

OPERATIONS ADVISORY NOTICE (OAN)		 Transport Malta Civil Aviation Directorate Flight Operations Inspectorate Vjal L-Avjazzjoni Luqa LQA 9023 Malta
OAN Number: 06/16	Issue Date: 24th October 2016	
Subject: Administration of OM Changes		

1.0 INTRODUCTION

This OAN introduces revised procedures related to the amendments to the operator's operations manual. The objective of this change is to alleviate and effectively remove any seemingly bureaucratic process in handling manual amendments related to changes that require and do not require prior approval by CAD.

This OAN rescinds OAN 07/13.

2.0 REGULATORY BACKGROUND

2.1 Authority Requirements

ARO.GEN.310 (c) states *"To enable an organisation to implement changes without prior competent authority approval in accordance with ORO.GEN.130, the competent authority shall approve the procedure submitted by the organisation defining the scope of such changes and describing how such changes will be managed and notified."*

ARO.GEN.330 (c) demands that *"any changes that do not require prior approval, the competent authority shall assess the information provided in the notification sent by the organisation in accordance with ORO.GEN.130 to verify compliance with the applicable requirements."*

2.2 Organisation Requirements

ORO.GEN.130 and respective AMC and GM provide details on how such changes requiring and **NOT** requiring prior approval are to be processed by the organisation. In particular ORO.GEN.130 (b) states –

“For any changes requiring prior approval in accordance with Regulation (EC) No 216/2008 and its Implementing Rules, the operator shall apply for and obtain an approval issued by the competent authority. The application shall be submitted before any such change takes place.....

.....The operator shall provide the competent authority with any relevant documentation. The change shall only be implemented upon receipt of formal approval by the competent authority in accordance with ARO.GEN.330”

ORO.GEN.130(c) stipulates that –

“All changes not requiring prior approval shall be managed and notified to the competent authority as defined in the procedure approved by the competent authority in accordance with ARO.GEN.310(c).”

2.3 Changes Requiring Prior Approval

GM3 ORO.GEN.130 (b) provides a non-exhaustive list of items that require prior approval.

3.0 FLIGHT OPERATIONS INSPECTORATE PROCEDURES RELATED OM AMENDMENTS

3.1 Changes that require prior approval

The current procedure requires all operations manual amendments to be transmitted and approved by TM-CAD. The amendment process requires the operators to submit –

- i. Highlight/Summary of Revision;
- ii. Updated LEP / List of Effective Chapters (including updated schedule);
- iii. Amended sections of the OM;
- iv. Operations Manual Approval sheet (signature sheet);
- v. Operations Manual approval form (CAD 0091); and
- vi. Applications (if required).

In return the flight ops inspectorate reviews the proposed changes, and after any changes (if required) returns the OM Approval sheet and an updated Operations Manual Approval Schedule list (CAD Form 0091).

An example of the form to be submitted is found below -

Approval Required					
SCHEDULE – THE SPECIFIED REQUIREMENTS					
Yes/No	A/C Type	Ops Man Ref	Rev No	Ref:	Requirements
No				CAT.GEN.MPA.155	Carriage of weapons of war and munitions of war.
No				CAT.OP.MPA.106	Use of isolated aerodromes
No				CAT.OP.MPA.115(a)	Use of non-Stabilised Approaches (SAp) for particular approaches to particular runways.
No				CAT.OP.MPA.115(b)(2)	Use of non-CDFA technique for particular approaches to particular runways.
Yes	BD700	OMA 8.5 OMB 2.1	OMA 2 OMB 3	CAT.OP.MPA.140(a)(2)	Air operations with two-engine performance class A aeroplanes with a maximum operational passenger seating configuration (MOPSC) of 19 or less and a maximum take-off mass less than 45 360 kg, over a route that contains a point further than 120 minutes from an adequate aerodrome, under standard conditions in still air.
Yes	A320 BD700	OMA 8.3.2	2	CAT.OP.MPA.145(b)	The method specified for establishing minimum flight altitudes.
Yes	A320 BD700	OMA 8.1.3	3	CAT.OP.MPA.150	The fuel policy and any change to it.
No				CAT.OP.MPA.320(d)	Application of a lower landing mass than the maximum certified landing mass for determining the

3.2 Procedure Update

Any changes that require prior approval require the process and documents under 3.1 (i-v) to be submitted to the flight operations inspectorate.

Once the verification is complete, the flight operations inspectorate will supply an updated Operations Manual Approval document. This document will only contain those provisions which the operator marked as 'Yes' as shown in 3.1.

The statement of approval issued by the flight operations inspectorate has been amended. The statement now clearly stipulates that **only** those sections highlighted in the Ops Manual Approval document in the OM have been verified and approved by the inspectorate.

3.2.1 Attestation of approval to the OM

The approval sheet (bearing signatures) and Ops Manual Approval Schedule document will be signed by the inspectorate. The operators shall insert these documents into the appropriate section in their OM. It is being recommended that the Operations Manual Approval Schedule is inserted in the LEP / List of Effective Chapters section of the manual (as outlined in AMC3 ORO.MLR.100).

3.3 Changes that DO NOT require prior approval

Any changes that do not fall under the categories listed under elements described in the OM Approval Schedule will not be processed in line with the procedure described in 3.2. Such changes need only to be notified to the inspectorate. The organisation shall submit each OM amendment to the inspectorate but do not need to send any of the documents listed in 3.1. The inspectorate will acknowledge the notification within 10 days of submission of the notification.¹

This procedure shall be documented in the OM.

