


OPERATIONS ADVISORY NOTICE (OAN)		 Transport Malta Civil Aviation Directorate Flight Operations Inspectorate Transport Malta Centre Triq Pantar Lija LJA 2021 Malta
OAN Number: 01/21	Issue Date: 29 April 2021	
Subject: Planning and Handling of AOC variations		

1.0 INTRODUCTION

This OAN provides advice to all AOC holders planning or intending to submit applications to add new aircraft type or other applications requiring prior approval by the authority.

2.0 APPLICATION FOR APPROVAL

2.1 Management of Change / Risk Assessment & Timeline of events

The requirement to submit evidence of the management of change process and subsequent risk assessments (where necessary) is mandatory. This is a basic function of the management system and the inspectorate will verify that all the necessary personnel have been involved in this exercise. Furthermore, the operator shall provide the inspectorate with a timeline of events outlining the plan for any elements requiring approval.

2.2 Elements requiring prior approval

It is noted that an application will include approval requirements that may be required at different stages in the process. If an application to add a new aircraft type on the AOC is required, the sequence of submissions in terms of priority shall be as follows –

1. Submission of OMB, OMD, FSTD user approval, MEL and SPA applications.
2. Submission of OME (Cabin crew manual) and OMA.
3. The required documents as stipulated in Form TMCAD 0068 need to be completed and submitted on Centrik.

The operator is expected to commence the required conversion training programme, **after** inspectorate approval or where there is agreement with the principal inspector when such situations are substantiated. Any training that is conducted prior to such approval is deemed to be invalid. Furthermore the approved training programme shall be followed in sequence starting with the ground training, followed by the simulator training, if applicable the aircraft training and LIFUS.

2.3 Oversight Requirements – Inspector Training

For CAT operations with aircraft with a MOPSC of 19 seats or less, the assigned inspector should undergo theoretical training on aircraft systems and operations. While the inspectorate will endeavour to utilise its resources in the most efficient manner, operators are expected to facilitate this requirement.

To fulfil this requirement, assigned inspectors will require to observe the systems training delivered as part of the operator conversion training. Alternatively, inspectors may attend General Familiarisation Training.

2.4 Oversight Requirements – Flight / Training Inspections

The inspectorate requires verification inspections before the issuance of new approvals. The inspector will inform the operator of this requirement at the earliest instance at application stage, however as a rule of thumb a ramp and flight inspection are required for additions of new aircraft types for the operator. Operators are advised that such inspections are expected to include Malta in the planning of the flight inspection (e.g. departure out of LMML or arrival into LMML).

2.5 Oversight Requirements – Post Approval

Following the completion of the approval process, inspectorate will carry out oversight activities with a particular focus on crew training procedures, operational control and or other areas as required. The risk profile of an operator will be reviewed with the application and may be subject to change.

3.0 APPLICATION TIMEFRAMES

All applications shall be submitted before any change takes place, in order to enable the authority to determine continued compliance with regulations. The application to amend the AOC should be submitted at least 30 working days (unless otherwise dictated by the approval item) before the date of the intended change, however this depends on the completion, quality and availability of resources. Furthermore, the 30 working days are for only the Directorate to conduct the required compliance needed in the processing of the application. This does not take into consideration the days that the operator delays in responding to any queries that the Directorate raises or needs clarification about.

Flight Operations Inspectorate