

MANAGEMENT OF CHANGE FORM

MOC REF: <p style="text-align: right;">Moc-06-2020</p>

1. What is the change?

Describe the change including timescales

A new Specialised Operation for Aerial photography flights by Diamond DA42 airplane is established.

This is the reason, that a completely new applicable operations manual (Operations manual for specialised operation aerial photography flights operated by Diamond DA42 airplane, revision 00, from 05. January 2020) has been developed, separate from the existing operations manual for CAT operations and helicopter SPO operations.

2. Who?

Detail who is responsible to implement the change and who needs to be involved

Change should be prepared by: Accountable Manager Gašper Kralj

Change should be checked by: Compliance Monitoring Manager Primož Škufca

Change should be approved by: Accountable Manager Gašper Kralj

3. Define the major components or activities of the change?

This will help you identify the main risks of each component or activity that will be populated in table 7 below

Aerial photography flights operated by Diamond DA42 airplane is very different from existing CAT and SPO operations because, it is performed with airplane and because the sensors require a different way of use (operational limitations) than has been done so far in the company. New operations would make the existing manual even more complex, so there is a greater possibility of misunderstanding the instructions, so a new manual has been developed for the applicable operations.

(A) Before the execution of operation, a mandatory training for flying crew and task specialists according to “new” Operations manual Part D, should be executed.

(B) For other Flycom Aviation operations personnel, who are not involved in new operations, a briefing to explain new organizations structure, processes and procedures should be done.

4. Who does the change affect?

Consider who it affects individuals, departments and organisations? Who needs to be notified of the change?

for 3(A): All operational staff, Pilots, Task specialists and Supporting workers involved in “new” operations.

for 3(B): All Flycom Aviation operations personnel, who are not involved in new operations, such as: Pilots, Task specialists and Supporting workers.

5. What is the impact of the change?

Consider why the change is taking place and the impact on the organisation and its processes and procedures. Will it impact the safety culture? Does it meet all regulatory requirements?

A “new” operation is very different from existing CAT and SPO operations. The “new” operation takes from the organization to establish a new organizational structure and develop new management processes and procedures.

A “new” operation is compliant with Annex VIII (PART-SPO) of regulation 965/2012.

6. What follow up action is needed? (assurance)

Consider how the change will be communicated and whether additional activities such as audits are needed during the change and after the change has taken place!

If any hazards occur, they should be reported via the Occurrences Reporting System to change the procedure, via the management to make processes and procedures more improve and efficient.

7. Safety Issues and the risk assessment

Hazard identification			Risk level before action			What action(s) are we taking? Short description of mitigation action / proposed controls	Risk level after action			Process status	Action by whom and when
Nº	What is the issue? Short description of hazard.	What could happen as a result? Consequences	Severity	Likelihood	Risk level		Severity	Likelihood	Risk level		
1	2	3	4	5	6	7	8	9	10	11	12
1	A new Specialised Operation for Aerial photography flights by Diamond DA42 airplane is established.	Flycom Aviation operations personnel, who are not involved in new operations do not understand the new company processes and procedures which may reduce the safety.	C	3	C3 Medium	A briefing to explain new organizations structure and processes and procedures should be done.	E	3	E3 Low	In progress	Zoran Sernc,
2	New airplane is used	Maybe some problems can occur coming from a new type of airplane in relation with new air procedures.	D	2	D2 Low	It is recommended, that type/class rating training should be done in organization with experience on applicable variant of the aircraft and equipment.	E	2	E2 Low		
3	New onboard scanning equipment.	Maybe some problems can occur on onboard mission equipment.	D	2	D2 Low	It is recommended, that onboard mission equipment training should be done in organization with experience on applicable equipment.	E	2	E2 Low		

The management of change processes and procedures have been followed and the change can be implemented	
Post Holder acceptance signature	Name: Aleš Svetina Date: 05.07.2020
Safety Manager acceptance signature	Name: Primož Škufca Date: 05.07.2020

The identified risks are considered tolerable and change is acceptable to implement	
Final Acceptance Signature	Name: Gašper Kralj Date: 05.07.2020

Instructions for data entering in upper table 7;

1. Enter the serial number of identified hazards
2. Enter short description of hazard or hazard title

3. Enter short description what could happen as a result of hazard, if without action(s)
4. Enter assessed likelihood risk of the identified hazard
5. Enter assessed severity of consequences evaluation risk of the identified hazard
6. Calculated risk probability; enter **L** (low) – acceptable risk
M (medium) – risk is of concern, mitigation measures are required
H (high) – risk is unacceptable, major and immediate mitigation measures are required
7. Enter short description of mitigation action or proposed controls for manage aviation safety risks
8. Enter assessed likelihood of the risk after mitigation
9. Enter assessed severity of consequences evaluation of the risk after mitigation
10. Calculated risk probability after mitigation; enter **L** (low) – acceptable risk,
M (medium) – risk is of concern, mitigation measures are required
H (high) – risk is unacceptable, major and immediate mitigation measures are required
11. Enter the status of hazard identification and risk assessment process: enter **OK** – process completed otherwise the widow is empty
12. Enter the person responsible for action and when (enter time schedule).