Workflow extracts from the Inspecting Staff Manual are attached to Appendix 1

¹ AMC1 ARO.GEN.330(c)

4.0 I.T. Solution for the Implementation of OM Changes Review

TM-CAD has invested in its own server to be used in principle as a FTP fileserver.

4.1 Objectives

There are three objectives that will be achieved:

1. Less paper in the office and consequently less printing expenses,
2. Expeditious transfer of documentation and consequently less traffic on emails;
3. And more importantly traceability of all reviews.

4.2 Structure of the FTP server

The access shall be through any FTP client software Filezilla which is free. However, any FTP client can be used without issues unless the respective IT department administrator has put up defences against such software. Therefore the respective IT department must be notified to resolve any issues.

The download and protocol settings for FTP are outlines are appended to the OAN.

All Operators are given secure access to their own folder. The file folder name shall be the ICAO 3 letter code assigned to every operator. These are transmitted to operators in a separate e-mail.

The structure of the folder and sub-folders shall be the following:

Main Folder (Operator Code)

- Sub-folder (In Progress)
- Sub-folder (Approved)
- Sub-folder (Archived)
- Sub-folder (Applications)
- Sub-folder (Miscellaneous)

4.3 Process

The individual operator shall upload the draft Operations Manual **changes** into the sub-folder “***In progress***” and sends an email to the principal point of contact (PPC) in Flight Operations Inspectorate and copy Airops.tm@transport.gov.mt. The inspectorate will acknowledge the email and will review the OM changes and uploads the review in the sub-folder “in progress” and sends an email to the operator.

When the review is ready and the Operations Manual changes are approved, a **complete** Operations Manual by the operator is uploaded together with the approval page into the sub-folder (Approved). Any previous approved manuals shall be transferred into the sub folder “Archived “.

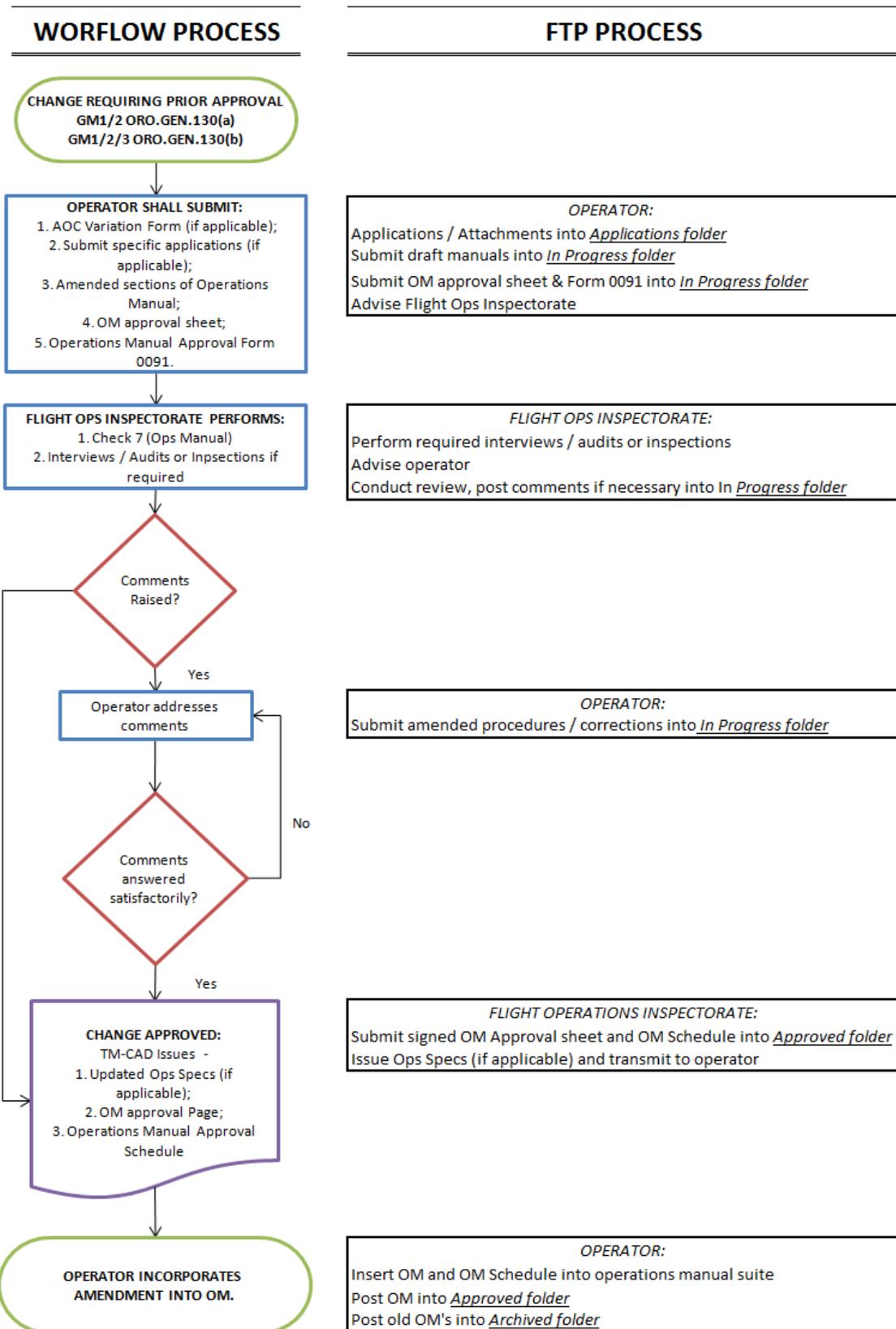
Any variation applications shall be uploaded to the sub-folder “Applications” together with the relevant documentary evidence. Same process will be used for the OM review.

