



**REPUBLIC of SAN MARINO**  
**CIVIL AVIATION AUTHORITY**

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*APPLICATION FOR VARIATION OF AOC*

This Form is to be used by an AOC holder who wishes to add or remove an aircraft type to or from their AOC, required additional authorisations or changes to existing type or area of operations, or plans to change a nominated person. If any other variation is required, please contact CAA to discuss your variation process.\*

Refer to CAP 11 Section on Variation of an AOC for additional information regarding time frame, proving flight, and other requirements pertaining to the variation.

A vertical line in the margin indicates an amendment to the previous version.

<b>1. OPERATOR DETAILS</b>					
Name of Operator:			AOC No:		
Name of Coordinator:		Tel:		Email:	
<b>2. VARIATION DETAILS</b>					
<input type="checkbox"/> Addition of Aircraft <input type="checkbox"/> Removal of Aircraft <input type="checkbox"/> Change to OPS SPECS					
<input type="checkbox"/> Changes to Nominated Personnel <input type="checkbox"/> Other*					
Description of Variation:					
<b>3. ADDITIONAL COMMENTS TO SUPPORT APPLICATION</b>					
<b>4. INFORMATION &amp; SUPPORTING DOCUMENTATION</b>					
Each Appendix is to be used as a checklist to assist AOC holders in their compliance with the applicable requirements pertaining to the variation:					
Appendix 1	Checklist for the Submission of an AOC Variation for the Addition of Aircraft				
Appendix 2	Checklist for the Submission of an AOC Variation for the Removal of Aircraft				
Appendix 3	Checklist for the Submission of an AOC Variation for Addition of Areas of Operation, Types of Operation and/or Specific Approvals				
Appendix 4	Checklist for the Submission of an AOC Variation for Changes to Nominated Personnel				
<b>5. SCHEDULE OF EVENTS</b>					
5.1	Proposed commencement of operation:				
5.2	Proposed date for any inspection ( <i>if applicable</i> ):				
<b>6. APPLICANT'S DECLARATION</b>					
I hereby apply for a variation to the Air Operator Certificate and declare that, to the best of my knowledge and belief, the statements given in this application are true.					
Date:		Position in Company:			
Name of Applicant:		Signature of Applicant:			



## APPENDIX I TO FORM SM 94

### CHECKLIST FOR THE SUBMISSION OF AN AOC VARIATION FOR THE ADDITION OF AIRCRAFT

**Note:** The Comments field is to enable a more detailed description of the status of the item, i.e. intended date of submission, if required for clarification.

No.	Item	if included,	Tick	Comments
1	Application for Variation of AOC complete (Form SM 94)		<input type="checkbox"/>	
2	Draft Operations Specifications with proposed variation (Refer to Appendix A of CAP 11)		<input type="checkbox"/>	
3	Schedule of Events ( <i>if applicable</i> )		<input type="checkbox"/>	
4	SMS risk assessment		<input type="checkbox"/>	
5	Legal documents/contracts/letters of intent (e.g. Lease/Management Agreement)		<input type="checkbox"/>	
6	Operations Manual Compliance Statement (Form SM 80)		<input type="checkbox"/>	
7	Operations Manual Part A amendment		<input type="checkbox"/>	
8	Operations Manual Part B amendment		<input type="checkbox"/>	
9	Operations Manual Part C amendment ( <i>if applicable</i> )		<input type="checkbox"/>	
10	Operations Manual Part D amendment ( <i>if applicable</i> )		<input type="checkbox"/>	
11	Cabin Crew Manual amendment ( <i>if applicable</i> )		<input type="checkbox"/>	
12	EFB Manual if not in OMB (Refer to Form SM 06)		<input type="checkbox"/>	
13	Dispatch Manual ( <i>if applicable</i> )		<input type="checkbox"/>	
14	Aircraft Operating Manual (if not in OMB)		<input type="checkbox"/>	
15	Aircraft Checklists ( <i>if not in OMB</i> )		<input type="checkbox"/>	
16	Safety Briefing Card ( <i>if not in OMB</i> )		<input type="checkbox"/>	
17	Ground Operation Manual amendment ( <i>if applicable</i> )		<input type="checkbox"/>	
18	Quality Manual ( <i>if applicable</i> )		<input type="checkbox"/>	
19	Operator subscription – Copies or access to manufacturer's manuals (FCOM, AFM, QRH, etc)		<input type="checkbox"/>	
20	Type Certificate Data Sheet		<input type="checkbox"/>	
21	Minimum Equipment List (Form SM 03)		<input type="checkbox"/>	
22	Statement of Compliance Subpart M - CAR OPS 1/3 (Form SM 79 – Aeroplane or Form SM 79A – Helicopter)		<input type="checkbox"/>	
23	Maintenance Management Exposition (MME) amendment		<input type="checkbox"/>	



