

MANAGEMENT OF CHANGE FORM

MOC REF: <p style="text-align: right;">Moc-04-2020</p>

1. What is the change?

Describe the change including timescales

An Integrated organisation management manual is established to covers in one manual:

- 1. Company management processes and procedures.*
- 2. Compliance Monitoring System programmes and procedures, and*
- 3. Safety Management System programmes and procedures.*

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 Compliance Monitoring Manager and Safety Manager Primož Škufca

Change should be checked by: CAA

Change should be approved by: CAA

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

This Integrated Organisation Management Manual describes the program and procedures of compliance monitoring and safety management system with relevant requirements of European Regulation 965/2012, Annex III (Part-ORO), and other applicable parts and Slovenian national regulations where applicable. It has been prepared in order to support the FLYCOM Aviation herein after referred to as "the Company".

4. Who does the change affect?

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

All Flycom Aviation operations personnel.

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?

The main point of this edition of the Integrated Organisation Management Manual to combine all company management processes and procedures in one document to be more transparent.

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!

N/A

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	An Integrated organisation management manual is established, new processes and procedures are established.	Flycom Aviation operations personnel do not understand the new company processes and procedures, or a new and old processes and procedures can be mixed, which may reduce the safety.	D	2	Low	A briefing to explain Integrated organisation management manual and relating processes and procedures should be done.	E	2	Low	In progress	Primož Škufca
2											
3											

The management of change processes and procedures have been followed and the change can be implemented	
Post Holder acceptance signature	Name: Aleš Svetina Date: 03.06.2020
Safety Manager acceptance signature	Name: Primož Škufca Date: 03.06.2020

The identified risks are considered tolerable and change is acceptable to implement	
Final Acceptance Signature	Name: Gašper Kralj Date: 03.06.2020

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).