4.3.1 Format

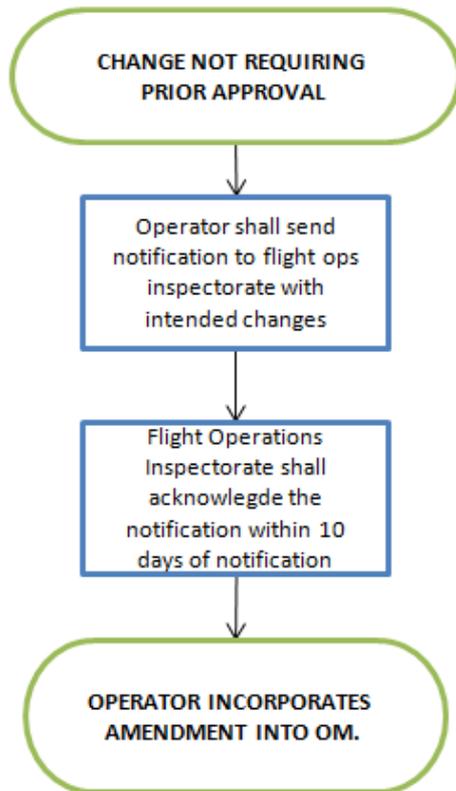
The format shall be in PDF format file allowing commenting functions.

Flight Operations Inspectorate

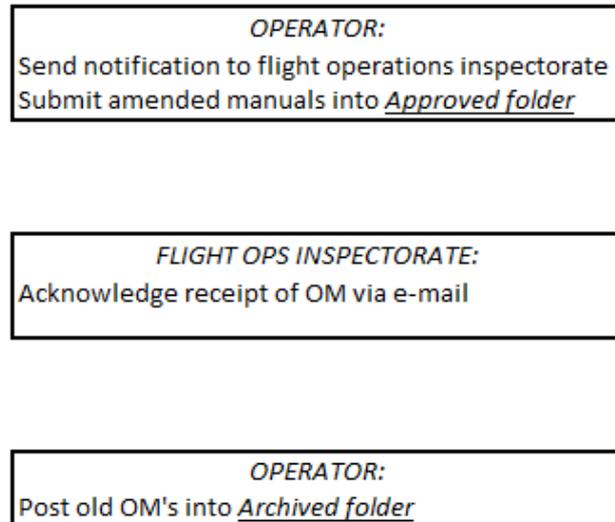
APPENDIX 1



WORFLOW PROCESS



FTP PROCESS

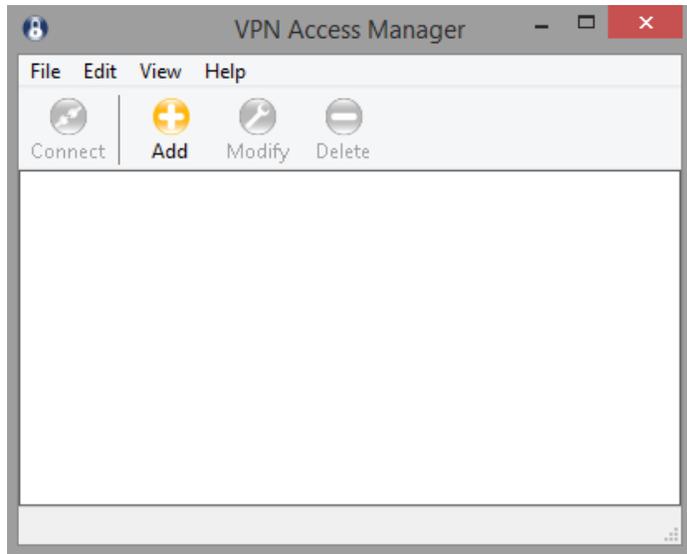


Download the following VPN Access Manager from the below link and install on your PC

<https://www.shrew.net/download/vpn/vpn-client-2.2.2-release.exe> - (Choose standard edition – press next in all the windows)

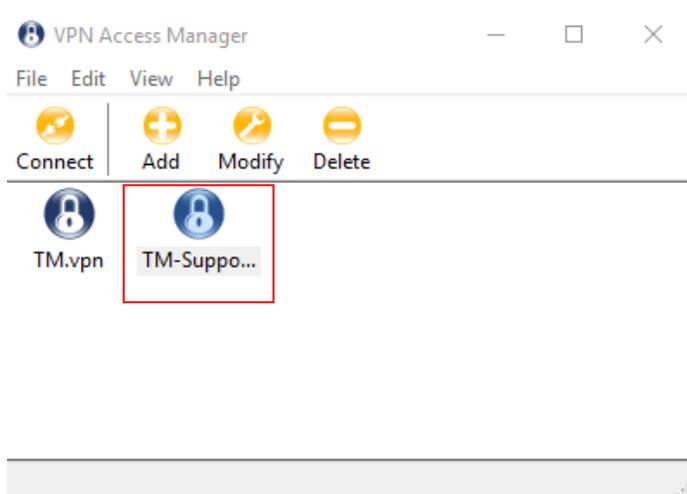
Save the attachment (TM-Support.vpn) that was included in this email on your computer

