

MANAGEMENT OF CHANGE FORM

MOC REF:

Moc-02-2020

1. What is the change?

Describe the change including timescales

TASK RISK ASSESSMENT for HESLO 1 and 2 , Rev. 03, from 24. March 2020 is prepared.

SOP for HESLO 1 , 2, optionally 3 and 4, rev. 04, from 26. March 2020 is prepared.

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

(1)Task risk assessment document, Rev. 03., from 01st April 2020, is implemented; ALL document

(2)Procedures for HESLO 3 are revoked; ALL document

(3)Terminology for HESLO operation are standardized with Regulation (EU) 965/2012; ALL document

(4)Dangerous goods statement is explained; Chapter A.1.(a).

(5)Operation procedure over prohibited (P), restricted (R), dangerous (D) areas and over other limited areas as flora and fauna sensitive areas - specifically procedures for Triglav National Park is establish; Chapter F.1.(a).

(6)Special equipment preparation Checklist is developed - a system for managing records of the HESLO equipment condition and suitability is established; Appendix 4

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, Helicopters pilots, Task specialists.

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?

HESLO are from the previous revision reduced only to HESLO 1 and 2, due to CAA request. New Task risk assessment document and SOP include procedures to minimize risk regarding to external dangerous goods transportations.

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.

If other HESLO business accurse (for example; HESLO 3 or 4) , a special Supplement of applicable SOP should be developed.

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 | HESLO 3 and 4 are removed from SOP. | Pilots and Task specialist continue to carry out HESLO 3 and 4 though they are no longer applicable. | 3 | 2 | 6 Medium | Pilots and Task specialist must be inform that SOP, revision, revision 04 is in force. | 3 | 1 | 3 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: 26.03.2020 |
| Safety Manager acceptance signature | Name: Primož Škufca Date: 26.03.2020 |

| | |
|---|--|
| The identified risks are considered tolerable and change is acceptable to implement | |
| Final Acceptance Signature | Name: Gašper Kralj Date: 26.03.2020 |

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

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| MOC REF: | MoC-02-2021 |
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1. What is the change?

Describe the change including timescales
OM, revision 3 for SPO(A) operations by 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 following items are changed in revision #3 of Operations Manual for SOP(A) operations:
Additional airplane is added to operations (PC6, S5-CEH) OM, part B, PC-6.
Change the names of the nominated persons in all document
Chapter 0.1 - Introduction – is renewed
Chapter A1.2.4 - Authorities, duties and responsibilities of PIC are updated
(5) Chapter A6.1(a) - General policy / Crew health precaution is modified
(6) Chapter A8.1.8(a) - Definitions / Mass and centre of gravity is modified
(7) Chapter A8.3.5(b) - In-flight Re-planning / Policy and procedures for in-flight fuel management is added
(8) (7) Chapter A13 - Use of aircraft listed on a FLYCOM Aviation AOC for SPO operations is added

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 Pilots, Task 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?

The new aircraft involved in the operations has different equipment than the rest, so it is necessary for the crews to be informed about the changes. 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 |
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| 1 | New revision of OM is implemented. | All operational staff, such as Pilots, Task specialists, nominated persons have completed training in accordance with the revision #2, which can lead to improper use of manuals and consequently improper use of wrong procedures. | C | 3 | C3 Medium | All operational staff, such as Pilots, Task specialists, nominated persons must be briefed by the 3rd revision of the manual before the SPO(A) takes effect. The record of briefing must be created by Flight Operations Officer | D | 2 | D2 Low | In progress | Zoran Semc, |
| 2 | New aircraft involved in the operations | Crew has completed previous trainings in "old" involved aircrafts, which can lead to improper use of "new" one. | C | 3 | C3 Medium | Crew must be briefed by with a "new" aircraft before first flight. | D | 2 | D2 Low | In progress | Zoran Semc, |
| 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: [8.3.2021](#)

Safety Manager acceptance signature

Name: [Primož Škufca](#)

Date: [8.3.2021](#)

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

Final Acceptance Signature

Name: [Gašper Kralj](#)

Date: [8.3.2021](#)

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