



FOCA GM/INFO

Guidance Material / Information

Guidance for Aircraft Operations

Scope	Aircraft operations
Applies to	Aircraft operators which are <ul style="list-style-type: none">certified by FOCA (CAT operation) orhaving declared its operation in Switzerland (SPO/NCC) oroperating a HB-registered aircraft according to Part NCO
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26.09.2023	1	0	First Issue
25.03.2024	1	1	Chapter 3.2.1 -> new Chapter 5.12. -> content of separate GM/INFO integrated (and old GM deleted) Chapter 5.7 -> Certification Leaflet NVIS deleted (update coming soon) Chapter 5.8 -> Certification Leaflet HHO deleted (update coming soon) Chapter 5.8 -> Certification Leaflet HEMS deleted Chapter 11 -> Links updated; French versions added Several effective dates corrected
07.05.2024	1	2	Few updates
16.12.2024	1	3	Chapter 3.2 -> new Chapter 5.7 -> updated Chapter 5.13 -> new Chapter 11 -> updated
13.02.2025	1	4	General -> due to changes on the webpage, all links updated Chapter 10.1 -> item deleted
20.11.2025	1	5	Chapter 6.1 -> updated (notification of depuy function deleted) Chapter 11 -> new chapter inserted Chapter 12 -> updated (new Form 330)
15.12.2025	1	6	All links updated due to new FOCA webpage Chapter 3.3 -> changes supplemented Chapter 3.4 -> CL MS added Chapter 3.5 -> Information security added Chapter 11 -> ICAO GM added
21.01.2026	1	7	Chapter 3.3 -> new release of <i>FOCA GM/INFO Changes @ Aircraft Operator</i> Chapter 13 -> new Form 330

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1 Scope & purpose of this GM/INFO

This GM contains information and guidance for aircraft operators regarding the understanding of various regulations. The information is either documented directly in this GM, or the reference to a separate GM is listed.

This GM/INFO explains the FOCA's approach and reading of various requirements and provides partial guidance on their implementation.

It applies to aircraft operators operating according part **CAT** (Commercial Air Transport operation), **NCC** (Non-Commercial operations with Complex motor-powered aircraft), **SPO** (Specialized Operation) and/or **NCO** (Non-Commercial air operations with Other than complex motor-powered aircraft).

Note: In this GM, FOCA stands for the sections responsible for certification and oversight of aeroplane and helicopter operations, i.e. SBOC / SBHE / SBFL. The aim is to document all guidance information in regard to aircraft operations in this GM in the future.

2 Introduction

The following chapters provide guidance on the topics defined in the titles. The structure corresponds to the EASA Air Ops Regulation and is divided into subjects requiring prior approval and those not requiring approval. Where this GM refers to a separate document, a table with a link to that document, the effective date and the applicability to aeroplane (A) and helicopter (H) is stated.

Name of document and link where available	Effective date / Version	A	H
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3 Approvals / ANNEX III – Part-ORO

This chapter lists all topics for which guidance documents have been developed with reference to the area mentioned above.

ORO.GEN

3.1 ORO.GEN.110(j) – Dangerous goods training programmes

FOCA GM/INFO – DG CBTA contains:	21.06.2022	A	H
• FOCA GM/INFO – Gefahrgut – Kompetenzbasierte Schulung und Beurteilung			
• FOCA GM/INFO – Marchandises dangereuses – Formation et évaluation basée sur les compétences	21.06.2022	A	H
• FOCA GM/INFO – Merci pericolose – Formazione e valutazione basato sulle competenze	21.06.2022	A	H

3.2 ORO.GEN.120 – Alternative means of compliance - AltMOC

Any operator may substitute an AMC by an AltMOC.

3.2.1 Publication of an AltMOC

An AltMOC is officially published in the following cases

- CAT operator always

- SPO/NCC operator, if the AltMOC is related to an approval (e.g. SPA, MEL) or to a high risk commercial SPO authorisation (EASA Form-151).

To have an AltMOC published, an operator shall submit an application for publication using *FOCA Form 120 - Publication of AltMOC - Aircraft Operator* and provide all required evidences (e.g. risk assessment demonstrating equal level of safety, compliance assessment with IR)

FOCA will then analyse the proposed AltMOC, and if ok, publish it in the EASA repository and on the webpage of FOCA. After publication, FOCA will notify the applicant.