Double click on the VPN access manager; the following window should open up



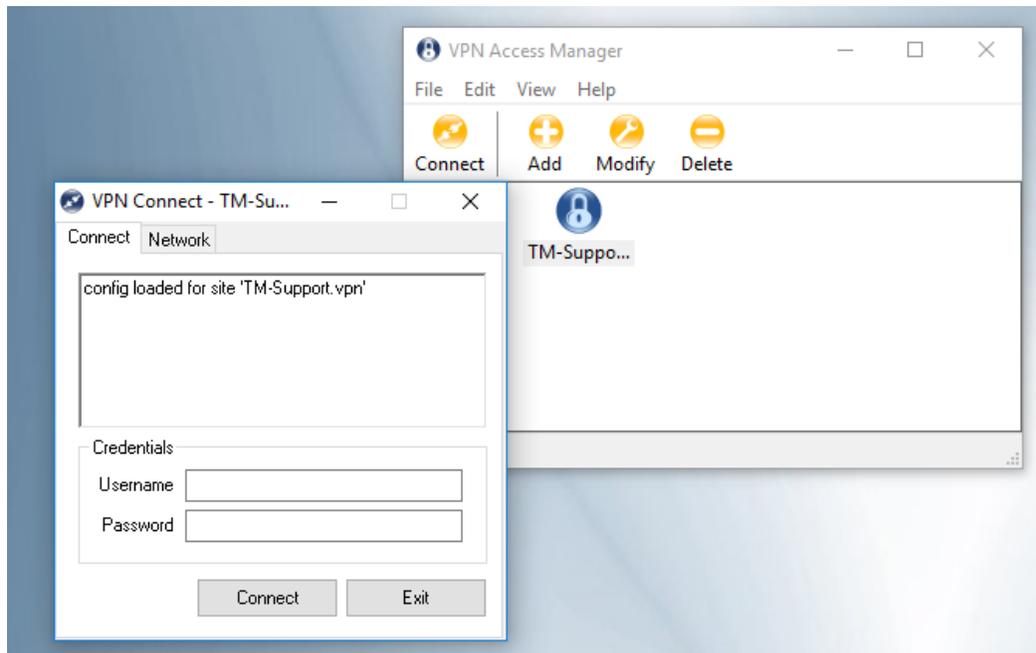
Click on File → import → find the file you just saved

Now the file imported should show in the access manager as attached below

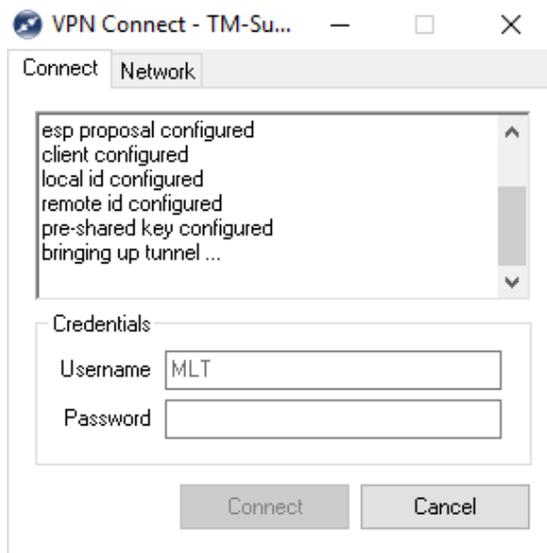


Double click on TM-Support.vpn

The following window will open to log on



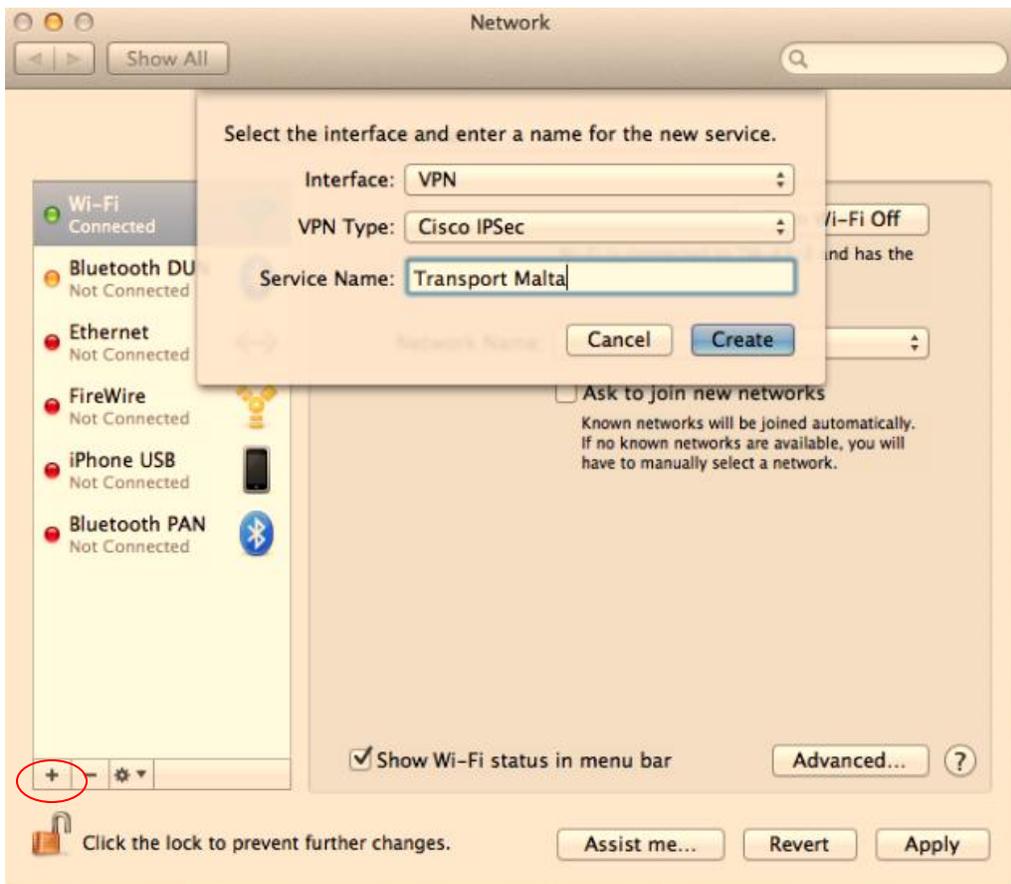
Enter your credentials (username and password) that were provided in this email



