



**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 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.

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



<input type="checkbox"/> Change to Operation Specifications:	Type of Operation:	<input type="checkbox"/> Passenger <input type="checkbox"/> Cargo <input type="checkbox"/> Aerial Work <input type="checkbox"/> External Load <input type="checkbox"/> Emergency Medical Service	
	Specific Approvals:	<input type="checkbox"/> Performance Based Operations (PBN) <input type="checkbox"/> RVSM <input type="checkbox"/> NAT HLA <input type="checkbox"/> All Weather Operations (AWO) <input type="checkbox"/> EFB <input type="checkbox"/> PBCS <input type="checkbox"/> CPDLC/ADS-C <input type="checkbox"/> ADS-B Out <input type="checkbox"/> HUD/EVS (Credit Operation) <input type="checkbox"/> EDTO <input type="checkbox"/> Non-EDTO for 120-180 minutes <input type="checkbox"/> Steep Approach <input type="checkbox"/> Dangerous Goods	
	Areas of Operation:	<input type="checkbox"/> Removal of Areas	<input type="checkbox"/> Addition of Areas
<b>** 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.</b>			
<input type="checkbox"/> Change in Other*:	Description of Variation:		
<b>** If any other variation is required, please contact CAA to discuss your variation process.</b>			
<b>3. SCHEDULE OF EVENTS</b>			
Proposed commencement of operation ( <i>if applicable</i> ):			
<b>4. 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 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)		<input type="checkbox"/>	
2	San Marino Company Vigenza		<input type="checkbox"/>	
3	Operations Manual Part A amendment <i>(if applicable)</i>		<input type="checkbox"/>	
4	Operations Manual Part B amendment <i>(if applicable)</i>		<input type="checkbox"/>	
5	Operations Manual Part C amendment <i>(if applicable)</i>		<input type="checkbox"/>	
6	Operations Manual Part D amendment <i>(if applicable)</i>		<input type="checkbox"/>	
7	Maintenance Management Exposition (MME) amendment <i>(if applicable)</i>		<input type="checkbox"/>	
8	Maintenance Support Contracts <i>(if not in the MME)</i>		<input type="checkbox"/>	
9	Maintenance Programme <i>(if applicable)</i>		<input type="checkbox"/>	
10	Tech Log Amendment <i>(if applicable)</i>		<input type="checkbox"/>	
11	Minimum Equipment List (MEL) <i>(if applicable)</i>		<input type="checkbox"/>	
12	Lease/Management Agreement <i>(if applicable)</i>		<input type="checkbox"/>	
13	Aircraft Certificate of Insurance <i>(if applicable)</i>		<input type="checkbox"/>	
14	Form SM 09 ELT Coding for Change of Organisation's Name		<input type="checkbox"/>	
Other supporting documentation included with application as affected by any change(s) <i>(list)</i> :				
15			<input type="checkbox"/>	
16			<input type="checkbox"/>	
17			<input type="checkbox"/>	
18			<input type="checkbox"/>	
19			<input type="checkbox"/>	
20			<input type="checkbox"/>	



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



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



50		<input type="checkbox"/>	
51		<input type="checkbox"/>	

**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)		<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 ( <i>if applicable</i> )		<input type="checkbox"/>	
8	Maintenance Programme amendment ( <i>if applicable</i> )		<input type="checkbox"/>	
9	Termination Management Agreement ( <i>if the Aircraft remains T7-Registered</i> )		<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"/>	