



REPUBLIC of SAN MARINO
CIVIL AVIATION AUTHORITY

TEL: +378 (0549) 941539 | FAX: +378 (0549) 970525 | EMAIL: registration@smar.aero

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 specific approvals or changes to existing type or area of operations. If any other variation is required, please contact CAA to discuss your variation process.*

** Each Appendix is to be used as a checklist to assist AOC holders in their compliance with the applicable requirements pertaining to the variation.

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.

1. OPERATOR DETAILS					
Name of Operator:			AOC No:		
Name of Coordinator:		Tel:		Email:	
2. VARIATION DETAILS					
Changes in Particulars of Organization (Name, Trading Name, Address, etc)					
New Name of the Organization:					
New or Additional Trading Name:					
☐ Change new address:					
	Telephone:		Email:		
Change / Add Main Base:					
** Use Appendix 1 as a Checklist to be used for the submission of documentation required for Changes to Particulars of Organisation					
☐ Addition of Aircraft:	T7-	Aircraft Type:			
	T7-	Aircraft Type:			
	☐ Aircraft type already operated by the AOC Holder				
	☐ New aircraft type (not already operated by the AOC Holder)				
** Use Appendix 2 as a Checklist to be used for the submission of documentation required for the Addition of Aircraft					
☐ Removal of Aircraft:	T7-	Aircraft Type:			
	T7-	Aircraft Type:			
** Use Appendix 3 as a Checklist to be used for the submission of documentation required for the Removal of Aircraft					



☐ Change to Operation Specifications:	Type of Operation:	☐ Passenger ☐ Cargo ☐ Aerial Work ☐ External Load ☐ Emergency Medical Service	
	Specific Approvals:	☐ Performance Based Operations (PBN) ☐ RVSM ☐ NAT HLA ☐ All Weather Operations (AWO) ☐ EFB ☐ PBCS ☐ CPDLC/ADS-C ☐ ADS-B Out ☐ HUD/EVS (Credit Operation) ☐ EDTO ☐ Non-EDTO for 120-180 minutes ☐ Steep Approach ☐ Dangerous Goods	
	Areas of Operation:	☐ Removal of Areas	☐ Addition of Areas
** Use Appendix 4 as a Checklist to be used for the submission of documentation required for the Addition or Removal of Areas of Operation, Types of Operation and/or Specific Approvals.			
☐ Change in Other*:	Description of Variation:		
** If any other variation is required, please contact CAA to discuss your variation process.			
3. SCHEDULE OF EVENTS			
Proposed commencement of operation (<i>if applicable</i>):			
4. APPLICANT'S DECLARATION			
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 CHANGES TO PARTICULARS OF ORGANISATION

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)		☐	
2	San Marino Company Vigenza		☐	
3	Operations Manual Part A amendment (<i>if applicable</i>)		☐	
4	Operations Manual Part B amendment (<i>if applicable</i>)		☐	
5	Operations Manual Part C amendment (<i>if applicable</i>)		☐	
6	Operations Manual Part D amendment (<i>if applicable</i>)		☐	
7	Maintenance Management Exposition (MME) amendment (<i>if applicable</i>)		☐	
8	Maintenance Support Contracts (<i>if not in the MME</i>)		☐	
9	Maintenance Programme (<i>if applicable</i>)		☐	
10	Tech Log Amendment (<i>if applicable</i>)		☐	
11	Minimum Equipment List (MEL) (<i>if applicable</i>)		☐	
12	Lease/Management Agreement (<i>if applicable</i>)		☐	
13	Aircraft Certificate of Insurance (<i>if applicable</i>)		☐	
14	Form SM 09 ELT Coding for Change of Organisation's Name		☐	
Other supporting documentation included with application as affected by any change(s) (<i>list</i>):				
15			☐	
16			☐	
17			☐	
18			☐	
19			☐	
20			☐	



APPENDIX 2 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)		☐	
2	Operations Specifications with proposed variation (Use Appendix A of CAP 11)		☐	
3	Schedule of Events (<i>if applicable</i>)		☐	
4	Management of Change (MOC) / SMS risk assessment		☐	
5	Legal documents/contracts/letters of intent		☐	
6	Lease/Management agreements (Form SM 158)		☐	
7	Operations Manual Compliance Statement (Form SM 80 – Aeroplane or Form SM 80A – Helicopter)		☐	
8	Operations Manual Part A amendment		☐	
9	Operations Manual Part B including the following where applicable (if not separate or in OMA)		☐	
10	Cabin Crew Manual		☐	
11	Dispatch Manual		☐	
12	Aircraft Operating Manual		☐	
13	Aircraft checklists		☐	
14	Safety Briefing Card		☐	
15	Ground Operation Manual		☐	
16	Cargo Loading Manual		☐	
17	Weight & Balance Manual		☐	
18	EDTO Manual		☐	
19	EFB Manual (Form SM 06)		☐	
20	Operations Manual Part C amendment (<i>if applicable</i>)		☐	
21	Operations Manual Part D amendment (<i>if applicable</i>)		☐	
22	Safety Management System (SMS) Manual amendment (<i>if applicable</i>)		☐	
23	Quality Manual (QM) amendment (<i>if applicable</i>)		☐	