When you click on Connect, 'bringing up tunnel' is a confirmation that you have successfully connected

Open System Preferences

Open Network Settings



Click on the + (create a new service) - circled in the image above

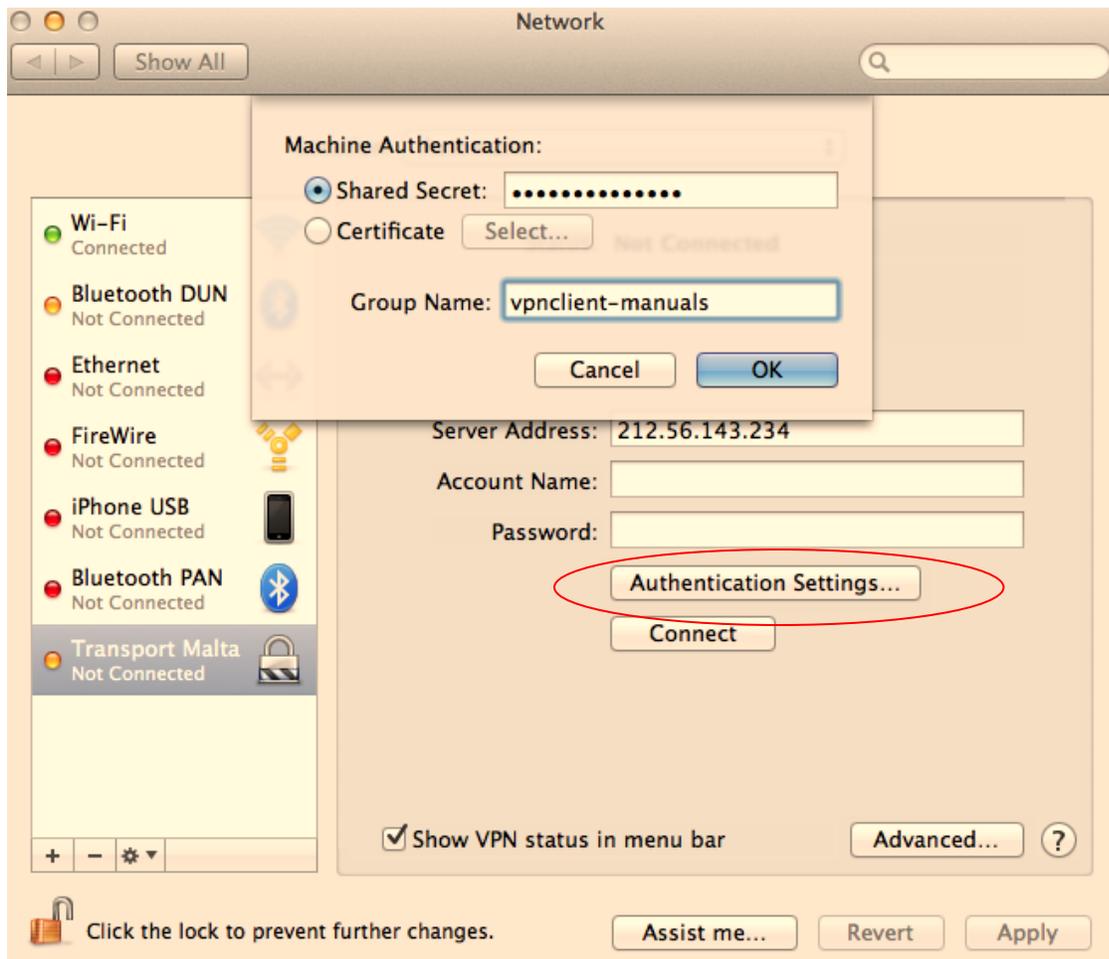
Enter the following details in the window that opens

