**Checklists for Operations Manager (OP)**

Ref. ORO.FC.145 , AMC1 ORO.FC.145(b), ORO.FC.140, ORO.FC.130, AMC1 ORO.FC.145(d)

**Frequency: Annually**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Date performed or verified** | **Remarks** |
| Annual meetings with individual personnel incl. follow-up on training and currency status |  |  |
| Safety meeting & review |  |  |
| Rules and regulations review meeting |  |  |
| Review according to change management process |  |  |
| Review of OPS manual and in particular data on the OREF list |  |  |
| Review of MEL and update according to changes in MMEL |  |  |
| Review of need for differences or familiarization training based on new equipment or new aircraft variants in accordance with ORO.FC.125 |  |  |
| If applicable, review changes to FSTD used in training and adapt the recurrent training accordingly |  |  |
| If applicable, classify changes between the FSTD and the operators aircraft in accordance with AMC1 ORO.FC.145(d) and adapt the initial and recurrent safety training accordingly |  |  |
| Review of MEL and update according to changes in MMEL |  |  |
| Review changes to operational suitability data (OSD) for the aircraft types and adapt the training programme accordingly |  |  |
| Delete documents which no longer needs to be stored |  |  |

## Change Management Process

The OM must manage safety risks related to a change. The management of change is a documentation process which identifies external or internal changes that may have an adverse effect on safety. Changes include organizational changes with regard to safety responsibilities.

The following is an example of possible changes that should be considered:

* New regulations,
* Managerial reorganization,
* Relocation,
* Outsourcing,
* Mergers,
* Change of market structure, development of new markets, etc.,
* Change in economic and financial pressure,
* New operations and/or missions,
* New aircraft type or variant,
* New maintenance procedures, equipment or tools,
* Hiring new personnel,
* New training provider or other type of contractor,
* Outsourcing,
* Mergers,
* Change of market structure, development of new markets, etc.,
* Change in economic and financial pressure,
* New operations and/or missions,
* New aircraft type or variant,
* New maintenance procedures, equipment or tools,
* Hiring new personnel,
* New training provider or other type of contractor,
* Proactive evaluation of individual performance to verify the fulfilment of their safety responsibilities; and
* Reactive evaluations in order to verify the effectiveness of the system for control and mitigation of risk.

Whenever a change leads to a safety concern a Safety Report Form should be filed and the associated risk assessment and mitigation process followed.