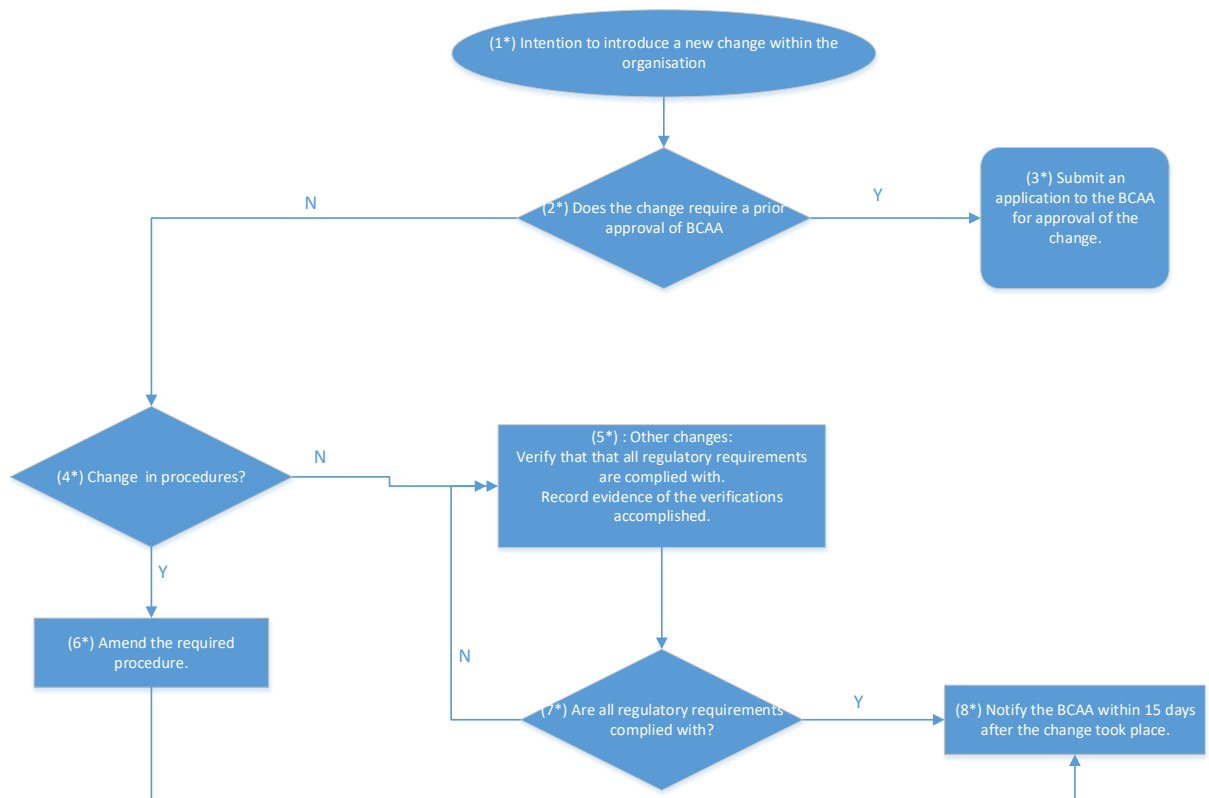


CAO.A.105 Changes to the organisation

According to CAO.A.105(b), except the changes described in CAO.A.105(a), all other changes shall be managed by the CAO itself in accordance with a procedure approved by the authority in the CAE.

The flowchart below is a high-level description of what should contain such a procedure. Each organisation should ensure that the principles therein are reflected in its detailed and customised procedures described in the CAE.



(1*) Starting point: intention of the organisation to introduce a given change.

(2*) Evaluate if it is a change requiring a prior BCAA approval.

Changes requiring BCAA approval prior taking place are:

- (1) Changes affecting any information contained in the approval certificate
- (2) Changes of the Accountable Manager and other nominated person/group of persons
- (3) Changes in scope of work in case of aircraft of more than 2730kg or helicopters of above 1200kg or certified for more than 4 occupants
- (4) change in the scope of work in the case of complete turbine engine
- (5) Change of the CAMO procedures for controlling changes

(3*) – For changes requiring prior BCAA approval.

- The BCAA will verify the compliance with regulatory requirements and notify to the organisation the approval of the change.
- The BCAA verification process may necessitate on-site audits within the organisation.

(4*) If case of changes not requiring BCAA approval and related to CAE procedures update, not triggered by any other kind of change such as locations, facilities, tools, equipment, staff or scope of work:

- Update the procedures and follow internal verification process (review)
- Provide the updated manual to the BCAA within 15 days.

(5*) For other types of changes not requiring prior approval such as locations, facilities, tools, equipment, staff and scope of work.

- The organisation should ensure through internal process that all regulatory requirements are complied with.
- The internal process should involve the Quality System or organisational review, as applicable within the organisation.
- Records of such verification activities performed should be kept.

(8*) – Notification to the BCAA of changes managed by the organisation itself (not requiring prior approval).

- Notify the BCAA by using the following email address: BCAA-CAMO@mobilif.gov.be
- The organisation will receive an acknowledge of receipt.
- The correct management and implementation of the change will be verified during oversight activities.