Interface: VPN

VPN Type: Cisco IPSec

Service Name: Transport Malta

Click Create



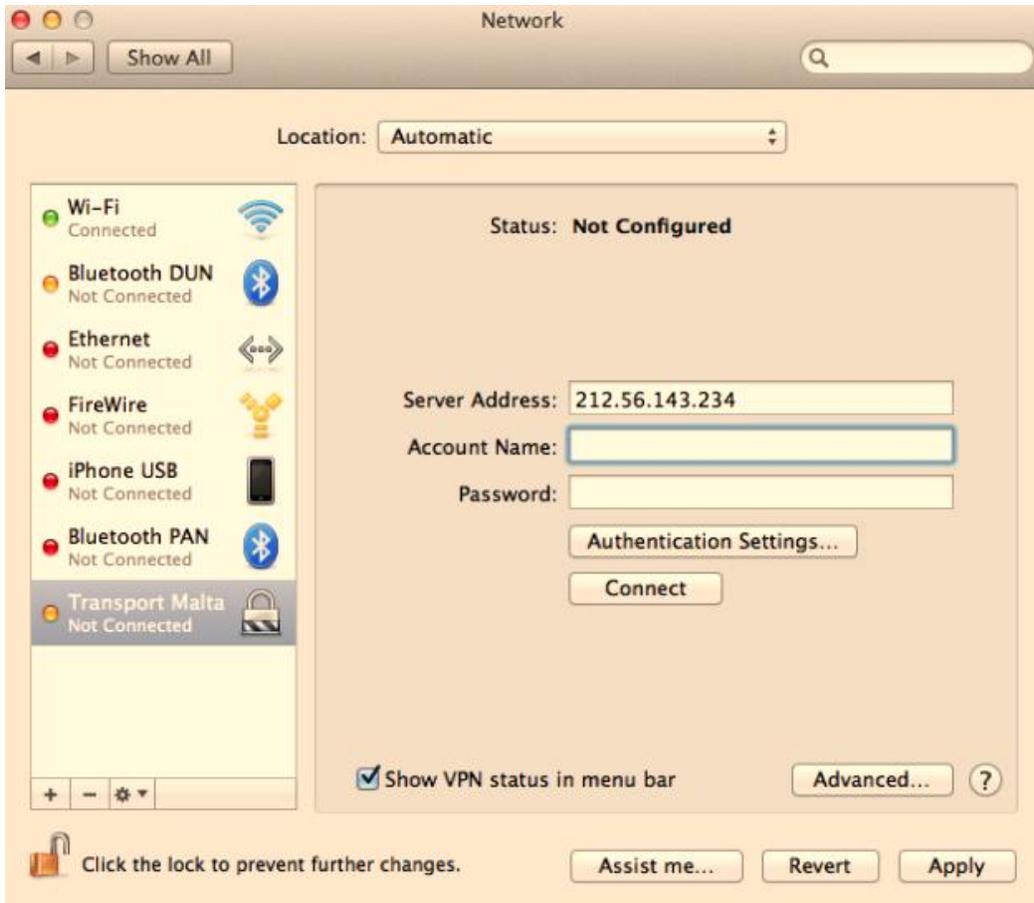
Click on Authentication Settings

Enter the following details in the window that opens

Shared Secret: TR@nsp0rtM@!t@

Group Name: vpnclient-manuals-agent

Click OK



Enter the following details in the main window

Server Address: 212.56.143.234

Account Name & Password that were provided in this email