Note: Only the operator's name, the subject and the EASA reference will be published on the webpage. Further details such as compliance and risk assessment remain solely with the FOCA.

3.2.2 Implementation of AltMOC after publication

As soon as the AltMOC has been published, the operator shall start its change process and apply for implementation of the published AltMOC by the use of FOCA Form 330. The implementation of a published AltMOC is subject to prior approval.

In all cases not listed in chapter 3.2.1, a SPO/NCC operator is neither required to apply for publication of an AltMOC nor to obtain approval to implement it. It may develop and implement an AltMOC at its own discretion. FOCA will evaluate compliance during regular oversight.

In any case, it is the operator's responsibility to ensure compliance with the applicable implementing rules and the related AMC/AltMOC.

3.2.3 Operator having delared its activity to FOCA (SPO, NCC)

The SPO/NCC operator must in any case amend its declaration after the implementation of an AltMOC (whether published or not).

3.2.4 Removal of AltMOC

When an operator no longer uses an AltMOC, it must be removed and the OM amended. For all AltMOC's which have been published and approved for implementation, the operator shall submit a Form 330 to FOCA for removal of the AltMOC. An AltMOC which has been implemented only by declaration may be removed by solely amending the declaration.

3.3 ORO.GEN.130 – Changes

3.3.1 General

The process to conduct changes is one of the vital elements of the MS.

Annex II – ARO.GEN.330 – Changes @ Aircraft Operator	20.01.2026	A	H
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3.3.2 ORO.GEN.130(a)(1) – Area of operations

The operator shall define the area of operations based on the ICAO Regions in accordance with ICAO Doc 7030. In the EASA Form 139 (operations specifications), all ICAO Regions applicable to the operators area of operations will be listed without further specification.

An operator may restrict an ICAO region in its operations manual, e.g. by LAT/LONG or individual FIRs according to ICAO Doc 7030.

Example:

Limitations in relation to the area of operations specified in the operation specifications:

- *EUR: no polar operation; no metric operation*
- *AFI: FIR Canarias; FIR Dakar; FIR Khartoum down to 20N*

Accordingly, the operator must only comply with the requirements applicable to these regions, taking into account the restrictions mentioned.

3.4 ORO.GEN.200 – Management system

FOCA GM/INFO - CL Management System	01.11.2023	A	H
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3.5 ORO.GEN.200A – Information Security

FOCA GM/INFO - Information Security	14.07.2020	A	H
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3.6 ORO.GEN.210(a) – Accountable Manager

For general information refer to chapter 6.1

In case of a lack of an Accountable Manager (ACM), FOCA is forced by regulatory requirements to rise a Level 1 Finding. Therefore, FOCA strongly recommends to nominate and notify a deputy accountable manager.

3.7 ORO.GEN.310 – Use of aircraft listed on an AOC for NCC and/or SPO operations

FOCA GM/INFO - ORO.GEN.310 Mixed Operations	14.07.2020	A	H
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ORO.AOC

3.8 ORO.AOC.100 – Application for AOC / Operating license

FOCA GM/INFO - Annex III - ORO.AOC.100 - Application for Air Operator Certificate / Operating License	26.01.2023	A	H
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3.9 ORO.AOC.110 – Operational Leasing

FOCA GM/INFO - Annex III - ORO.AOC.110/ORO.SPO.100 - Operational leasing and codeshare agreements for commercial operations	07.05.2024	A	H
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3.10 ORO.AOC.120 – Approvals Part-CC training and Cabin Crew attestations

FOCA GM/INFO - CCIT/CCA (Cabin Crew Initial Training / Cabin Crew Attestation)	01.06.2020	A	-
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ORO.MLR

3.11 ORO.MLR.105 – MEL - Minimum Equipment List

FOCA GM/INFO - Minimum Equipment List	10.10.2019	A	H
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ORO.SPO

3.12 ORO.SPO.110 – Operational Leasing

FOCA GM/INFO - Annex III - ORO.AOC.110/ORO.SPO.100 - Operational leasing and codeshare agreements for commercial operations	07.05.2024	A	H
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ORO.FC

