OPERATIONS MANUAL - NOTICE OF PROPOSED AMENDMENT (NPA)

APPLICABLE TO AIR OPERATOR CERTIFICATE (AOC) HOLDERS

Please complete the form in BLOCK CAPITALS using black or dark blue ink.

|  |  |
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| **Operator Name** | **AOC No** |
| **NPA No** | |

*AOC Declaration: (Note 1)*

I hereby submit this Operations Manual NPA for approval. I confirm that I am satisfied this submission has been satisfactorily prepared and that I have checked the contents for accuracy.

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| **Name** | **Date** |
| **Signature** | **Position** |

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| **OM Part / Section** | **Amendment / Rev No.** | **Reason for Amendment** | **Effective Date** | **Approval Ref. (Note 5)** |
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***Note:***

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 is available as a Microsoft Word document to enable it to be filled in electronically and submitted by e-mail.*
3. *The Operator Name and AOC Number at the top of the table must be completed.*
4. *Additional rows in the table can be inserted as required, in order to fully summarise the amendment.*
5. *The ‘Approval Ref.’ column is to indicate that text has been added / altered in the Operations Manual that directly affects Approvals as listed on the current AOC ‘Operations Approval’ document. When this is applicable, the Regulatory reference (e.g. SPA.RVSM.100) should be included.*
6. *Amended or new text must be clearly indicated as such in the Operations Manual.*
7. *This form should be submitted by email to the assigned Flight Operations Inspector.*

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| **This page is for Brunei DCA use only** | **AOC No:** |

DCA Comment, Acceptance and/or Approval (delete as appropriate). Applicability: Paragraphs 1 2 3 (Circle one or more as applicable).

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| **Paragraph 1 – Not Affecting an Operations Approval** |
| The proposed amendment affects material that **does not** affect the continued validity of the AOC holders Operations Approval.  The amendment is accepted for incorporation into the Operations Manual effective from *(date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*, but may be subject to future comment. |
| **Paragraph 2 – Affecting an Existing Operations Approval** |
| The proposed amendment affects material relating to an **existing Approval**, as listed on the cover page and/or the AOC holders Operations Approval.  The amendment is approved for incorporation into the Operations Manual effective from *(date)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the Operations Approval has been re-issued/ remains effective. *(Delete as appropriate.)* |
| **Paragraph 3 – Application for a New Operations Approval** |
| The proposed amendment affects material relating to an application for a **new Approval**, as listed on the cover page and/or the master Operations Approval Document.  The amendment is approved for incorporation into the Operations Manual effective from *(date)­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* and the Operations Approval has been issued/ re-issued/ remains effective. *(Delete as appropriate.)* |

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| **Name** | **Date** |
| **Signature** | **Position** |

**APPENDIX A – Submission Checklist for Operations Manual amendments**

For the submission of Notice of Proposed Amendment (NPA) relating to Operations Manual, please ensure that the following items are attached and submitted together with this form:

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|  | Covering Letter | |
|  | Completed the relevant OPS310 Checklist:- | |
|  |  | OPS310 (A) |
|  |  | OPS310 (B) |
|  |  | OPS310 (C) |
|  |  | OPS310 (D) |
|  | Completed Form OPS004 | |
|  | Acceptance Pages  (signed by the Nominated Person and Compliance Monitoring Manager) | |
|  | List of Effective Pages (LEP) | |