

MANAGEMENT OF CHANGE FORM

MOC REF: <p style="text-align: right;">Moc-05-2020</p>

1. What is the change?

Describe the change including timescales
Supplement #02 to SOP for HESLO 4 - Tower erecting, Disassembly of masts and towers, rev. 00, from 20. June 2020 is issued.

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
Supplement #02 to SOP for HESLO 4 - Tower erecting, Disassembly of masts and towers is a special task based on HESLO 1 and 2 experience. Differences are on special cargo, its performance in tower erecting and Disassembly of masts and towers procedure. For that reason, the pilot must have not less than 2000 HESLO cycles, including experience as unsupervised PIC in HESLO 2 or HESLO 3 as well. If the pilot does not have previous experience on applicable operation, additional training is required. Before the execution of operation, a detailed implementing briefing is mandatory. A pilot, task specialists, and other supporting workers must be presented at mandatory briefing.

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, 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 type of HESLO 4 - Tower erecting, Disassembly of masts and towers operations are a high-level risk operation, especially because this type of operation does not do often. This makes it necessary to use the best skilled team and do a detailed implementing briefing.

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	A Supplement #01 to SOP for HESLO 4 - Tower erecting, and HESLO 4 - Disassembly of masts and towers - is developed.	Pilots and Task specialist do not have much experience on that type of operations. Maybe some problems can occur at ground equipment.	C	3	C3 Medium	1. A pilot mast has not less than 2000 HESLO cycles, including experience as unsupervised PIC in HESLO 2 or HESLO 3 as well. 2. If the pilot does not have previous experience on applicable operation, additional training is required by applicable HESLO instructor. 3. Before the execution of operation, a detailed implementing preliminary briefing is mandatory. A pilot, task specialists, and other supporting workers must be presented at mandatory briefing.	D	2	D2 Low	In progress	Zoran Sernc, after CAA approval
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: 20.06.2020
Safety Manager acceptance signature	Name: Primož Škufca Date: 20.06.2020

The identified risks are considered tolerable and change is acceptable to implement	
Final Acceptance Signature	Name: Gašper Kralj Date: 20.06.2020

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).