3.13 ORO.FC.145 – Approval of Training and Checking

FOCA GM/INFO - Annex III - ORO.FC.145 - Approval of Training and Checking	01.12.2022	A	H
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3.14 ORO.FC.231 – Evidence based Training EBT

FOCA GM/INFO - EBT	16.06.2022	A	H
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ORO.CC

3.15 ORO.CC - Cabin Safety Procedures – Development of CSPM

FOCA GM/INFO - CL Cabin Safety Procedures	08.02.2018	A	-
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3.16 ORO.CC.215 – CC Training and checking programmes

FOCA GM/INFO - Operator's Cabin Crew Training	06.12.2017	A	-
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ORO.FTL

3.17 ORO.FTL.120 – Fatigue Risk Management FRM

FOCA GM/INFO - Fatigue Risk Management System	01.05.2017	A	H
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4 Approvals / ANNEX IV – Part-CAT

This chapter lists all topics for which guidance documents have been developed with reference to the area mentioned above.

4.1 CAT.OP.MPA.125 – Instrument departure and approach procedures

FOCA GM/INFO - CIV IFR at MIL Aerodromes	21.07.2017	A	H
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4.2 CAT.POL.A.245/255 – Reduced Required Landing Distance Operations

FOCA GM/INFO - Reduced Required Landing Distance	11.04.2023	A	-
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The GM contains information for performance class A and B aeroplanes.

5 Approvals / ANNEX V – Part-SPA

In this chapter, all available SPAs are listed. However, guidance material has not been developed for all SPAs.

5.1 SPA.PBN.100 – PBN - Performance-Based Navigation

NIL

5.2 SPA.MNPS.100 – MNPS - Minimum Navigation Performance Specification (NAT HLA)

NIL

5.3 SPA.RVSM.100 – RVSM - Reduced Vertical Separation Minima

NIL

5.4 SPA.LVO.100 – LVO - Low Visibility Operations

NIL

5.5 SPA.ETOPS.100 – ETOPS - Extended range operations with two-engined aeroplanes

CL ETOPS - Extended Range Operations with Two Engine Aeroplanes	14.04.2015	A	-
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5.6 SPA.DG.100 – DG - Transport of Dangerous Goods

Since DG transport is very different in the aircraft and helicopter sectors, there are two separate GM:

FOCA GM/INFO - CL Dangerous Goods Complex Aeroplanes	21.06.2022	A	-
FOCA GM/INFO - CL Dangerous Goods Helicopters	01.01.2023	-	H

5.7 SPA.NVIS.100 – NVIS - Night Vision Imaging System operations

FOCA GM/INFO - NVIS	25.03.2024	-	H
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5.8 SPA.HHO.100 – HHO - Helicopter Hoist Operations

NIL (old GM removed; update coming soon)

5.9 SPA.HEMS.100 – HEMS - Helicopter Emergency Medical Service operations

NIL (old GM removed; update coming soon)

5.10 SPA.HOFO.100 – HOFO - Helicopter Offshore Operations

NIL

5.11 SPA.SET-IMC.100 – SET-IMC

FOCA GM/INFO - CAT SET Operations in IMC or at Night	07.01.2021	A	-
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5.12 SPA.EFB.100 – EFB - Use of Electronic Flight Bag (type B EFB applications only)**5.12.1 Definition EFB**

«Electronic Flight Bag (EFB)» means an electronic information system, comprised of equipment and applications for flight crew, which allows for storing, updating, displaying, and processing of EFB functions to support flight operations or duties.

«EFB system» means the hardware equipment (including any battery, connectivity provisions, input/output components), and software (including databases and the operating system) needed to support the intended EFB application.

EFB hardware are classified in two categories:

- **Portable** - A portable EFB is a portable EFB host platform, used on the flight deck, which is not part of the certified aircraft configuration. These EFBs are considered as C-PEDs.
- **Installed** - An installed EFB means a host platform that is installed in the aircraft and is considered as an aircraft part, covered, thus, by the aircraft airworthiness approval.

EFB application are classified in two categories:

- **Type A EFB application** - Type A applications are EFB applications whose malfunction or misuse have no safety effect
- **Type B EFB application** - Type B applications are EFB applications whose malfunction or misuse is classified as minor failure condition or below; and which neither replaces nor duplicates any system or functionality required by airworthiness regulations, airspace requirements, or operational rules.