24	Emergency Response Plan (ERP) Manual amendment (<i>if applicable</i>)	☐	
25	Access to manufacturers' manuals (AFM, FCOM, QRH, AMM, MPD, etc.)	☐	
26	Type Certificate Data Sheet	☐	
27	Minimum Equipment List (Form SM 03) along with MMEL, DDG & CDL	☐	
29	Maintenance Management Exposition (MME) amendment (Form SM 108A)	☐	
30	Maintenance Support Contracts (<i>if not in the MME</i>) (Form SM 182)	☐	
31	Maintenance Programme (Form SM 73)	☐	
32	Technical log (Form SM 128), only if changes to the tech log	☐	
33	Instruments and Equipment Compliance Statement - CAR OPS 1/3 (Form SM 76 - Aeroplane or Form SM 76C - Helicopter)	☐	
Application Forms for required specific operation approvals:			
34	Confirmation of Area of Operations (Form SM 153)	☐	
35	Application for Designated Airspace (Form SM 04A)	☐	
36	Application for All Weather Operations (Form SM 05A)	☐	
37	Application for EFB (Form SM 06)	☐	
38	Application for HUD-EVS operational Credit (Form SM 07A)	☐	
39	Application for CPDLC and/or ADS (ADS-B Out and/or ADS-C) (Form SM 30)	☐	
40	Application for EDTO (Form SM 126 for aeroplanes only)	☐	
41	Application for Non-EDTO for 120-180 minutes (Form SM 126A)	☐	
42	Application for steep approaches (Form SM 135A)	☐	
43	Application for PBCS (RCP (240) and/or RSP (180)) (Form SM 138A)	☐	
44	Ensure flight crew licences validations applied for and licence verification is obtained	☐	
45	Operator's Financial Capabilities - Compliance with CAA Information Circular No. 18 (<i>if applicable</i>)	☐	
Other supporting documentation included with application (<i>list</i>):			
46		☐	
47		☐	
48		☐	
49		☐	



50		☐	
51		☐	

Note: When there is an addition of a similar type of aircraft (such as another make of corporate jet) to the AOC may only require a desk-top review of amendments to manuals. At the discretion of the CAA, a proving flight may be required in some circumstances. The CAA also reserves the right to conduct an on-site inspection on the Operator Maintenance System. In this case, Subpart M Compliance Statement - CAR OPS 1/3 is applicable (Item 18). Refer to CAP 11 para 7.2.



APPENDIX 3 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)		☐	
2	Operations Manual Part A amendment (<i>if applicable</i>)		☐	
3	Operations Manual Part B amendment (<i>if applicable</i>)		☐	
4	Operations Manual Part C amendment (<i>if applicable</i>)		☐	
5	Operations Manual Part D amendment (<i>if applicable</i>)		☐	
6	Cabin Crew Manual amendment (<i>if applicable</i>)		☐	
7	Maintenance Management Exposition (MME) amendment (<i>if applicable</i>)		☐	
8	Maintenance Programme amendment (<i>if applicable</i>)		☐	
9	Termination Management Agreement (<i>if the Aircraft remains T7-Registered</i>)		☐	
Other supporting documentation included with application (<i>list</i>):				
10			☐	
11			☐	
12			☐	
13			☐	
14			☐	
15			☐	



APPENDIX 4 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)		☐	
2	Operations Specifications with proposed variation (Use Appendix A of CAP 11)		☐	
3	SMS risk assessment		☐	
4	Operations Manual Compliance Statement (Form SM 80) <i>(if applicable)</i>		☐	
5	Operations Manual Part A amendment <i>(if applicable)</i>		☐	
6	Operations Manual Part B amendment <i>(if applicable)</i>		☐	
7	Operations Manual Part C amendment <i>(if applicable)</i>		☐	
8	Operations Manual Part D amendment <i>(if applicable)</i>		☐	
9	EFB Manual if not in OMB (Refer to Form SM 06) <i>(if applicable)</i>		☐	
10	Minimum Equipment List Amendment (Form SM 03) along with MMEL, DDG & CDL <i>(if applicable)</i>		☐	
11	Instruments and Equipment Compliance Statement - CAR OPS 1/3 (Form SM 76 - Aeroplane or Form SM 76C - Helicopter)		☐	
Application Forms for required specific operation approvals:				
12	Confirmation of Area of Operations (Form SM 153)		☐	
13	Application for Designated Airspace (Form SM 04A)		☐	
14	Application for All Weather Operations (Form SM 05A)		☐	
15	Application for EFB (Form SM 06)		☐	
16	Application for HUD-EVS operational Credit (Form SM 07A)		☐	
17	Application for CPDLC and/or ADS (ADS-B Out and/or ADS-C) (Form SM 30)		☐	
18	Application for EDTO (Form SM 126 for aeroplanes only)		☐	
19	Application for Non-EDTO for 120-180 minutes (Form SM 126A)		☐	
20	Application for steep approaches (Form SM 135A)		☐	
21	Application for PBCS (RCP (240) and/or RSP (180)) (Form SM 138A)		☐	



	Other supporting documentation included with application (<i>list</i>):		
22		☐	
23		☐	
24		☐	
25		☐	
26		☐	