4.2.5 Aerodromes conditions

As regards the assessment of aerodrome conditions, it should be noted that when the runway is forecast to be wet, a further check of the landing distance is required for the following reason: The landing distance calculated in accordance with CAT.POL.A.230 for dry runways at dispatch needs to be increased by 1.15 for the case of a wet runway (as per CAT.POL.A.235). This distance is obtained as follows:

$$Wet\ LD = 1.15 \times 1.25 \times ALD$$

where:

- 'Wet LD' is the required landing distance for wet runways
- '1.15' is the corrective factor for wet runways
- '1.25' is the factor that results from the use of 80 % of the LDA
- 'ALD' is the actual landing distance for the aeroplane type that results from the AFM data for dry runways (accordance with CS 25.125 or equivalent (FAR 25.125)

However, a comparison with the landing distance required by CAT.OP.MPA.303 was carried out for a number of performance class A aeroplane types, which showed that the landing distances based on CAT.OP.MPA.303 may be longer or shorter than the Wet LDs depending on the aeroplane type, number of operative reversers, and other assumptions made during the certification of the aeroplane. These differences for certain performance class A aeroplane types may lead to the situation where the Wet LD for reduced required landing distance operations is systematically shorter than the one calculated in-flight due to the use of the 80 % landing factor. To avoid this situation, it is required to compare at the time of dispatch the Wet LD with the distance calculated in accordance with CAT.OP.MPA.303, and use the longer of the two. Nevertheless, the requirement of CAT.OP.MPA.303 to check again the landing distance in-flight against the latest information available at the time of arrival remains valid.

4.2.6 Aeroplane characteristics and performance

For performance class A aeroplanes, as regards aircraft eligibility, when the factors required by CAT.POL.A.230(a)(1) or (a)(2), as applicable, are the basis to demonstrate compliance with certification standards, the aeroplane should not be operated with reduced required landing distances, hence the need for AFM statement of eligibility.

Since the issue of a new AFM revision including the eligibility statement takes sometimes quite some amount of time, the operator may use, subject to agreement with FOCA, a written letter from the aircraft manufacturer, which serves as evidence for eligibility, until the respective statement has been included in the AFM. This written letter has to be kept on board the aircraft at all times, until the AFM has been updated.

5 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

(approval) (Aeroplane) (Helicopter)

NIL

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

(approval) (Aeroplane)

NIL

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

(approval) (Aeroplane)

NIL

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

(approval) (Aeroplane) (Helicopter)

NIL

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

(approval) (Aeroplane)

CL ETOPS - Extended Range Operations with Two Engine Aeroplanes	14.04.2015	A	-

5.6 SPA.DG.100 – DG - Transport of Dangerous Goods

(approval) (Aeroplane) (Helicopter)

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	01.01.2023	-	H

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

(approval) (Helicopter)

FOCA GM/INFO - NVIS	25.03.2024	-	H

5.8 SPA.HHO.100 – HHO - Helicopter Hoist Operations

(approval) (Helicopter)

NIL (old GM removed; update coming soon)

5.9 SPA.HEMS.100 – HEMS - Helicopter Emergency Medical Service operations

(approval) (Helicopter)

NIL (old GM removed; update coming soon)

5.10 SPA.HOFO.100 – HOFO - Helicopter Offshore Operations

(approval) (Helicopter)

NIL

5.11 SPA.SET-IMC.100 – SET-IMC

(approval) (Aeroplane)

FOCA GM/INFO - CAT SET Operations in IMC or at Night	07.01.2021	A	-

5.12 SPA.EFB.100 – EFB - Use of Electronic Flight Bag (type B EFB applications only)

(approval) (Aeroplane) (Helicopter)

5.12.1 Definition EFB

«Electronic Flight Bag (EFB)» means an electronic information system, comprised of equipment and applications for flight crew, which allows for storing, updating, displaying, and processing of EFB functions to support flight operations or duties.

«EFB system» means the hardware equipment (including any battery, connectivity provisions, input/output components), and software (including databases and the operating system) needed to support the intended EFB application.

EFB hardware are classified in two categories:

- **Portable** - A portable EFB is a portable EFB host platform, used on the flight deck, which is not part of the certified aircraft configuration. These EFBs are considered as C-PEDs.
- **Installed** - An installed EFB means a host platform that is installed in the aircraft and is considered as an aircraft part, covered, thus, by the aircraft airworthiness approval.

