


<b>OPERATIONS ADVISORY NOTICE (OAN)</b>		 Transport Malta Civil Aviation Directorate Flight Operations Inspectorate Vjal L-Avjazzjoni Luqa LQA 9023 Malta
OAN Number: <b>06/16</b> <b>Rev 02</b>	Issue Date: <b>7<sup>th</sup> October 2021</b>	
<b>Subject: Administration of OM Changes</b>		

## 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 amends OAN 06A/16 which 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);
- vi. Form 402; and
- vii. 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

Civil Aviation Directorate Flight Operations Inspectorate

Transport Malta, Vjal l-Avjazzjoni, Luqa LQA 9023 Malta Tel: +356 25555553 Fax: +356 21230278 [afops.tma@transport.gov.mt](mailto:afops.tma@transport.gov.mt) / [www.transport.gov.mt](http://www.transport.gov.mt)



Transport  
Malta

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					
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-vi) 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 contain all provisions regardless of whether the operator marked as 'Yes' or 'No' 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.<sup>1</sup>

*This procedure shall be documented in the OM.*

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

---

<sup>1</sup> AMC1 ARO.GEN.330(c)

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

TM-CAD is using Centrik as a document repository for operator manuals.

Through their Centrik log-in, operators may now upload approved manuals directly onto their assigned operator folder.

### 4.1 Objectives

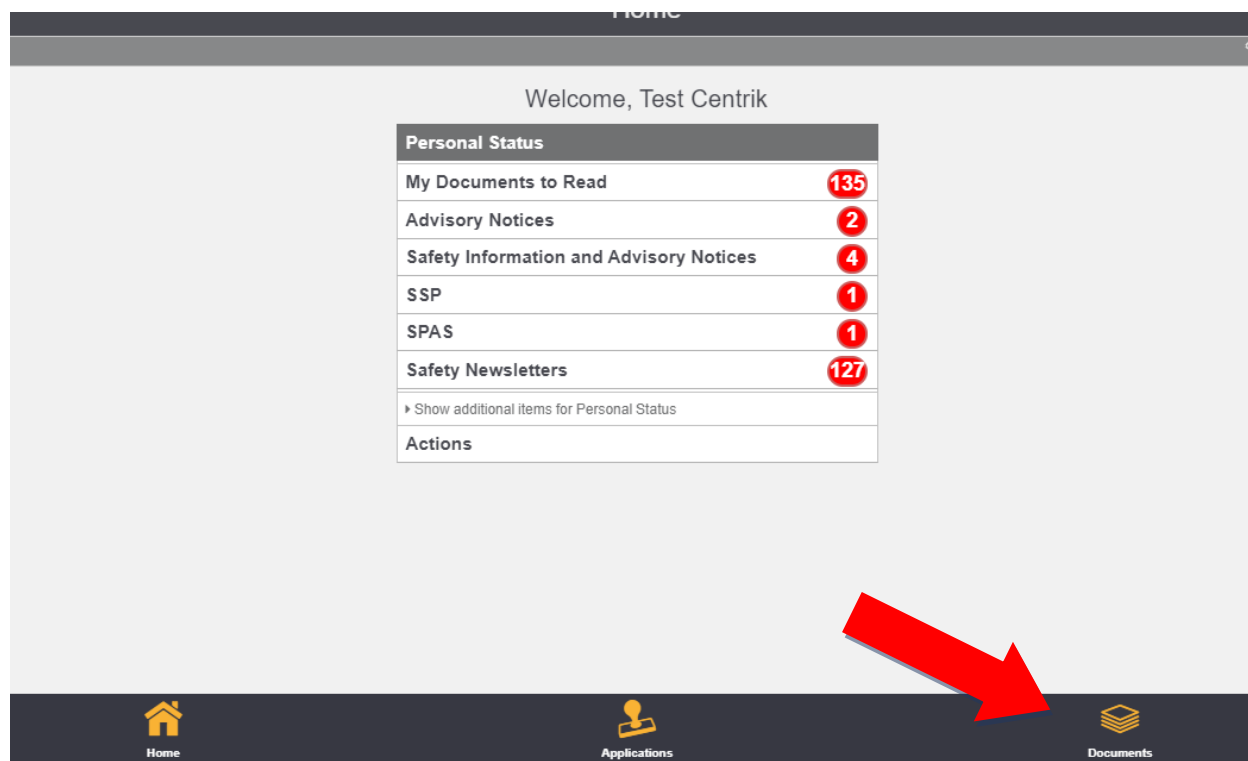
Through the use of Centrik, the following objectives will be achieved:

1. Central Document Repository of all OM's and controlled documents.
2. Expedient transfer of documentation and consequently less traffic on emails; and
3. More importantly, traceability of all reviews.

