

## Application for “Changes requiring prior Approval”

ORO.GEN.130

Appendix 1.04 to procedure FS1.07

**Completion of form:** Each relevant Box should be completed with a (X). Items marked with an X should be explained in detail in the field below, together with reference to relevant manual reference, chapter and sub-chapter. Please ensure all applicable areas are completed and all relevant reference material are included.

### Applicants Statement

The undersigned certifies the following information comply with the Operators Safety and Compliance policies as well as the applicable requirements.  
 Only relevant managers shall sign.

Applicant Name and Address:	Tel./e-mail:	Contact Person Name/Tel/e-mail:
Accountable Manager	Signature:	Date:
Safety Manager:	Signature:	Date:
Compliance Monitoring Manager	Signature:	Date:
Name of NP Flight Operation:	Signature:	Date:
Name of NP Crew Training:	Signature:	Date:
Name of NP Ground Operation:	Signature:	Date:
Name of NP Continuing Airworthiness:	Signature:	Date:

## **Application time frames and conditions**

The application shall be submitted before any such change takes place, to enable the competent authority to determine continued compliance with the latest updated Basic Regulation and EU Air OPS 965/2012.

The application for the amendment of an Air Operator Certificate (AOC) should be submitted at least 30 days before the date of the intended changes.

In the case of a planned change of a nominated person, or a safety manager, the operator should inform the competent authority at least 20 days before the date of the proposed change.

Unforeseen changes should be notified at the earliest opportunity, to enable the competent authority to determine continued compliance and if necessary, amend the AOC and related terms of approval.

For all applications, it applies that the more complete documentation that comes with the application, the shorter processing time.

After Application, the competent authority will verify the organization's compliance with the applicable requirements before issuing the approval. If necessary, the competent authority will prescribe the conditions under which the organization may operate during the change, unless the competent authority determines that the organization's certificate needs to be suspended.

The change shall only be implemented upon receipt of approval by the competent authority.

**The full documentation must be attached**

**Application for approval:**

<b>Changes that affect the AOC or OS</b>			<b>Mark with X</b>
1.1	ORO.GEN.130	The name of the operator	
1.2	ORO.GEN.130	A change of legal entity	
1.3	ORO.GEN.130	The operator's principal place of business	
1.4	ORO.GEN.130	The operator's scope of activities, i.e., EFB, RRLD etc.	
1.5	ORO.GEN.130	Additional locations of the operator	
1.6	ORO.GEN.130	The accountable manager	
1.7	ORO.GEN.130	Reporting lines between AM and NP	
1.8	ORO.GEN.130	Nominated persons referred to in ORO.GEN.210	
1.9	ORO.GEN.130	The operator's documentation, as required by Annex III in 965/2012 incl.: <ul style="list-style-type: none"> <li>- Management system</li> <li>- Operational control and supervision</li> <li>- Operator responsibilities</li> <li>- Immediate reaction to a safety problem</li> <li>- Occurrence reporting</li> <li>- Contracted activities</li> <li>- Personnel requirements</li> <li>- Facility requirements</li> <li>- Record-keeping</li> </ul>	
1.10	ORO.GEN.130	Safety policy and procedures (i.e., Volcanic Ash Application)	
1.11	ORO.GEN.130	The facilities	
1.12	ORO.GEN.130	Changes to the operator's procedure describing how changes not requiring prior approval will be managed and notified to the competent authority.	
1.13	ORO.GEN.130	New Aircraft or New Aircraft type on OS (Use separate application)	
1.14	ORO.GEN.130	Approval to EMS operation (Use separate application)	
1.15	CAT.GEN.MPA.155	Carriage of weapons of war and munitions of war	
1.16	CAT.OP.MPA.135	Area of Operation (Use separate application)	
1.17	SPA.GEN.105	Specific Approval – SPA (Use separate application)	

<b>Reference document</b>	<b>Description of the change</b>

<b>Changes related to an AOC holder</b>			<b>Mark with X</b>
2.1	ORO.GEN.110	Dangerous goods training programs (Non SPA.DG)	
2.3	ORO.GEN.115	Procedures regarding items to be notified to the competent authority;	
2.2	ORO.GEN.120	Alternative means of compliance (Alt MoC)	
2.4	ORO.AOC.110	Leasing agreements	
2.5	ORO.AOC.125	Non-commercial operations by AOC holders	
2.6	CAT.OP.MPA.110	Method to establish aerodrome operating minima	
2.7	CAT.OP.MPA.115	approach flight technique: (1) all approaches not flown as stabilized approaches for a particular approach to a particular runway; (2) non-precision approaches not flown with the continuous descent final approach (CDFA) technique for each particular approach/runway combination	
2.8	CAT.OP.MPA.140	Maximum distance from an adequate aerodrome for two-engined aeroplanes without an extended range operations with two-engined aeroplanes (ETOPS) approval:	
2.9	CAT.OP.MPA.145	Minimum flight altitudes: (1) the method for establishing minimum flight altitudes. (2) descent procedures to fly below specified minimum altitudes	
2.10	CAT.OP.MPA.180	Fuel/energy scheme	
2.11	CAT.OP.MPA.182	Isolated aerodrome	
2.12	CAT.OP.MPA.200	Special refuelling or defuelling of the aircraft	
2.13	CAT.OP.MPA.320	Applying a lower landing mass than the maximum certified landing mass for determining the indicated airspeed at threshold (VAT)	
2.14	CAT.POL.A.240	Operations with increased bank angles	
2.15	CAT.POL.A.245	Steep approach operations (Use steep Approach application)	
2.16	CAT.POL.A.250	Short landing operations	
2.17	CAT.POL.A.255	Reduced required landing distance operations	
2.18	CAT.POL.MAB.105	Mass and balance: (1) standard masses for load items other than standard masses for passengers and checked baggage	
2.19	CAT.IDE.A.105 CAT.IDE.H.105	(1) MEL (2) operating other than in accordance with the MEL, but within the constraints of the master minimum equipment list (MMEL) (3) rectification interval extension (RIE) procedures	

