



Issued: 18 April 2016

ORA.GEN.130 Changes to Organisations

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	Not primarily affected
Air Traffic:	Not primarily affected
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	All Approved Training Organisations
Licensed/Unlicensed Personnel:	All Approved Training Organisations

1 Introduction

- 1.1 This IN refers to the Regulation (EU) 1178/2011 as amended.
- 1.2 In their day to day activities, Approved Training Organisations (ATOs) may need to make various changes to their Organisation's structure, procedures, personnel, facilities and equipment.
- 1.3 Some of these changes can only be implemented following formal approval by the CAA (ORA.GEN.130 and related Acceptable Means of Compliance (AMC) and Guidance Material GM). These are termed "Changes requiring prior approval".
- 1.4 The application time frames are defined in the AMC1 ORA.GEN.130.
- 1.5 There are other changes that do not require prior CAA approval. In order to instigate such changes, Organisations should have in place a procedure approved by the CAA, describing how changes that do not require prior approval will be managed and notified to the CAA (ORA.GEN.115 (b)).
- 1.6 The changes that do require prior approval by the CAA are shown in [Appendix 1](#) (Organisations should refer to the latest Regulation amendment) and they emphasise any change affecting the scope of the certificate or the terms of approval of an Organisation, or any elements of the Organisation's Management System as required in ORA.GEN.200(a)(1) and (a)(2). Notification of changes that require prior approval will often be covered by the submission of existing CAA forms such as [SRG2115](#) (Form 4) and [SRG2116](#) (or via electronic

version if applicable) and the associated information requested by these documents. Where there is doubt the ATO should seek the advice of their assigned Licensing Standards Inspector.

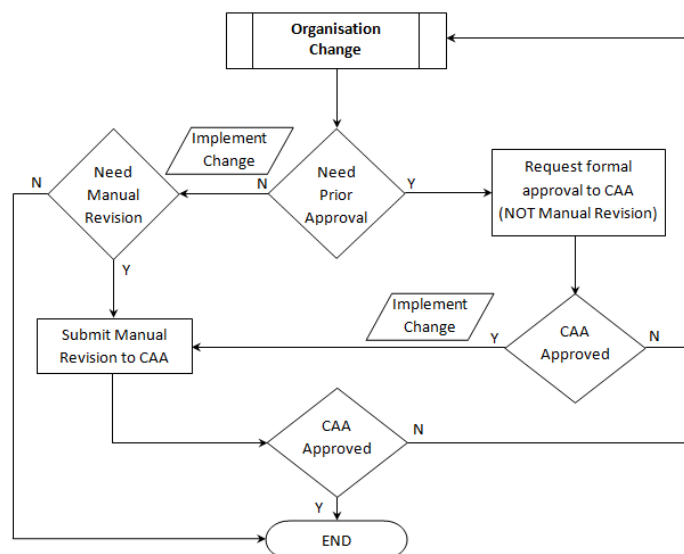
- 1.7 Changes that do not require prior approval (examples in [Appendix 2](#)) should still be submitted to the CAA for approval in the way defined by the Organisation’s procedure and approved by the CAA, as referenced in paragraph 1.5. The CAA will acknowledge receipt of the notification within 10 working days after notification by the ATO.
- 1.8 The CAA will, however, continue to review these changes and raise findings if any non-compliances are identified (ARA.GEN.330(c)), even when they have been implemented already.
- 1.9 The purpose of this Information Notice (IN) is to highlight details for both procedures.

2 Scope

- 2.1 In order to be compliant with Part ORA.GEN.130(c) and use the privileges of Part ARA.GEN.310(c), the Organisation is required to have in place, and to have approved by the CAA, a procedure detailing how the Organisation’s compliance processes will administer such changes.
- 2.2 The CAA does not require complete Manual Revisions for all changes. Where appropriate, Organisations can use a temporary change process (such as a flight crew notice for example) provided this is suitably controlled, with periodic manual re-issues.
- 2.3 Organisations should provide to the CAA all documentation supporting any proposed change.
- 2.4 In this way, manuals revisions may include:
 - changes that do not require prior approval and/or,
 - changes that require prior approval already granted by CAA.
- 2.5 By this process, Organisations can implement all changes included in the manual revisions without waiting for CAA approval.

3 Further Information

3.1 Flowchart:



3.2 As stated in ORA.GEN.200(a)(6) and ORA.GEN.210(b), the Organisation, through their responsible/nominated persons, have the responsibility of ensuring the Organisation complies with all the applicable requirements.

4 Queries

4.1 Any queries or further guidance required as a result of this IN should be addressed to LTS.Approvals@caa.co.uk.

5 Cancellation

5.1 This Information Notice will remain in force until further notice.

Appendix 1 List of changes that do require CAA prior approval before implementation:

- Change of name of the organization (GM1 ARA.GEN.330) (GM1 / GM2 ORA.GEN.130(a))
- Change in nominated persons (ORA.GEN.130 (a)(1)) (AMC1 ARA.GEN.330)
- Change in the accountable manager (GM1 ORA.GEN.130(a))
- Changes in lines of responsibility and accountability throughout the organisation, including a direct safety accountability of the accountable manager (ORA.GEN.130 (a)(1))
- Change of the overall philosophies and principles of the organisation with regard to safety, referred to as the safety policy (ORA.GEN.130 (a)(2))
- Change in the scope of the certificate or the terms of approval of an organisation, which include principal place of business, training sites, training courses and used FSTD's (GM1 ORA.GEN.130(a))
- Initial/new edition of organisation's documentation (Safety Management Systems Manual (SMSM), Compliance Monitoring Manual (CMM), Emergency Response Plan (ERP), Operations Manual (OM), Training Manual (TM), ...) (GM1 ORA.GEN.130(a))
- A procedure submitted by the organisation defining the scope of changes that don't need prior approval and describing how such changes will be managed and notified (ARA.GEN.310 (c)) (GM1 ORA.GEN.130(b))
- Use of Alternative Means of Compliance (ORA.GEN.120 (b))

Appendix 2 Examples of changes that do not require CAA prior approval before implementation

Include, though not limited to, changes of what is already approved in the corresponding manuals:

- Changes to the layout of existing approved premises
- Changes in staff other than the Accountable Manager, Head of Training, Chief Flying Instructor, Chief Theoretical Knowledge Instructor, Compliance Monitoring and Safety Managers.
- Changes in the aircraft fleet
- Changes in theoretical knowledge or flight training courses where compliance with the Aircrew Regulation is not affected
- Changes to organisation's forms
- Changes to teaching materials