# AMENDMENT OF AN OPERATOR CERTIFICATE

* 1. **Process concerned:** AOD, involved LV CAA Divisions (if applicable)
  2. **Process owner:** AOD
  3. **Purpose**

The purpose of the process is to manage issue of prior approval for the amendment of an operator AOC.

* 1. **Scope**

Verify the organisation’s compliance with the applicable requirements before issuing the approval.

* 1. **Reference to requirements**
* ARO.GEN.330 Changes — organisations
* ORO.GEN.115 Application for an operator certificate
* ORO.GEN.125 Terms of approval and privileges of an operator
* ORO.GEN.130 Changes
* AMC1 ORO.GEN.130
* ORO.AOC.100 Application for an air operator certificate
* AMC1 ARO.GEN.330 Changes – organisations GENERAL
* GM1 ARO.GEN.330 Changes - organisations CHANGE OF NAME OF THE ORGANISATION
  1. **Work instructions**

1. Review application, including statement that the documentation sent to LV CAA has been verified by the applicant and found in compliance with the applicable requirements. The application for the amendment of an operator certificate should be submitted at least 30 days before the date of the intended changes. In the case of a planned change of a nominated person, the operator should inform the competent authority at least 20 days before the date of the proposed change.
2. Verify the organisation’s compliance with the applicable requirements during the change assessing information in application and reconsidering the data gathered in air operator certification job-aid during the initial certification process. When an organisation submits the name of a new nominee for any of the persons nominated as per ORO.GEN.210 (b), ask the organisation to produce a written résumé of the proposed person's qualifications. Interview the nominee or call for additional evidence of his/her suitability before deciding upon his/her acceptability.
3. In order to verify the organisation's compliance with the applicable requirements, ***conduct an audit of the organisation***, limited to the extent of the changes. If required for verification, the audit should include interviews and inspections carried out at the organisation’s facilities.
4. On receipt of the application on the change of name of the organisation and the relevant parts of the organisation’s documentation as required by Part-ORO, re-issue the certificate, complying with the procedures of certification phase according to ISM-O Chapter 4. A name change alone does not require the LV CAA to audit the organisation, unless there is evidence that other aspects of the organisation have changed.
5. On receipt of the application to operate in new geographical region(s), verify that the applicant’s Compliance Submission Matrix demonstrates compliance with the appropriate requirements and criteria of Regulation (EU) 965/2012 Part-ORO, Part-CAT and Part-SPA, subject to the approved conditions in the operations manual (ref. to ATT 5.1).
6. Prescribe the conditions under which the organisation may operate during the change, unless the LV CAA determines that the organisation’s certificate needs to be suspended.
7. When satisfied that the organisation is in compliance with the applicable requirements, approve the change. Comply with the procedures of certification phase. Refer to ISM-O Chapter 4.
8. Inform the operator of LV CAA decision within 30 days of receipt of all documentation. Such documentation includes the appropriate extracts from the Operations Manual amended, where necessary, to the LV CAA satisfaction.
9. Enter the status of the operator’s management system documentation in the data sheet, recording information, when the document or amendment of the document was received by LV CAA and when it was approved.
   1. **Cross division tasks**

Request involved LV CAA Divisions to perform cross division tasks using ATT 2.3 AOD internal management evaluation checklist and progress report, if required.