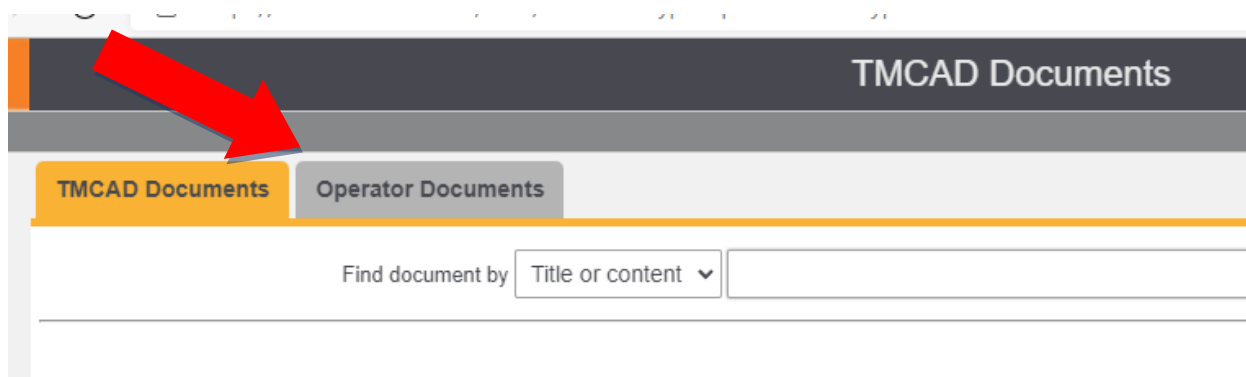
### 4.2 Structure of Centrik's Document Repository

To access the document repository, the following steps need to be followed:

1. Click on the **DOCUMENTS TAB**



2. Select the **OPERATOR DOCUMENTS** Tab. A folder with operator's name will then be displayed.

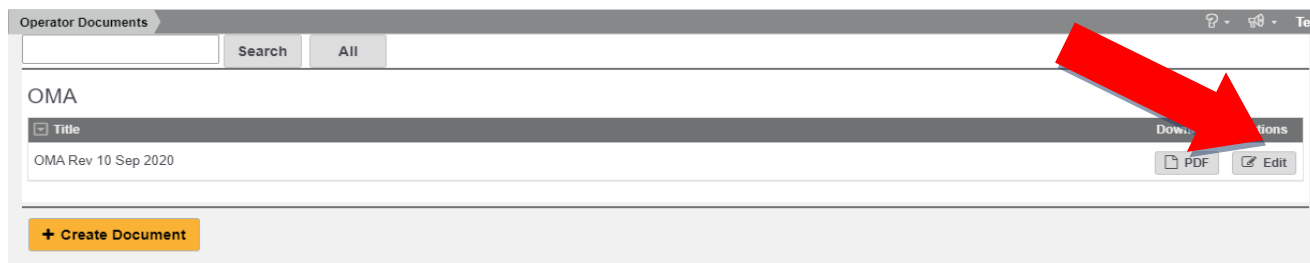


3. When accessing the operator folder, the user will have the facility to create a document: The document type is to be selected from drop-down list (eg. OMA, OMB, MEL etc). The title should include name of document, revision / issue number as well as date of amendment (eg: OMA Rev 10 Oct 2021).

For each manual, the operator will be required to create a new document, i.e. separate documents should be created for each of the document types. Furthermore, it is recommended that files uploaded are in pdf bookmarked formats.

<b>Document Detail</b>	Type	<input type="text" value="(please select)"/>		
	Title	<input type="text" value="Enter title (required)"/>		
<b>Created by</b>	Created by	<input type="text" value="Centrik, Test"/>	Created On	<input type="text"/>
				Time
<b>Content</b>	Uploaded File	<input type="text"/>		
		<input type="button" value="Upload"/>		

- Once an operator document has been created, the user will have the facility to edit or create a new version of the document, by clicking on the **EDIT** button on the right-hand side of page.



