

Flying Staff Instruction



FSI 2016-055 Revised system of amendment and revision

DATE: September 29TH, 2016

TO: All TAS Flight operational crews

FROM: Polawich Sookjit, Director of Flight Operations

SUBJECT: Revision of OMA section 0.2 system of amendment and revision

PAGE: 5 pages

Purpose

The purpose of this FSI is to amend section 0.2 “System of amendment and revision” of the OMA

Background

TAS has implemented a change in the method of content management of the company operations manuals. TAS has also instituted the use of iPads in the cockpit as an Electronic Flight Bag (EFB). To ensure all company controlled documents have been correctly updated and synchronized into the system, the procedure of amendment and revision in TAS OMA has been revised.

Action to be taken

Effective immediately,

Section 0.2 of the OMA “System of amendment and revision” is revised as follows.

0.2.1 Method of amendment

This document is issued on the authority of the Company. The director of flight operations authorizes all amendments as required by the Company or by the Authority. If amendments require approval or acceptance by the Authority, this will be obtained and documented before the amendment is published.

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0.2.3 Amendment proposals

Handwritten amendments and revisions are not permitted. Amendment proposals should be made by SQID using the request for document change (RDC) procedure or using the non-conformance document (NCD) procedure in case of noncompliance including: direct to the person responsible for the manual as per the below list.

- a. OMA: Director of flight operations
- b. OMB: Chief pilot (fleet type)
- c. OMC: Base manager
- d. OMD (including appendices): Chief pilot
- e. Other parts: Director of flight operations

The amendment proposal should include the below information.

- a. Manual part and paragraph affected
- b. Reason for change
- c. Proposed change

The proposal will be further assessed and forwarded, with recommendations for decision on incorporation to the Dep. MD – Operations for a final decision on the amendment adoption. Within the SQID system in TAS, the RDC or NCD will be delegated to the appropriate people as follows:

- a. OMA: Director of flight operations
- b. OMB: Chief pilot (fleet type)
- c. OMC: Base manager and / or the base chief pilot
- d. OMD (including appendices): Chief pilot
- e. Other parts: Director of flight operations

The above assigned person will communicate the result to the person who initiated the request.

0.2.4 Amended content

All amendments will be in the form of replacement PDF files, or printed individual replacement pages. Each page of the manual will show the date of issue. Vertical marginal lines will indicate changed or revised portion of the text

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0.2.5 List of effective pages

The list of effective pages appears directly after the table of contents, at the front of the manual. The LEP shows an applicable date for each page in the manual 'content unit' (being a chapter or a section), and the range of pages for that content unit. Whenever a change is made in the content unit, the amendment will replace all the pages in that content unit, with each applicable page having the new date with a new applicable date.

0.2.6 Summary of changes

A summary of changes will be contained at the front of this manual, immediately following the revised LEP. The summary of changes describes content changes included in an amendment

0.2.6 Temporary revisions

Temporary revisions are not issued. Changes or additional information required will be issued as a flying staff instruction (FSI) in accordance with section 2.2.1 Flying Staff Instructions.

0.2.7 Temporary revisions

0.2.8 Distribution

0.2.7 Distribution

The Company will ensure that all operations personnel have access to a copy of each part of the operations manual that's relevant to their duties. Every aircraft will carry a copy of the relevant parts in either hard copy form or in an electronic file format that complies with the company EFB procedure outlined in the TAS EFB manual. Every base will carry an additional copy. In addition, relevant manuals, or parts of the manuals, will be available electronically for personal study.

The EFB (iPad) used in operations contains the operations manuals necessary for the flight (refer to the OMC for the EFB procedures manual). The documentation may also be accessed via Intranet, via the Library section of the TAS Air Maestro site. via the flight standards global site: <http://intranet.che.ca/HelicopterServices/FlightStandards/Pages/default.aspx>.

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In addition, operations personnel may have personal electronic devices (iPad, iPhone, etc.) to access operations manuals. The setup and password can be obtained from the EFB administrator chief pilot base. Password is changed at regular intervals according to a set schedule.

The DFO will ensure that the company maintains up to date manuals on the relevant Intranet and FTP sites. The distribution procedures can be found in the document control procedures.

0.2.9 Distribution list

0.2.8 Distribution list

The distribution list for this manual is as follows:

Inventory No. Distribution ID	Manual Holder	Location
TAS THAI (Master copy) TAS-Master	Director of flight operations Document Control Officer	TAS head office Bangkok Document Control Library (QA-NST)
TAS NST	-	Nakhon base
TAS NST CHPL	Chief pilot	Nakhon base
TAS NST MGR	Base manager	Nakhon base
TAS U TAPAO	Base manager	U Tapao base
TAS-Bangkok	DMD-Operations	DMD's office – Bangkok
TAS-NST	Base Manager	BM's office - Nakhon
TAS-UTP	Base Manager	BM's office – Utapao
SN760010	S76A++	U Tapao base
SN760011	S76A++	U Tapao base
SN760561	S76C+	U Tapao base
SN760691	S76C++	U Tapao base
SN760693	S76C++	Nakhon base
SN760697	S76C++	Nakhon base
SN760706	S76C++	Nakhon base
SN760720	S76C++	Nakhon base
SN760724	S76C++	Nakhon base
SN760731	S76C++	Nakhon base
SN920143	S92	Nakhon base
SN920146	S92	Nakhon base

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The contents of this FSI will be incorporated into the OMA in due course.