EFB application are classified in two categories:

- **Type A EFB application** - Type A applications are EFB applications whose malfunction or misuse have no safety effect
- **Type B EFB application** - Type B applications are EFB applications whose malfunction or misuse is classified as minor failure condition or below; and which neither replaces nor duplicates any system or functionality required by airworthiness regulations, airspace requirements, or operational rules.

5.12.2 List of Type B EFB applications

The information to be provided in the list of type B EFB applications are the following:

- Name of application
- Provider of application
- Type of application (The list of AMC3 CAT.GEN.MPA.141(b) should be used)

The list shall be aircraft type specific and include the information about the hardware on which the application is hosted.

Example:

Aircraft Type: A3XX		Hardware Model: Surface Pro
Type of application	**Name of application**	**Provider of application**
Document browser	FlySmart OLB	Airbus SAS
Document browser	EFB Docunet	Vistair
Aeronautical chart application	Lido eRM	Lufthansa Systems
Airport moving map display	Lido AMMD	Lufthansa Systems
Aircraft performance calculation	FlySmart Takeoff	Airbus SAS
Aircraft performance calculation	FlySmart Inflight	Airbus SAS
Aircraft performance calculation	FlySmart Landing	Airbus SAS
Mass and balance	FlySmart Loadsheet	Airbus SAS
In-flight weather	eWAS	GTD

Note: All type A EFB applications, which might be as well hosted on the EFB, should not be listed as they are not on the scope of the operational approval.

5.12.3 Approval and Evaluation

The use of any type B application requires prior approval from FOCA. The operator must perform an operational evaluation which should enable verification that the relevant requirements of SPA.EFB have been satisfied before a final decision is made on the operational use of the EFB.

5.12.4 Documentation

According to AMC3 ORO.MLR.100 'Operational manual – general', the 'Procedures related to the use of type B EFB applications' shall be integrated in OM A Chapter 8.9, including the list of type B EFB applications. Any separate EFB manuals shall be linked in chapter 8.9 and are still to be considered as part of the OMA; any amendment to the EFB Manual shall be treated accordingly.

On EASA Form 139 (operations specifications) and Form 140 (list of specific approvals) the approval will be displayed as follows:

Use of type B EFB applications	☑	☐	according to OM-A 8.9	

5.13 SPA.PINS-VFR.100 – Helicopter point-in-space (PinS) approaches and departures with reduced VFR minima

(approval) **(Helicopter)**

NIL

6 ANNEX VI – Part-NCC

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

6.1 NCC operations – general

(basically non-approval) (approvals required for items according to form 330, e.g. MEL, SPA) (Aeroplane) (Helicopter)

FOCA GM/INFO - NCC Operators	09.05.2019	A	H
FOCA GM/INFO - Declaration and List of Specific Approvals	14.03.2023	A	H

7 ANNEX VII – Part-NCO

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

7.1 NCO operations – general

(basically non-approval) (Aeroplane) (Helicopter)

FOCA GM/INFO - Non-Commercial Other than Complex (Part-NCO) contains: • FOCA GM/INFO – EASA Part-NCO: Veränderung für Pilot/innen und Luftfahrzeughalter/innen	01.12.2017	A	H
• OFAC GM/INFO – Changements induits par la partie NCO pour les pilotes et les exploitants d'aéronefs	01.12.2017	A	H
• UFAC GM/INFO – Parte NCO dell'EASA: cosa cambia per i piloti e per gli esercenti di aeromobili	01.12.2017	A	H
FOCA GM/INFO - Marginal Activity	21.05.2025	A	H

8 ANNEX VII – Part-SPO

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

8.1 Helicopter SPO – general

(basically non-approval) (approvals required for MEL, SPA, HRA etc.) (Aeroplane) (Helicopter)

FOCA GM/INFO - Standard Operating Procedure (SOP) for helicopter operations	04.07.2017	-	H
FOCA GM/INFO - Use of Helicopters to Trigger Avalanches	01.08.2019	-	H

9 ICAO

9.1 ICAO Three-letter and telephony designator - 3LTD

(Aeroplane) (Helicopter)

FOCA GM/INFO - ICAO 3LTD - Three-Letter and Telephony Designators	05.12.2025	A	H

9.2 ICAO Crew member Certificate – CMC

(Aeroplane) (Helicopter)

FOCA GM/INFO - Crew Member Certificate	05.12.2025	A	H

10 Other Topics

10.1 Single pilot operations with safety pilot / additional crew member

(Aeroplane)

If an operator with single pilot operations wishes to add a crew member to the cockpit, there are two options to do so:

- Safety pilot
- Additional crew member

A safety pilot is a pilot who holds a licence which entitles him/her to act as pilot-in-command of the aircraft and is able and prepared to take control of the aircraft at any time during flight (e.g. if the pilot-in-command becomes incapacitated).