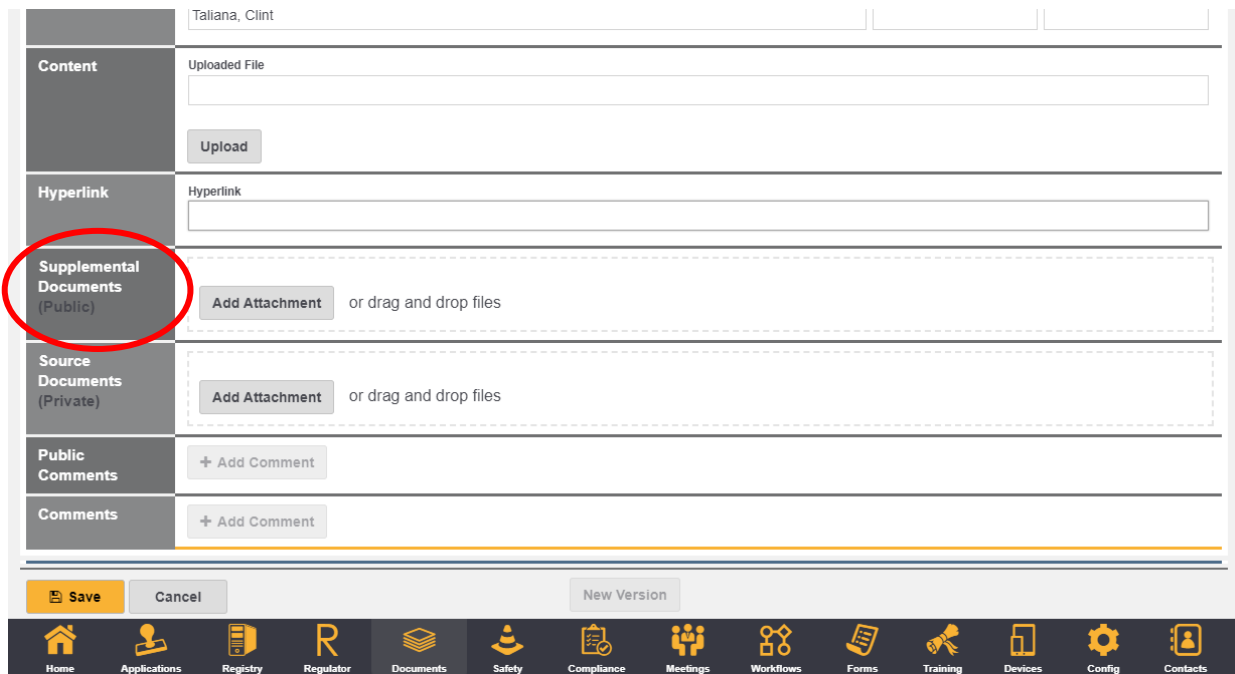
The operator may use the “Edit” and “New Version” buttons in the following scenarios:

- **“EDIT”** is used to change Document Type and Title in case of any amendments required;
- **“NEW VERSION”** is to be used whenever a new approved manual revision is to be uploaded. Once a new version of the document is uploaded, the previous version is automatically archived.

**IMPORTANT NOTE:** The **“DELETE”** button is not to be used to replace a manual which has been superseded by a newer revision. The “New Version” button is to be used instead. This will ensure that older manual revisions are archived and may still be accessible if so required.



Any supplemental documents to the OM (e.g. training forms) shall be attached to the document under **SUPPLEMENTAL DOCUMENTS**.



### 4.3 Other General Guidelines on the use of Centrik

For time being, access to the Operator Document Repository will be granted to the following postholders:

- NPFO, NPCT and Compliance Monitoring Manager

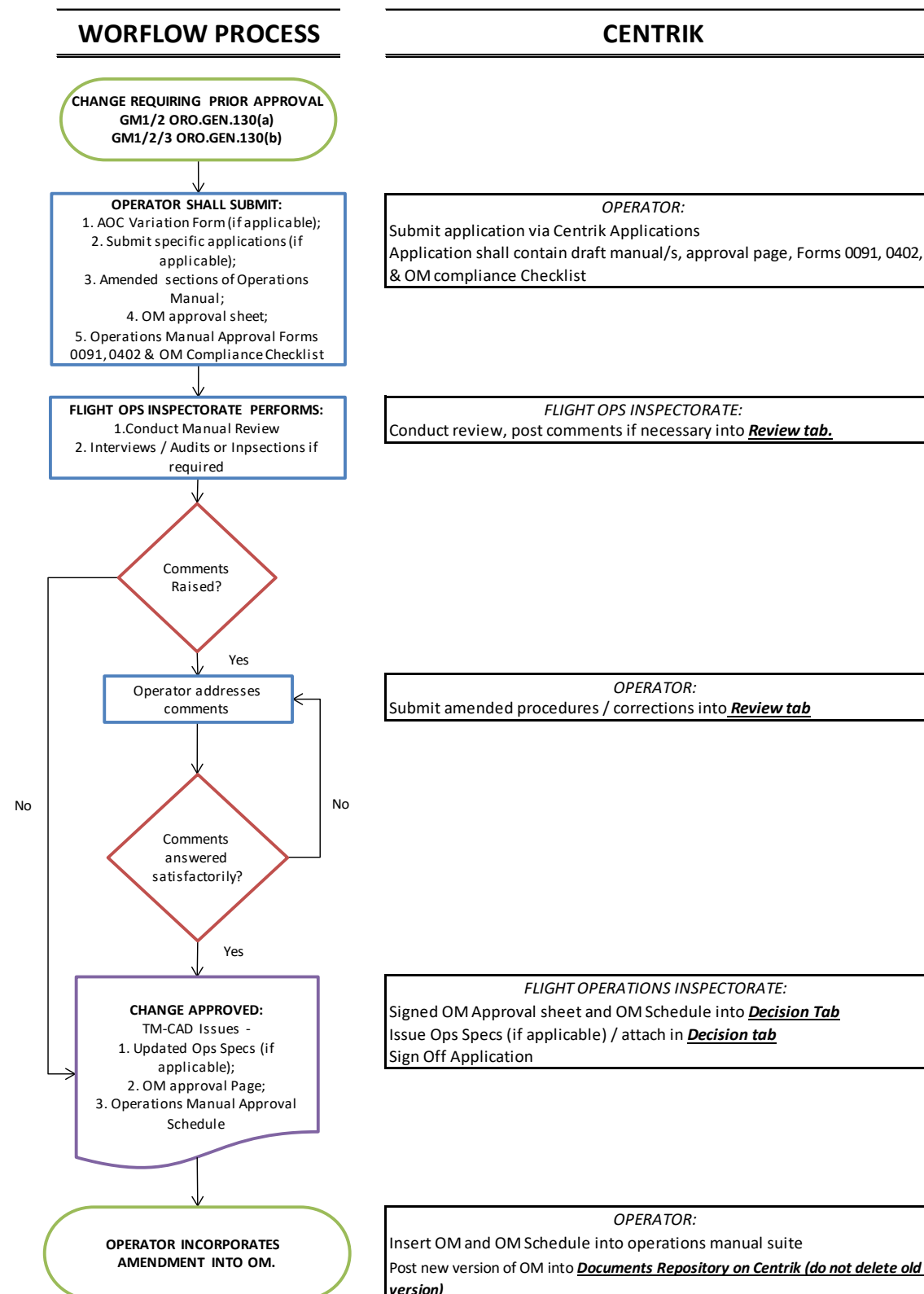
Other Centrik users may be granted access if so authorized by the above.

It is also important to note that the Document Repository is to be used for **approved manuals only**.

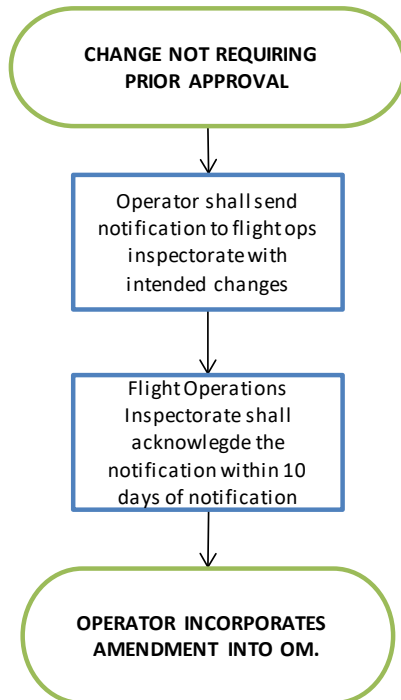
The procedure to submit an application, via the Applications Module on [OAN 12/20](#), for draft manuals with changes requiring / not requiring prior approval remains unchanged.

Flight Operations Inspectorate

## APPENDIX 1



## WORKFLOW PROCESS



## CENTRIK

**OPERATOR:**  
Submit to flight ops inspectorate via Centrik  
Upload new manuals into **Documents Repository**

**FLIGHT OPS INSPECTORATE:**  
Assess & acknowledge receipt of OM in **Review Tab** / Sign Off Application.

**OPERATOR:**  
Post new version of OM into **Documents Repository** (do not delete old version)