5.12.2 List of Type B EFB applications

The information to be provided in the list of type B EFB applications are the following:

- Name of application
- Provider of application
- Type of application (The list of AMC3 CAT.GEN.MPA.141(b) should be used)

The list shall be aircraft type specific and include the information about the hardware on which the application is hosted.

Example:

Aircraft Type: A3XX		Hardware Model: Surface Pro	
Type of application	Name of application	Provider of application	
Document browser	FlySmart OLB	Airbus SAS	
Document browser	EFB Docunet	Vistair	
Aeronautical chart application	Lido eRM	Lufthansa Systems	
Airport moving map display	Lido AMMD	Lufthansa Systems	
Aircraft performance calculation	FlySmart Takeoff	Airbus SAS	
Aircraft performance calculation	FlySmart Inflight	Airbus SAS	
Aircraft performance calculation	FlySmart Landing	Airbus SAS	
Mass and balance	FlySmart Loadsheet	Airbus SAS	
In-flight weather	eWAS	GTD	

Note: All type A EFB applications, which might be as well hosted on the EFB, should not be listed as they are not on the scope of the operational approval.

5.12.3 Approval and Evaluation

The use of any type B application requires prior approval from FOCA. The operator must perform an operational evaluation which should enable verification that the relevant requirements of SPA.EFB have been satisfied before a final decision is made on the operational use of the EFB.

5.12.4 Documentation

According to AMC3 ORO.MLR.100 'Operational manual – general', the 'Procedures related to the use of type B EFB applications' shall be integrated in OM A Chapter 8.9, including the list of type B EFB applications. Any separate EFB manuals shall be linked in chapter 8.9 and are still to be considered as part of the OMA; any amendment to the EFB Manual shall be treated accordingly.

On EASA Form 139 (operations specifications) and Form 140 (list of specific approvals) the approval will be displayed as follows:

Use of type B EFB applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	according to OM-A 8.9	
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5.13 SPA.PINS-VFR.100 – Helicopter point-in-space (PinS) approaches and departures with reduced VFR minima

NIL

6 Non-approval / ANNEX III – Part-ORO

This chapter lists all topics for which guidance documents have been developed with reference to the area mentioned above.

ORO.GEN

6.1 ORO.GEN.200/210 – Management personnel

An organisation must assess, evaluate and nominate its management personnel in line with the rules. It must also define and record what qualifications each management role requires — including the necessary skills, knowledge, and experience. These requirements should cover more than just the legal minimum and include qualities such as leadership ability, problem-solving skills, and communication skills.

The organisation's leadership must review and update these requirements whenever the company changes in size or complexity, or when circumstances change.

Management personnel do not have to be direct employees. An external person may be nominated, as long as there is a contract clearly describing their duties, responsibilities, and authority.

6.1.1 Nomination / Withdrawal / Notification

An organisation must describe how it nominates, withdraws, and reports management personnel as part of its management-of-change process.

When notifying FOCA of a new nomination, the organisation must submit a written résumé (see 6.1.2). A person nominated for one AOC holder should not be nominated for another AOC holder unless the authorities involved have agreed.

If someone is withdrawn from a position and no replacement is nominated at the same time, the withdrawal must be reported separately. In that case, the notification must include a management-of-change plan explaining how the role will be covered temporarily and when the new nomination will be made.

The organisation must notify FOCA of any changes to management personnel at least 20 days before the planned change. If a change is unforeseen, it must be reported as soon as possible so FOCA can confirm continued compliance and update the certificate and approvals if needed. FOCA will normally acknowledge receipt within 10 working days.

Note: Some positions may also relate to other certificates. Requirements are not fully harmonised across EASA domains — for example, a role may not require prior approval in Operations but may require it in CAMO. Organisations must take this into account.

6.1.2 Written Résumé

The «written résumé» shall not be the CV of the candidate only but the arguments of the organization based on their assessment process; i.e. why does this person meet the required qualification for the function and how and by whom was it assessed. Results of the assessment(s) may be included in the résumé. It is possible to nominate a candidate with gaps to the required qualification however, the legal requirements shall be met. In this case, an action plan shall be provided to FOCA demonstrating how the gaps will be closed timely.