Click Apply

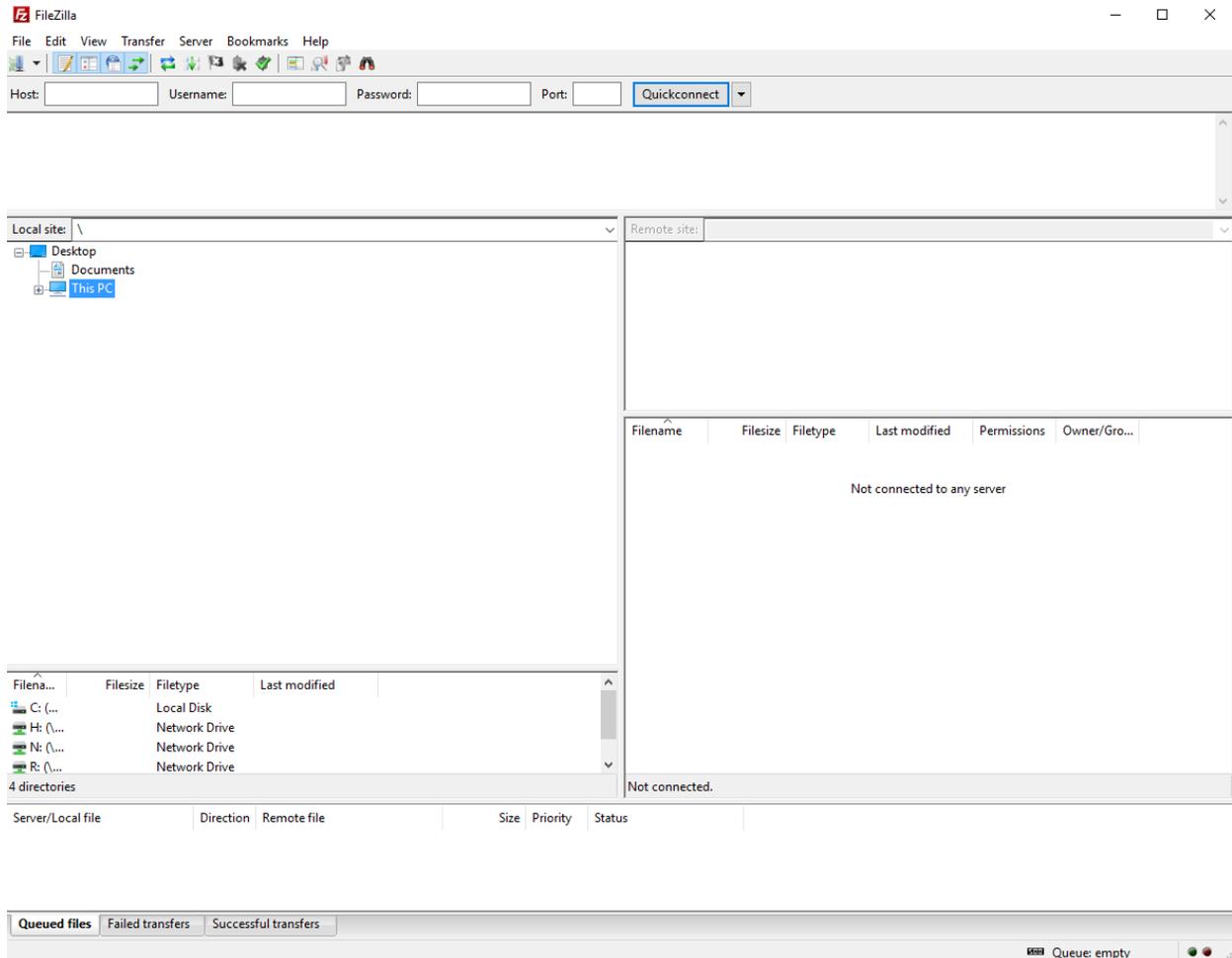
Connect

Connecting to TM NAS to deposit files

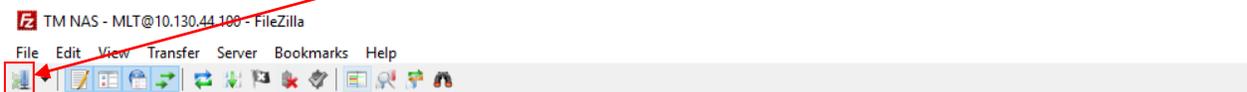
Download filezilla, a free ftp client to transfer files from the link below

https://filezilla-project.org/download.php?show_all=1

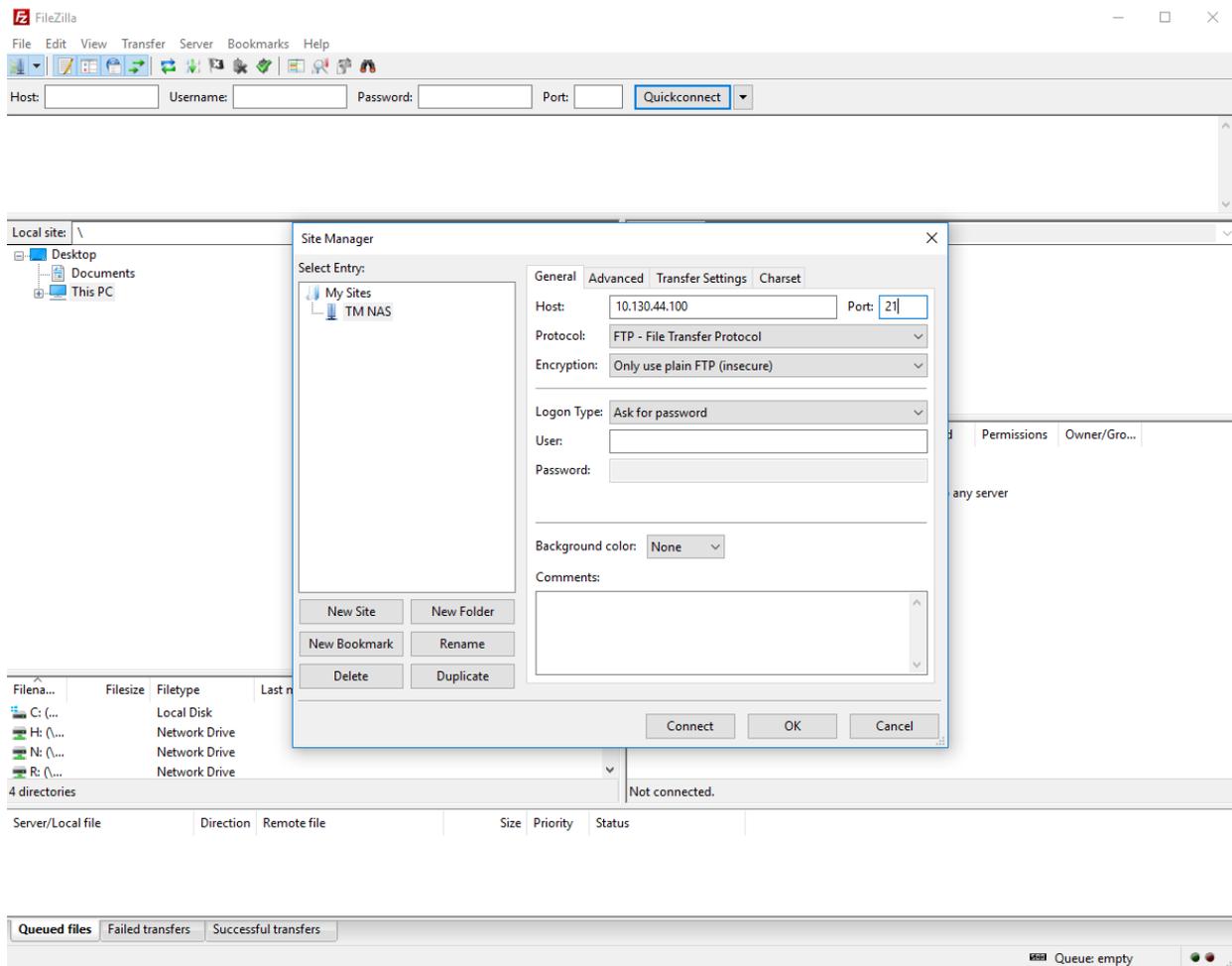
Install the client on your PC and open the application. You should see the below window



