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| **Manual/****Section** | **Amdt/ Rev No.** | **Reason for Amendment** | **Effective date** | **Approval Reference** |
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**Operations manual / MCM Notice of Proposed Amendment (NPA)**

| **Air Operator** |  | 2-REG.AOC.XXX |
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| **Date** |  |
| **Manual reference** |  |

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| **AOC Declaration**I hereby submit this Manual NPA for approval/acceptance. I confirm that I am satisfied this submission has been satisfactorily prepared and that I have checked the contents for accuracy. |
| **Name** |  |
| **Position** |  |
| **Date** | [Day Month Year] |
| **Signature** |  |

**Notes:**

1. The AOC declaration on this form should be signed by the person responsible for maintaining the Manual content to which this NPA is applicable.
2. This form is available as a Microsoft Word document to enable it to be filled in electronically and submitted by e-mail.
3. The Operator Name and AOC Number at the top of the table must be completed.
4. Additional rows in the table can be inserted as required, in order to fully summarise the proposed amendments.
5. The ‘Approval Ref.’ column is to indicate that text has been added/altered in the Manual that directly affects Approvals.
6. Amended or new text must be clearly indicated as such in the Manual.
7. Requirements for AOC holders can be found in the Guernsey Aviation Requirements (GAR) 119 at <https://cidca.aero/article/166741/Legislation>.
8. This form should be submitted by email to the 2-REG Head of Fight Operations or Head of Airworthiness as appropriate.

**This page is for completion by 2-REG inspectors and officers only.**

2-REG comment, acceptance and/or approval (delete as appropriate).

Applicability: Paragraphs [ ]  1 [ ]  2 [ ]  3 (mark one or more as applicable).

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| **Paragraph 1 – Not Affecting an Operations Approval** |
| The proposed amendment affects material that does not affect the continued validity of the AOC holders Operations Approval. |
| The amendment is accepted for incorporation into the Manual effective from [Day Month Year], but may be subject to future comment. |

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| **Paragraph 2 – Affecting an Existing Operations Approval** |
| The proposed amendment affects material relating to an existing Approval, as listed on the cover page and/or the AOC holders Operations Approval. |
| The amendment is approved for incorporation into the Manual effective from [Day Month Year] and the Operations Approval has been re-issued / remains effective(delete as appropriate). |

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| **Paragraph 3 – Application for a New Operations Approval** |
| The proposed amendment affects material relating to an application for a new Approval, as listed on the cover page and/or the master Operations Approval Document. |
| The amendment is approved for incorporation into the Manual effective from [Day Month Year] and the Operations Approval has been issued / re-issued / remains effective(delete as appropriate). |

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| **For 2-REG staff to complete** |
| **Name** |  |
| **Position** |  |
| **Date** | [Day Month Year] |
| **Signature** |  |