

## Change Notification Form<sup>1</sup>

Version:		Date:	
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### CHANGE IDENTIFICATION NUMBER

CH-HKZP-yyyy-xx Change title
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### 1. ORGANISATION DATA AND APPROVAL

Organisation	
Address	
Corporate Safety Manager	
Phone(s)	
E-Mail	
Point of contact for this change (if any) <sup>2</sup>	
Function	
Phone(s)	
E-Mail	
Date	Click here to enter a date.
Corporate Safety Manager signature <sup>3</sup>	

<sup>1</sup> To be filled in and sent to the CCAA for safety-related changes and changes to the provision of services which may affect compliance with the common requirements or with the conditions attached to the certificate.

<sup>2</sup> The Point of Contact (PoC), or the Safety Manager if no PoC is appointed, shall be kept informed of all exchanges between the CCAA and the organisation.

<sup>3</sup> Hardcopies of this form shall be signed by the Safety Manager. If the change is not safety-related, the form can be signed by the Quality Manager. Unsigned electronic versions are accepted provided they are sent either by: - the Safety or Quality Manager depending on whether the change is safety-related or not, or a S&Q staff under the condition that the e-mail is also sent to the Safety Manager (in Cc:).

## 2. SUMMARY OF CHANGE DATA

Description of the change						
Description of how the change affects the functional system						
Reasons for and expected results of the change						
Links to other changes						
Other ANSPs involved	<input type="checkbox"/> No	<input type="checkbox"/> Yes:				
Services/functions impacted	<input type="checkbox"/> ATS	<input type="checkbox"/> MET	<input type="checkbox"/> AIS	<input type="checkbox"/> CNS	<input type="checkbox"/> ATFM	<input type="checkbox"/> ASM
	<input type="checkbox"/> AFIS					
Estimated severity class <sup>4</sup>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> TBD
Software Assurance Level (SWAL)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> TBD	<input type="checkbox"/> N/A
Expected date for the introduction into service or the completion of the change						
Referent Safety assessment / Case if applicable						
Safety assessment completion date	Click here to enter a date.					
FAB related change	<input type="checkbox"/> No			<input type="checkbox"/> Yes		

<sup>4</sup> Refer to Section 3.2.4., Annex II, of Commission Implementing Regulation (EU) No 1035/2011 for a definition of severity classes. A document shall be provided by the applicant as an attachment showing how the severity class was assessed. The CCAA reserves the right to verify how severity classes have been determined during any of its on going activities. Any modification arising to the estimated severity class of a change shall be communicated to the CCAA as soon as determined.

### 3. MAIN RESPONSIBILITIES

Project leader in charge of the overall management of the change	
Name	
Department / Unit	
Phone(s)	
E-Mail	
Change safety manager (if any) <sup>5</sup>	
Name	
Department / Unit	
Phone(s)	
E-Mail	

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<sup>5</sup> *The person who is responsible for the production of the safety case / safety assessment and all related activities.*

#### 4. CHANGE ASSESSMENT GRID<sup>6</sup>

Does the change affect matters that are covered by the applicable common requirements?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the change affect matters that are covered by the conditions attached to the applicant certificate?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the change affect the applicant Safety Management System or any accepted procedure for change management?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Is the severity class of the change still unknown?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Is the severity class for the potential effects of the hazards identified estimated to be 1 or 2?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the implementation of the change require the introduction of new aviation standards?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Is the change subject to the Interoperability Regulation (EC) No 552/2004?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Is the severity class for the potential effects of the hazards identified estimated to be 3, and ...	... does the change introduce new systems <sup>7</sup> , or changes to existing systems, that replace or provide new functionalities and/or capabilities into ATM?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	... does the change have a significant geographical extent or affect numerous locations, including: <ul style="list-style-type: none"> <li>- departure and arrival procedures to be applied within an airspace or at an aerodrome,</li> <li>- the ATS route structure,</li> <li>- airspace re-sectorisation, or</li> <li>- reduced separation minima to be applied within an airspace or at an aerodrome?</li> </ul>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	... does the change have an impact on existing operational methods, operational procedures or current airspace management?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	... does the change affect the sufficiency and competency <sup>8</sup> of ATM/ANS staff?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	... does the change affect interfaces with stakeholders which may influence directly the safety of the services provided?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

#### 5. CHANGE ADDITIONAL DATA<sup>9</sup>

<sup>6</sup> If any of the answers provided in Table 4 is positive then the change is potentially subject to review and acceptance by the CCAA. For each positive answer, the related data field(s) in Table 5 shall be filled in as precisely as possible.

<sup>7</sup> A system is defined as a combination of systems, procedures and human resources organised to perform a function within the context of ATM.

<sup>8</sup> In this framework, a change to the competency of ATM/ANS staff – e.g. ATCO and ATSEP – is defined as the need:

- for practical exercises or courses, including simulation and on-the-job training (OJT), in the case of ATCO;
- for a new type rating or for a refresher course on an existing type rating in the case of ATSEP.

Impacts on the applicable common requirements	
Impacts on the conditions attached to the certificate	
Impacts on the SMS or accepted procedures for change management	
Severity class still unknown	
New aviation standards	

Interoperability issues <sup>10</sup>				
System classification <sup>11</sup>	<input type="checkbox"/> ATS	<input type="checkbox"/> COM	<input type="checkbox"/> NAV	<input type="checkbox"/> SUR
	<input type="checkbox"/> AIS	<input type="checkbox"/> MET	<input type="checkbox"/> ASM	<input type="checkbox"/> ATFM
Update of an existing DoV? If yes, indicate its reference	<input type="checkbox"/> No		<input type="checkbox"/> Yes	
Update of an existing Technical File (TF)? If yes, indicate its reference	<input type="checkbox"/> No		<input type="checkbox"/> Yes	
Implementing Rules applicable				
Community Specifications applicable				
Other Means of Compliance				

New systems or changes to existing systems	
Replaced or new functionalities and capabilities	
Geographical extent	
Changes to departure and arrival procedures	
Changes to the ATS route structure	
Changes to airspace sectorisation	
Reduced separation minima	
Impacts on existing operational methods, operational procedures or current airspace management	
Changes to the sufficiency and competency of ATM/ANS staff	

<sup>9</sup> To be filled in if any of the answers provided in Table 4 is positive. The answers provided in Table 5 should be short and concise, and should preferably refer to specific documents or parts of documents to be provided as attachments. Only the data fields related to positive answers in Table 4 shall be filled in.

<sup>10</sup> To be filled in if the change is subject to the Interoperability Regulation (EC) No 552/2004.

<sup>11</sup> Refer to Annex I of Regulation (EC) 552/2004 as amended.

Changes to interfaces with stakeholders	
Need of a review by the CCAA	