In such a case, the aircraft must land at the nearest suitable aerodrome unless it is certified and equipped to be flown from the other pilot seat — with full access to all required controls and an unobstructed view of all required instruments, including the primary flight instruments — and the pilot is trained and qualified to operate and land that aircraft type from that seat.

A safety pilot may not perform any manipulations or tasks that must be performed by the pilot-in-command during single-pilot operation.

This includes, for example:

- Manipulation of landing gear and flaps
- Programming the FMS
- Taking over ATC communications
- Operating the autopilot

The pilot-in-command may not request the safety pilot to take such actions unless it is a declared emergency.

A safety pilot may intervene verbally if there is a risk of an immediate error, such as:

- incorrectly set flight altitude,
- incorrectly set flight direction,
- incorrect aircraft configuration

A pilot or other crew member who does not qualify as a pilot-in-command on the aircraft type may not identify himself as a pilot, but only as an additional crew member.

The operator's OM shall clearly describe all roles and responsibilities in the event of such operations.

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	04.2018	-	H
61.1202 HESLO 2 / Long Line	04.2018	-	H
61.1203 HESLO 3	04.2018	-	H
61.1204 HESLO 4	04.2018	-	H
Application for Commercial High Risk SPO – ISS2-REV2	26.09.2024	A	H
• BAZL Melde-Formular: Marginal Activity	25.02.2021	A	H
• Formulaire de déclaration de l'OFAC: Marginal activity	25.02.2021	A	H
• Modulo di notifica UFAC: Marginal Activity	25.02.2021	A	H
Declaration Form NCC/SPO	22.02.2023	A	H
EASA Volcanic Ash Reporting Form	unknown	A	H
FOCA Form DG Exemption - V1.2	02.11.2023	A	H
FOCA Form DG Transport of Lithium Cells / Batteries – V1.1	21.06.2022	A	H
FOCA Form 120 - Publication of AltMoC – Aircraft Operator ISS1REV0	10.12.2024	A	H
FOCA Form 330 - Changes @ Aircraft Operator ISS1REV09	08.07.2026	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
• Atterrissages en dessus de 1100 m d'altitude lors de transport de personnes à but touristique ou sportif (seulement pour AOC/CAT)	01.05.2021	-	H
• Helikopter Gesuch Arbeitsflüge Schutzgebiete	05.2017	-	H
• Atterrissage(s) dans une zone protégée lors de vols de travail	05.2017	-	H
• Helikopter Gesuch für Landungen und Starts näher als 100 m von einer Gaststätte	21.03.2022	-	H
• Hélicoptère demande pour atterrissages et décollages à moins de 100 m d'un restaurant	21.03.2022	-	H
• Helikopter Gesuch Landung(en) ausserhalb eines Flugplatzes/Heliports mit einem im Ausland immatrikuliertem Helikopter	01.02.2021	-	H
• Hélicoptère demande pour Atterrissage(s) en dehors d'aéroport/héliport avec un hélicoptère immatriculé à l'étranger	01.02.2021	-	H
• Helikopter Gesuch Unterschreiten der Mindestflughöhen, Lawinensprengen, Aussenlandungen oberhalb von 2000m/M zu Ausbildungswecken	01.03.2021	-	H
• Hélicoptère demande pour vols en dessous des hauteurs minimales, déclenchement d'avalanches, atterrissages à plus de 2000m d'altitude lors de vols d'instruction	01.03.2021	-	H

NMR - Notification of Manual Revision (not requiring prior approval)	01.05.2018	-	H
PRA - Proposed Revision Amendment Helicopter	25.02.2021	-	H
Questionnaire Form Incident Reporting Aeroplane (NCO only)	22.09.2020	A	-

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	26.06.2020	-	H
FOCA Checklist ORO.GEN.310 Mixed Operations	14.07.2020	A	H
SOP Operational Approval Checklist	04.07.2017	-	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