24	Maintenance Support Contracts ( <i>if not in the MME</i> )	<input type="checkbox"/>	
25	Maintenance Programme (Forms SM 73 and SM 74)	<input type="checkbox"/>	
26	Technical log (Refer to Form SM 128)	<input type="checkbox"/>	
27	Statement of Compliance Aircraft Instruments and Equipment - CAR OPS 1/3 (Form SM 76 (aeroplane) or Form SM 76C (helicopter))	<input type="checkbox"/>	
Application Forms for required specific approvals:			
28	Application for Designated Airspace (Form SM 04A)	<input type="checkbox"/>	
29	Application for All Weather Operations (Form SM 05A)	<input type="checkbox"/>	
30	Application for EFB (Form SM 06)	<input type="checkbox"/>	
31	Application for HUD-EVS operational Credit (Form SM 07A)	<input type="checkbox"/>	
32	Application for CPDLC and/or ADS (ADS-B Out and/or ADS-C) (Form SM 30)	<input type="checkbox"/>	
33	Application for EDTO (Form SM 126 for aeroplanes only)	<input type="checkbox"/>	
34	Application for steep approaches (Form SM 135A)	<input type="checkbox"/>	
35	Application for PBCS (RCP (240) and/or RSP (180)) (Form SM 138A)	<input type="checkbox"/>	
36	Ensure flight crew licences validations applied for	<input type="checkbox"/>	
37	Operator's Financial Capabilities ( <i>Compliance with CAA Information Circular No. 18, if applicable</i> )	<input type="checkbox"/>	
Other supporting documentation included with application ( <i>list</i> ):			
38		<input type="checkbox"/>	
39		<input type="checkbox"/>	
40		<input type="checkbox"/>	
41		<input type="checkbox"/>	
42		<input type="checkbox"/>	



## APPENDIX 2 TO FORM SM 94

### CHECKLIST FOR THE SUBMISSION OF AN AOC VARIATION FOR THE REMOVAL OF AIRCRAFT

**Note:** The Comments field is to enable a more detailed description of the status of the item, i.e intended date of submission, if required for clarification.

No.	Item	if included,	Tick	Comments
1	Application for Variation of AOC complete (Form SM 94)		<input type="checkbox"/>	
2	Operations Manual Part A amendment ( <i>if applicable</i> )		<input type="checkbox"/>	
3	Operations Manual Part B amendment ( <i>if applicable</i> )		<input type="checkbox"/>	
4	Operations Manual Part C amendment ( <i>if applicable</i> )		<input type="checkbox"/>	
5	Operations Manual Part D amendment ( <i>if applicable</i> )		<input type="checkbox"/>	
6	Cabin Crew Manual amendment ( <i>if applicable</i> )		<input type="checkbox"/>	
7	Maintenance Management Exposition (MME) amendment		<input type="checkbox"/>	
8	Termination Management Agreement ( <i>if the Aircraft remains T7-Registered</i> )		<input type="checkbox"/>	
	Other supporting documentation included with application ( <i>list</i> ):			
9			<input type="checkbox"/>	
10			<input type="checkbox"/>	
11			<input type="checkbox"/>	
12			<input type="checkbox"/>	
13			<input type="checkbox"/>	
14			<input type="checkbox"/>	



### APPENDIX 3 TO FORM SM 94

#### CHECKLIST FOR THE SUBMISSION OF AN AOC VARIATION FOR ADDITION OF AREAS OF OPERATION, TYPES OF OPERATION AND/OR SPECIFIC APPROVALS

**Note:** The Comments field is to enable a more detailed description of the status of the item, i.e intended date of submission, if required for clarification.

