

MANAGEMENT OF CHANGE FORM

MOC REF:

Moc-01-2020**1. What is the change?***Describe the change including timescales**Chapters C.2.(i)(b) D.1 and D.3 of following documents are changed:**STANDARD OPERATING PROCEDURE (SOP) for UV/IR/video Infrastructure Survey and Television & Movie Flights - Aircraft(s): AC350B2/S5-HCI - Area of operations: Slovenia is modified in chapter C.2.(i)(b), revision 00 from 28.11.2019,**STANDARD OPERATING PROCEDURE (SOP) for UV/IR/video Infrastructure Survey and Television & Movie Flights - Aircraft(s): AC350B2/S5-HCI - Area of operations: Germany is modified in chapter C.2.(i)(b), revision 00 from 28.11.2019.**STANDARD OPERATING PROCEDURE (SOP) for UV/IR/video Infrastructure Survey and Television & Movie Flights - Aircraft(s): AC350B2/S5-HCI - Area of operations: Croatia is modified in chapter C.2.(i)(b), revision 00 from 28.11.2019.**STANDARD OPERATING PROCEDURE (SOP) for UV/IR/video Infrastructure Survey and Television & Movie Flights - Aircraft(s): AC350B2/S5-HCI - Area of operations: BiH is modified in chapter C.2.(i)(b), revision 00 from 28.11.2019.**STANDARD OPERATING PROCEDURE (SOP) for UV/IR/video Infrastructure Survey and Television & Movie Flights - Aircraft(s): AC350B2/S5-HCI - Area of operations: Austria is modified in chapter C.2.(i)(b), revision 00 from 28.11.2019.***2. Who?***Detail who is responsible to implement the change and who needs to be involved**Change should be prepared by: Flight Operations Postholder Aleš Svetina, Flight Safety Manager Primož Škufca, and Flight Operations Officer Zoran Sernc**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**A new minimum qualification for flight crew members (chapter C.2.(i)(b)) is established; requires that “the pilot has at least 350 flying hours on helicopters as pilot-in-command” is removed by “the pilot has at least 500 flying hours on helicopters.”*

4. Who does the change affect?

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

A change affects to the minimum qualifications for flight crew members.

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?

New minimum qualifications for flight crew members transforms one type of experience into another type while maintaining the same level of pilot competence.

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!

No follow up action is needed.

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	Requires that "the pilot has at least 350 flying hours on helicopters as pilot-in-command" is removed by "the pilot has at least 500 flying hours on helicopters"	"pilot-in-command" experience is removed, the risk of unexperienced pilot increase	3	2	5 ⇒ MEDIUM	A total flying ours experience are incised to 500 helicopter flying hours	1	2	3 ⇒ LOW	OK	AM Immediately
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: 20.01.2020
Safety Manager acceptance signature	Name: Primož Škufca Date: 20.01.2020

The identified risks are considered tolerable and change is acceptable to implement	
Final Acceptance Signature	Name: Gašper Kralj Date: 20.01.2020

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).

MANAGEMENT OF CHANGE FORM

MOC REF:

MoC-01-2021

1. What is the change?

Describe the change including timescales

OM, revision 32 for CAT operations by helicopters and airplanes is issued .

2. Who?

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

Change was prepared by: Nominated Person for Flight Operations Žiga Pogačnik, Flight Safety Manager Primož Škufca, Flight Operations Officer Zoran Sernc and 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

The main differences between revision 31 and 32 of Operations Manual is, that that revision 32 no longer provides instructions for helicopter SPO operations and that revision 32 describes CAT operations for aircraft. Instructions for helicopter SPO operations are described in an new Operations Manual.

4. Who does the change affect?

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

All operational staff, such as Helicopter and Aircraft Pilots, Ground support specialists, Nominated persons.

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 type of CAT operations for airplanes is a new operation in Flycom Aviation. The advantage of the new operations is that the Flycom Aviation has a management system in place for helicopter operations..

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.

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	New type of CAT operations is established for airplanes.	All operational staff, such as Helicopter and Aircraft Pilots, Ground support specialists, nominated persons have completed training in accordance with the revision #31, which can lead to improper use of manuals and consequently improper use of wrong procedures.	C	3	C3 Medium	All operational staff, such as Helicopter and Aircraft Pilots, Ground support specialists, nominated persons must be briefed by the 32nd revision of the manual before the AOC takes effect. The record of briefing must be created by Flight Operations Officer	D	2	D2 Low	In progress	Zoran Sernc,
2	New training program is established for Flight Operations Officer.	Flight Operations Officer has completed training in accordance with the revision #31, which can lead to improper use of procedures.	C	3	C3 Medium	Flight Operations Officer must be trained according to the 32nd revision of the manual before the AOC takes effect.	D	2	D2 Low	In progress	Zoran Sernc,
3											

The management of change processes and procedures have been followed and the change can be implemented

Post Holder acceptance signature

Name: [Žiga Pogačnik](#)

Date: [1.3.2021](#)

Safety Manager acceptance signature

Name: [Primož Škufca](#)

Date: [1.3.2021](#)

The identified risks are considered tolerable and change is acceptable to implement

Final Acceptance Signature

Name: [Gašper Kralj](#)

Date: [1.3.2021](#)

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