UK Civil Aviation Authority

AOC/PAOC OPERATIONS MANUAL
NOTICE OF PROPOSED AMENDMENT (NPA)

Operator Name	
AOC No.	
Part-CAMO No.	
Operator's NPA Reference	

Do the intended changes:

		Additional Guidance
Require prior approval from the CAA in accordance with: • ORO.GEN.130 [Note 4] • ORO.MLR.100 (g) (2) • CAMO.A.130 (b)	☐ Yes ☐ No	Changes requiring prior approval must only be implemented upon receipt of formal approval by the CAA. This includes amendments to procedures contained in the operations manual and supplementary documentation.
Require notification to the CAA in accordance with: • ORO.GEN.130 (c) • ORO.MLR.100 (g) (1) • CAMO.A.130 (c)	☐ Yes ☐ No	Changes not requiring prior approval shall be managed and notified to the CAA in accordance with the procedure approved in accordance with ARO.GEN.310 (c)/CAMO.B.310 (h). Intended amendments to operations manuals must be supplied to the CAA in advance of the effective date.

Please state the Operations Manual type.
(Note: A separate form should be used for each Operations Manual)

Operations Manual Type		**Additional Guidance**
Part A	☐	SRG1850A/SRG1858A may be used to identify the applicable regulations.
Part B	☐	SRG1850B/SRG1858B may be used to identify the applicable regulations. If submitting a Minimum Equipment List for approval, please use the MEL Compliance Document.
Part C	☐	SRG1850C/SRG1858C may be used to identify the applicable regulations.
Part D	☐	SRG1850D/SRG1858D may be used to identify the applicable regulations.
Management System Manual	☐	
Safety Management Manual	☐	SRG1770 may be used to identify the applicable regulations.
Compliance Monitoring Manual	☐	SRG1771 may be used to identify the applicable regulations.
EFB Policy and Procedures Manual	☐	SRG1849 should be submitted for significant changes (e.g. introduction of a new Type B application, change of hardware, or hardware operating system).
Other (please state):	☐	Examples of supplementary manuals that may require submission include: - Ground Handling/Aircraft Handling Manual. - Cabin Safety Training/Procedures Manual.

Please provide a summary of the changes made to the Operations Manual

Part & Section	Issue/Rev No.	Reason for Amendment	Effective Date	Prior Approval Required? [Note 4]
Part A Section 3	*Issue 1 Revision 2*	*Update to Safety Policy*	*01/09/21*	(●) Yes ( ) No
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If more space is required, please provide a separate summary of changes with this Form.
All operations manual submissions should be clearly annotated with the intended changes.

AOC Declaration – Responsible Manager (Note 1)

I hereby submit this SRG1832 for CAA review. I confirm that I am satisfied that the submission has been satisfactorily prepared, and I have checked the intended amendments for compliance with the applicable requirements.

I will ensure that for amendments to procedures associated with prior approval items, approval shall be obtained from the CAA before the amendment becomes effective.

Once published, I will ensure that the operations manual is provided to the CAA via npa@caa.co.uk and the assigned Oversight Manager and Airworthiness Surveyor (if applicable).

Name: ..... Date: .....

Signature(Note 7): .....Position: .....

Email: .....

AOC Declaration – Compliance Monitoring Manager (Note 2)

I have verified that the intended amendments comply with the applicable requirements.

Name: ..... Date: .....

Signature(Note 7): .....Position: .....

APPLICATION FORM SUBMISSION SERVICE (SUBMIT)

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application and supporting documentation (if applicable). You will be required to upload a copy of the completed application form as part of the submission.

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

☐ **Email** (you will receive a secure payment link from 'noreply@payments.caa.co.uk')

☐ **SMS** (you will receive a secure payment link from 'CAA PAYMENTS')

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and provided the supporting documentation (if applicable). Please direct any follow-up communication to npa@caa.co.uk

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges List of Official Record Series 5 - Scheme of Charges (caa.co.uk)

Important: Please save your completed form before proceeding.

Application Form Submission Service

If you prefer, you can access the service by logging onto the CAA Customer Portal via https://portal.caa.co.uk and selecting the Application Form Submission Service.

Notes:

1) This form should be signed by the person responsible for maintaining the operations manual content that this NPA is applicable to.

2) This form should be counter-signed by the Compliance Monitoring Manager, who is responsible for monitoring compliance with the applicable regulatory requirements.

3) The Operator Name, AOC No. and Part-CAMO No. must be completed.

4) ORO.GEN.130 describes changes related to an AOC holder. Typically, the following changes will require prior approval:
    - Any change affecting the scope of the Certificate, the Operations Specifications, or the Operations Approval of an operator.
    - Any of the elements of the operator's management system as required in ORO.GEN.200(a)(1) and (a)(2).
    - A Change in Accountable Manager, Nominated Person, Safety Manager or Compliance Monitoring Manager.
    - Those changes listed in supporting Acceptable Means of Compliance (AMC) and Guidance Material (GM) to ORO.GEN.130.

5) Amended or new text must be clearly indicated as such in the operations manual.

6) This form should be submitted by following the submission instructions on page 3.

7) If digitally signing the document, please do not lock the document after signing. Doing so may prevent others from digitally signing the document, resulting in the form being returned.

This page is for CAA use only.

The intended amendments have been reviewed and are approved for incorporation into the Operations Manual. These amendments may be subject to comment during future oversight activity.

Any related audits and inspections have been closed and required changes to the AOC documentation (where applicable) have been made.

Flight Operations

Name: .....Date: .....

Signature(Note 7):.....Position:.....

Airworthiness (For management system documentation changes only)

Name: .....Date: .....

Signature(Note 7):.....Position:.....

The operator is reminded that once published, the operations manual must be provided to the CAA via npa@caa.co.uk and the assigned Oversight Manager.