No.	Item	if included,	Tick	Comments
1	Application for Variation of AOC complete (Form SM 94)		<input type="checkbox"/>	
2	Draft Operations Specifications with proposed variation (Refer to Appendix A of CAP 11)		<input type="checkbox"/>	
3	SMS risk assessment		<input type="checkbox"/>	
4	Operations Manual Compliance Statement (Form SM 80) <i>(if applicable)</i>		<input type="checkbox"/>	
5	Operations Manual Part A amendment <i>(if applicable)</i>		<input type="checkbox"/>	
6	Operations Manual Part B amendment <i>(if applicable)</i>		<input type="checkbox"/>	
7	Operations Manual Part C amendment <i>(if applicable)</i>		<input type="checkbox"/>	
8	Operations Manual Part D amendment <i>(if applicable)</i>		<input type="checkbox"/>	
9	EFB Manual if not in OMB (Refer to Form SM 06) <i>(if applicable)</i>		<input type="checkbox"/>	
10	Minimum Equipment List Amendment (Form SM 03) <i>(if applicable)</i>		<input type="checkbox"/>	
11	Statement of Compliance Aircraft Instruments and Equipment - CAR OPS 1/3 (Form SM 76 (aeroplane) or Form SM 76C (helicopter) <i>(if applicable)</i>		<input type="checkbox"/>	
	Application Forms for required specific approvals:			
12	Application for Designated Airspace (Form SM 04A)		<input type="checkbox"/>	
13	Application for All Weather Operations (Form SM 05A)		<input type="checkbox"/>	
14	Application for EFB (Form SM 06)		<input type="checkbox"/>	
15	Application for HUD-EVS operational Credit (Form SM 07A)		<input type="checkbox"/>	
16	Application for CPDLC and/or ADS (ADS-B Out and/or ADS-C) (Form SM 30)		<input type="checkbox"/>	
17	Application for EDTO (Form SM 126 for aeroplanes only)		<input type="checkbox"/>	
18	Application for steep approaches (Form SM 135A)		<input type="checkbox"/>	
19	Application for PBCS (RCP (240) and/or RSP (180)) (Form SM 138A)		<input type="checkbox"/>	
	Other supporting documentation included with application <i>(list)</i> :			
20			<input type="checkbox"/>	



21		<input type="checkbox"/>	
22		<input type="checkbox"/>	
23		<input type="checkbox"/>	
24		<input type="checkbox"/>	
25		<input type="checkbox"/>	



#### APPENDIX 4 TO FORM SM 94

### CHECKLIST FOR THE SUBMISSION OF AN AOC VARIATION FOR CHANGES TO NOMINATED PERSONNEL

**Note:** The Comments field is to enable a more detailed description of the status of the item, i.e. intended date of submission, if required for clarification.

No.	Item	if included,	Tick	Comments
1	Application for Variation of AOC complete (Form SM 94)		<input type="checkbox"/>	
2	Postholder & key management application(s) (Form SM 54); Personnel resume (CVs) and qualifications should be presented		<input type="checkbox"/>	
3	Any supporting documents related to the new nominated postholder's competence (i.e. licence, training certificates etc...)		<input type="checkbox"/>	
4	Criminal Record (not older than 6 months at the time of the official nomination under CAA SMR)		<input type="checkbox"/>	
5	Employment contract registered in SM		<input type="checkbox"/>	
6	OM-A organizational chart amendment		<input type="checkbox"/>	
7	Operations Manual Part A amendment		<input type="checkbox"/>	
8	SMS Manual amendment ( <i>if applicable</i> )		<input type="checkbox"/>	
9	MME Manual amendment (i.e. change of Nominated Postholder for Continuing Airworthiness)		<input type="checkbox"/>	
	Other supporting documentation included with application ( <i>list</i> ):			
10			<input type="checkbox"/>	
11			<input type="checkbox"/>	
12			<input type="checkbox"/>	
13			<input type="checkbox"/>	
14			<input type="checkbox"/>	
15			<input type="checkbox"/>	

**Note:** When a key management person is replaced after the issuance of the AOC, an interview of the new nominated personnel may be necessary before acceptance for the nominated position. This has to be agreed with the assigned Inspector and CAA SMR.