6.1.3 Deputy Functions except ACM

The organisation may designate deputies at its discretion. Such designations shall be recorded in the Operations Manual but do not need to be notified to FOCA. (for ACM see 3.4).

ORO.AOC

6.2 ORO.AOC.125 – Non-commercial operations with aircraft listed on AOC

FOCA GM/INFO - Private Operation with Aeroplane Listed on AOC	13.10.2020	A	-
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7 Non-approval / ANNEX IV – Part-CAT

This chapter lists all topics for which guidance documents have been developed with reference to the area mentioned above.

NIL

8 Non-approval / ANNEX VI – Part-NCC

This chapter lists all topics for which guidance documents have been developed with reference to the area mentioned above.

8.1 NCC operations - general

FOCA GM/INFO - NCC Operators	09.05.2019	A	H
FOCA GM/INFO - Declaration and List of Approvals	14.03.2023	A	H

9 Non-approval / ANNEX VII – Part-NCO

This chapter lists all topics for which guidance documents have been developed with reference to the area mentioned above.

9.1 NCO operations - general

FOCA GM/INFO - Non-Commercial Other than Complex (Part-NCO) contains:			
<ul style="list-style-type: none"> FOCA GM/INFO – EASA Part-NCO: Veränderung für Pilot/innen und Luftfahrzeughalter/innen 	01.12.2017	A	H
<ul style="list-style-type: none"> OFAC GM/INFO – Changements induits par la partie NCO pour les pilotes et les exploitants d'aéronefs 	01.12.2017	A	H

<ul style="list-style-type: none"> UFAC GM/INFO – Parte NCO dell'EASA: cosa cambia per i piloti e per gli esercenti di aeromobili 	01.12.2017	A	H
FOCA GM/INFO - Marginal Activity	21.05.2025	A	H

10 Non-approval / ANNEX VII – Part-SPO

This chapter lists all topics for which guidance documents have been developed with reference to the area mentioned above.

10.1 Helicopter SPO - general

FOCA GM/INFO - Standard Operating Procedure (SOP) for helicopter operations	04.07.2017	-	H
FOCA GM/INFO - Use of Helicopters to Trigger Avalanches	01.08.2019	-	H

11 ICAO

11.1 ICAO Three-letter and telephony designator - 3LTD

FOCA GM/INFO - ICAO 3LTD - Three-Letter and Telephony Designators	05.12.2025	A	H
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11.2 ICAO Crew member Certificate - CMC

FOCA GM/INFO - Crew Member Certificate	05.12.2025	A	H
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12 Other Topics

12.1 Single pilot operations with safety pilot / additional crew member

If an operator with single pilot operations wishes to add a crew member to the cockpit, there are two options to do so:

- Safety pilot
- Additional crew member

A safety pilot is a pilot who holds a licence which entitles him/her to act as pilot-in-command of the aircraft and is able and prepared to take control of the aircraft at any time during flight (e.g. if the pilot-in-command becomes incapacitated).

In such a case, the aircraft must land at the nearest suitable aerodrome unless it is certified and equipped to be flown from the other pilot seat — with full access to all required controls and an unobstructed view of all required instruments, including the primary flight instruments — and the pilot is trained and qualified to operate and land that aircraft type from that seat.

A safety pilot may not perform any manipulations or tasks that must be performed by the pilot-in-command during single-pilot operation.

This includes, for example:

- Manipulation of landing gear and flaps
- Programming the FMS
- Taking over ATC communications
- Operating the autopilot

The pilot-in-command may not request the safety pilot to take such actions unless it is a declared emergency.

A safety pilot may intervene verbally if there is a risk of an immediate error, such as:

- incorrectly set flight altitude,
- incorrectly set flight direction,
- incorrect aircraft configuration

A pilot or other crew member who does not qualify as a pilot-in-command on the aircraft type may not identify himself as a pilot, but only as an additional crew member.

The operator's OM shall clearly describe all roles and responsibilities in the event of such operations.

13 Forms

The following table lists all published forms applicable to Aeroplane (A) or Helicopter (H) operation in a numeric and alphabetic order.