Click on the following tab to add a site



The following window will now open



Enter the details to configure the site

Host: 10.130.44.100

Port: 21

Protocol: FTP – File Transfer Protocol

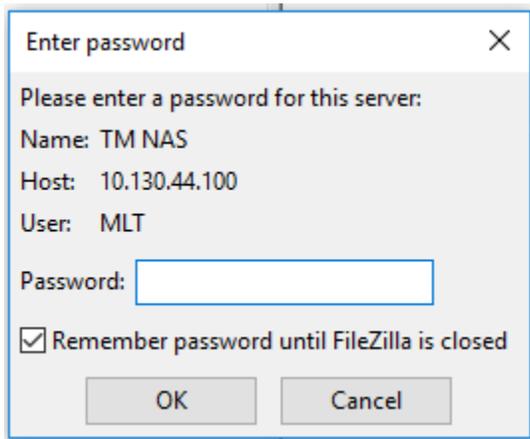
User & Password that were provided to you in this email

Click OK to save the site



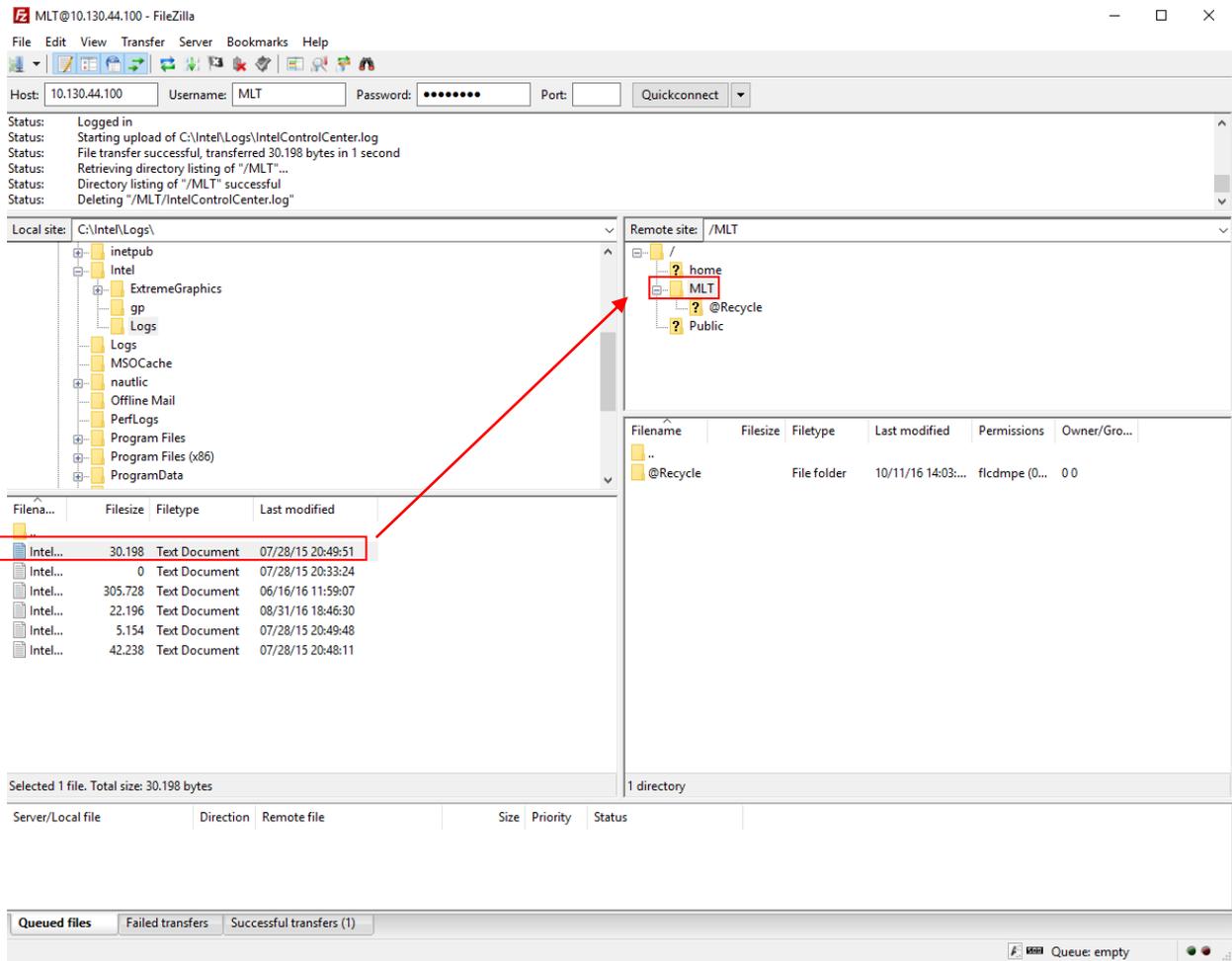
When you press on the arrow you should now see the site you added

Upon choosing the site you will see the following window



Enter your password and press OK

You should now be connected to the NAS



Now just drag and drop from your PC (left side) to your folder on the NAS (right side)