OPERATIONS ADVISORY NOTICE (OAN)

tm

OAN Number: 06/16

I6 Issue Date: 24th October 2016

Transport Malta Civil Aviation Directorate Flight Operations Inspectorate Vjal L-Avjazzjoni Luqa LQA 9023 Malta

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 -

Operations Approval – EU 965/2012 Transport tm Malta **Civil Aviation Directorate Flight Operations Inspectorate** Transport Malta, Vjal I-Avjazzjoni, Luga LQA 9023 Malta Tel: +356 2555 53 Fax: +356 21239278 This Checklist is for you to complete and submit with your company Operations Manual, indicating which operations approvals you require and where the relevant text is located. Operator: ABC LTD File Ref: Date: 26/08/2016 **Approval Required** SCHEDULE - THE SPECIFIED REQUIREMENTS Ref: Requirements A/C Ops Yes/No Rev No Type Man Ref CAT.GEN.MPA.155 No Carriage of weapons of war and munitions of war. CAT.OP.MPA.106 No Use of isolated aerodromes CAT.OP.MPA.115(a) No Use of non-Stabilised Approaches (SAp) for particular approaches to particular runways. CAT.OP.MPA.115(b)(2) No Use of non-CDFA technique for particular approaches to particular runways. **BD700** OMA OMA 2 CAT.OP.MPA.140(a)(2) Yes Air operations with two-engine 8.5 performance class A aeroplanes OMB OMB 3 with a maximum operational 2.1 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. OMA A320 2 The method specified Yes CAT.OP.MPA.145(b) for BD700 8.3.2 establishing minimum flight altitudes. OMA 3 Yes A320 CAT.OP.MPA.150 The fuel policy and any change to BD700 8.1.3 it. No CAT.OP.MPA.320(d) Application of a lower landing mass than the maximum certified landing mass for determining

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 <u>Airops.tm@transport.gov.mt</u>. 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 <u>complete</u> 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





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

<u>https://www.shrew.net/download/vpn/vpn-client-2.2.2-release.exe</u> - (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 \rightarrow import \rightarrow 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

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

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Pass	word				
	C	onnect		Cancel	

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

0	0 0		Network
C	⊲ ⊳ Show All		Q
		Mac	hine Authentication:
	● Wi-Fi Connected	C	Certificate Select
	Bluetooth DUN Not Connected		Group Name: vpnclient-manuals
	Ethernet Not Connected		Cancel OK
	● FireWire Not Connected		Server Address: 212.56.143.234 Account Name:
	iPhone USB Not Connected		Password:
	Bluetooth PAN Not Connected	8	Authentication Settings
	• Transport Malta Not Connected		Connect
			Show VPN status in manu har
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	Lick the lock to	prevent	further changes. Assist me Revert Apply

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

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▲ ► Show All			٩	
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Not Connected Transport Malta Not Connected + - *		Show VPN status i	Connect n menu bar Advanced.	?
Click the lock to	prevent further	changes.	Assist me Revert	Apply

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

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The following window will now open

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Documents	My Siter	General Advanced Transfer Settings Charset	
	TM NAS	Host: 10.130.44.100 Port: 21	
		Protocol: FTP - File Transfer Protocol 🗸	
		Encryption: Only use plain FTP (insecure)	
		Logon Type: Ask for password V	
		User:	d Permissions Owner/Gro
		Password:	
			any server
		Background color: None V Comments:	
	New Site New Folder		
	New Bookmark Rename		
	Delete Duplicate		
Filena Filesize Filetype Last n	·		
H: (Network Drive		Connect OK Cancel	
N: (\ Network Drive			J
R: (\ Network Drive		V	
4 directories		Not connected.	
Server/Local file Direction Remo	ste file Siz	e Priority Status	
Queued files Failed transfers Successful tran	nsfers		

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

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File Edit View Transfer Server Bookmarks Help		
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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 password	×				
Please enter a password for this server: Name: TM NAS Host: 10.130.44.100					
Password:					
Remember password	until FileZilla is closed Cancel				

Enter your password and press OK

You should now be connected to the NAS

▶ MLT@10.130.44.100 - FileZilla	– 🗆 X
File Edit View Transfer Server Bookmarks Help	
Host: 10.130.44.100 Username: MLT Password: ••••••• Port: Quick	connect 💌
Status: Logged in Status: Stating upload of C:\Intel/Logs\Intel/ControlCenter.log Status: File transfer successful, transferred 30.198 bytes in 1 second Status: Retrieving directory listing of "/MLT" Status: Directory listing of "/MLT" successful Status: Deleting "//MLT/IntelControlCenter.log"	· · · · · · · · · · · · · · · · · · ·
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Now just drag and drop from your PC (left side) to your folder on the NAS (right side)