

Notification of a Proposed Change by an Air Navigation Service Provider (Regulation (EU) 1035/2011) or ATCO Training Organisation (Regulation (EU) 2015/340)



Please complete this form online (preferred method) and submit as instructed.
Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

Please read the attached Guidance Notes before completing this form.

FALSE REPRESENTATION STATEMENT

It is an offence under the Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine up to £5000, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.

1. APPROVAL/CERTIFICATE HOLDER DETAILS (Complete a) or b) as applicable)

a) Registered Company Name in Full and Companies House Registration Number

b) Name of Unincorporated Association or Other Body..

Current Approval/Certificate Number(s)

Location

Submission Date

Contact Person

(Responsible for this Change)

Title

Name

First name

Position

Phone

E mail

2. REFERENCE VERSION NUMBER OF THIS NOTIFICATION

Please provide your internal and unique reference for this change and version number

Reference

Version

3. PROVIDE A TITLE FOR THIS CHANGE

4. PROPOSED DATE FOR THE INTRODUCTION OF THE CHANGE

5. WHY IS THE CHANGE REQUIRED?

6. WHICH ORGANISATION(S) IS/ARE DEVELOPING THE SAFETY ASSURANCE CASE?

List all organisations involved in developing the safety assurance documentation below ☐ N/A

7. NAME OF OTHER SERVICE PROVIDERS OR ORGANISATIONS AFFECTED BY THE CHANGE

8. CHANGE RISK CLASSIFICATION (PRE MITIGATION)**Risk Assessment**

(Enter the risk classification for the change. See Part 2 Section 8 of the attached guidance).

Severity**Probability****Risk Level****9. DESCRIBE THE CHANGE** *[Brief description]***10. a) DESCRIBE THE IMPACT OF THE CHANGE**

Will the change result in a new or changed safety case or safety assurance documentation	☐ Yes	☐ No
Will the change result in new or changed interoperability (IOP) documentation	☐ Yes	☐ No
Will the change introduce a technology that is new to the notifying organisation	☐ Yes	☐ No
Will the change result in a change to operational or engineering manuals	☐ Yes	☐ No
Will the change result in user training for operators and/or engineers	☐ Yes	☐ No
Will the change require a 'deviation' from your change management procedures	☐ Yes	☐ No
Will the change impact on the organisations ANSP/TO/ITO certificate	☐ Yes	☐ No

10. b) DESCRIBE OTHER IMPACTS BELOW**11. SERVICE / FUNCTIONS IMPACTED BY THE CHANGE**

- ☐ Air Traffic Control (ATC)
- ☐ Aerodrome Flight Information Service (AFIS)
- ☐ Communication systems
- ☐ Navigation systems
- ☐ Surveillance systems
- ☐ Aeronautical Information Services (AIS)
- ☐ Meteorological Services
- ☐ Air Space Management (ASM)
- ☐ Air Traffic Flow Management (ATFM)
- ☐ Unit Training
- ☐ Initial Training
- ☐ Other
(Provide details)

12. SUBMISSION INSTRUCTIONS

Please email this document to asddocs@caa.co.uk