Name of form and link to form	Effective date / Version	A	H
61.1201 HESLO 1 / Short Line	04.2018	-	H
61.1202 HESLO 2 / Long Line	04.2018	-	H
61.1203 HESLO 3	04.2018	-	H
61.1204 HESLO 4	04.2018	-	H
Application for Commercial High Risk SPO – ISS2-REV2	26.09.2024	A	H
<ul style="list-style-type: none"> BAZL Melde-Formular: Marginal Activity 	25.02.2021	A	H
<ul style="list-style-type: none"> Formulaire de déclaration de l'OFAC : Marginal Activity 	25.02.2021	A	H
<ul style="list-style-type: none"> Modulo di notifica UFAC: Marginal Activity 	25.02.2021	A	H
Declaration Form NCC/SPO	22.02.2023	A	H
EASA Volcanic Ash Reporting Form	unknown	A	H
FOCA Form DG Exemption - V1.2	02.11.2023	A	H
FOCA Form DG Transport of Lithium Cells / Batteries – V1.1	21.06.2022	A	H
FOCA Form 120 - Publication of AltMOC – Aircraft Operator ISS1REV0	10.12.2024	A	H
FOCA Form 330 - Changes @ Aircraft Operator ISS1REV7	15.01.2026	A	H
Form Differential List ACFT to FSTD	07.12.2020	-	H
<ul style="list-style-type: none"> Gesuchsformular für schweizerische Helikopterbetriebe mit gültigem AOC für Landungen über 1100mM bei Personentransporten (CAT) zu touristischen oder sportlichen Zwecken 	01.05.2021	-	H
<ul style="list-style-type: none"> Atterrissages en dessus de 1100 m d'altitude lors de transport de personnes à but touristique ou sportif (seulement pour AOC/CAT) 	01.05.2021	-	H
<ul style="list-style-type: none"> Helikopter Gesuch Arbeitsflüge Schutzgebiete 	05.2017	-	H
<ul style="list-style-type: none"> Atterrissage(s) dans une zone protégée lors de vols de travail 	05.2017	-	H
<ul style="list-style-type: none"> Helikopter Gesuch für Landungen und Starts näher als 100 m von einer Gaststätte 	21.03.2022	-	H
<ul style="list-style-type: none"> Hélicoptère demande pour atterrissages et décollages à moins de 100 m d'un restaurant 	21.03.2022	-	H
<ul style="list-style-type: none"> Helikopter Gesuch Landung(en) ausserhalb eines Flugplatzes/Heliports mit einem im Ausland immatrikuliertem Helikopter 	01.02.2021	-	H
<ul style="list-style-type: none"> Hélicoptère demande pour Atterrissage(s) en dehors d'aéroport/héliport avec un hélicoptère immatriculé à l'étranger 	01.02.2021	-	H
<ul style="list-style-type: none"> Helikopter Gesuch Unterschreiten der Mindestflughöhen, Lawinensprengen, Aussenlandungen oberhalb von 2000m/M zu Ausbildungswecken 	01.03.2021	-	H
<ul style="list-style-type: none"> Hélicoptère demande pour vols en dessous des hauteurs minimales, déclenchement d'avalanches, atterrissages à plus de 2000m d'altitude lors de vols d'instruction 	01.03.2021	-	H

MEL Approval Form	11.03.2021	A	H
NMR - Notification of Manual Revision (not requiring prior approval)	01.05.2018	A	H
PRA - Proposed Revision / Amendment AOC	16.06.2023	A	-
PRA - Proposed Revision Amendment Helicopter	25.02.2021	-	H
Questionnaire Form Incident Reporting Aeroplane (NCO only)	22.09.2020	A	-

14 Checklists

The following table lists all published checklists applicable to Aeroplane (A) or Helicopter (H) operation in a numeric and alphabetic order. These may be used for self assessment and/or support an application or notification to FOCA.

14.1 Checklists for content requiring prior approval

Name of form and link	Effective date / Version	A	H
Approval Checklist DG CBTA Training Programme (Operators)	21.06.2022	A	H
DG Acceptance Checklist for Helicopter Operations	26.06.2020	-	H
FOCA Checklist ORO.GEN.310 Mixed Operations	14.07.2020	A	H
SOP Operational Approval Checklist	04.07.2017	-	H

14.2 Checklists for content NOT requiring approval

Name of form and link	Effective date / Version	A	H
NIL			

ANNEX

A.1 NIL

A.1.1 NIL
NIL