<b>Reference document</b>	<b>Description of the change</b>

<b>Changes to crew related items</b>			<b>Mark with X</b>
3.1	ORO.GEN.110, 2018-1139 Annex IV 8.4	All personnel Security Training programs, including syllabi	
3.2	ORO.GEN.110(e)	Flight Operation Officers Training programs, including syllabi	
3.3	ORO.GEN.110(e)	Relevant personnel MEL-training programs, including syllabi	
3.4	ORO.GEN.110(e)	Ground personnel In absence of crewmembers training programs, including syllabi	
3.5	ORO.AOC.120	Approval to provide cabin crew training and to issue cabin crew attestations	
3.6	ORO.FC.145	Flight crew training and checking programs, including syllabi	
3.7	ORO.FC.145	Use of flight simulation training devices (FSTDs)	
3.8	ORO.FC.240	Procedures for flight crew to operate on more than one type or variant	
3.9	ORO.FC.A.245	Flight crew alternative training and qualification programs (ATQPs)	
3.10	ORO.CC.215	Cabin crew training programs, including syllabi	
3.11	ORO.CC.205	Evacuation procedures with a reduced number of required cabin crew during ground operations or in unforeseen circumstances	
3.12	ORO.CC.250	Procedures for cabin crew to operate on four aircraft types	

<b>Reference document</b>	<b>Description of the change</b>



<b>Changes specific to helicopter operation</b>			<b>Mark with X</b>
4.1	CAT.OP.MPA.200	Refueling with rotors turning	
4.2	CAT.POL.H.225	to/from a public interest site located in a congested hostile environment where performance class 1 criteria cannot be met	
4.3	CAT.POL.H.305	Under performance class 2 or 3 without an assured safe forced landing capability	
4.4	CAT.POL.H.420	over a hostile environment located outside a congested area	
4.5	SPA.HEMS.110	Short excursions above 13 000 ft without using supplemental oxygen within a HEMS mission	
4.6	SPA.HOFO.100	Helicopter offshore operations	
4.7	SPA.PINS-VFR.100	Helicopter point-in-space (PinS) approaches and departures with reduced VFR minima	

<b>Reference document</b>	<b>Description of the change</b>

*To be completed by DCARA*

<b>Approval</b>	
Inspector:	Signature and stamp:
Date:	Approval ref. (WZ):

### **Personal Data Protection**

According to the general data protection regulation (GDPR), we will inform you how we handle the personal data we receive and process about you.

### **We are the Data Controller - how to contact us**

The Danish Transport, Construction and Housing Authority is the Data Controller for the personal data we receive on you. If you have any questions concerning processing of your personal data by the Authority, you are welcome to contact us or our independent data protection adviser via the contact details below:

#### **Contact details for the Authority:**

Carsten Niebuhrs Gade 43  
1577 København V  
Tel.: 7221 8800

E-mail: [info@trafikstyrelsen.dk](mailto:info@trafikstyrelsen.dk)

CBR no.: 27186386

Contact details for our data protection adviser: E-mail: [dpo@trafikstyrelsen.dk](mailto:dpo@trafikstyrelsen.dk)

### **The purpose of processing your personal data**

The Authority processes personal data for the following purposes:

The information is obtained for evaluating whether the organization is adequate and suitable to hold an Air Operators Certificate (AOC) with the changes applied for.

### **The legal basis for processing your personal data**

The legal basis for processing your personal data comes from:

Regulation 965/2012 of 5 October 2012 laying down technical requirements and administrative procedures related to air operations pursuant to Regulation (EC) 216/2008 of the European Parliament and the Council, Part ARO, Part ORO, Part CAT, Part SPA

### **Categories of personal data**

The Authority processes the following categories of personal data on you:

Name, telephone and e-mail.

### **Recipients or categories of recipients**

The Authority discloses or gives your personal data to the following recipients:

The Danish Transport, Construction and Housing Authority. Also, in connection with the oversight of the Danish Transport, Construction and Housing Authority, EASA (European Aviation Safety Agency) may require documents containing your personal data delivered as part of the audit. EASA is domiciled in Germany.

### **Transfer to recipients in other countries, including to international organisations.**

In connection with the oversight of the Danish Transport, Construction and Housing Authority, ICAO (International Civil Aviation organisation) may require documents containing your personal data delivered as part of the audit. ICAO is domiciled in Canada.

### **Storage of your personal data**

The data the Authority may keep on record are regularly forwarded to the Danish National Archives in accordance with the rules of the Archiving Act and the provisions laid down by the Danish National Archives. Data we receive that are not subject to the Authority's duty to keep records will be deleted when we no longer need them.

### **Your rights**

According to the Data Protection Regulation, you have a number of rights regarding the processing of your personal data by us. If you want to exercise your rights, please contact us.

The right to see your data.

You have the right to see the data we process on you (the right of access to documents), or to apply for access to documents.

The right of correction

You have the right to have incorrect data on you corrected.

The right of deletion

In special instances, you have the right to have data we hold on you deleted before the date on which we generally delete data. This only applies to data which we are not obliged to record.

You can read more about your rights in the Danish Data Protection

Agency's guide to data subject rights at [www.datatilsynet.dk](http://www.datatilsynet.dk).

Complaints to the Danish Data Protection Agency  
You have the right to complain to the Danish Data Protection Agency

if you are dissatisfied with the manner in which we process your personal data. You can find the Agency's contact details at [www.datatilsynet.dk](http://www.datatilsynet.dk).