

PART B, PROCEDURES

SECTION 4, AOC VARIATIONS

CHAPTER 18, ALTERNATIVE MEANS OF COMPLIANCE (AltMOC) PROCEDURES

For definitions of abbreviations see the [Glossary](#)

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ALTERNATIVE MEANS OF COMPLIANCE (ALTMOC) PROCEDURES**1 STAKEHOLDER PRODUCED ALTMOC - PROCEDURE**

Guidance on ERM naming conventions can be found on [ERM](#).

Person Responsible	Action
FO staff member	Identifies submitted operations manual material that is compliant with the Implementing Rule, but is sufficiently different from the published AMCs for the applicable Rule, or relates to a Rule for which no AMC is published, and thus constitutes an AltMOC
	Contacts the submitting organisation and requests completion of the appropriate form (Appendix 1). There is a blank word form accessed via ERM – click here to access
Organisation	Completes separate appropriate forms for each AltMOC and submits them, and the AltMOCs themselves, to the assigned FOI
FOI	Forwards to appropriate FO Staff Member
FO Staff Member	Where the organisation maintains that the material is not sufficiently different to constitute an AltMOC, refers the issue to the EASA Transition Working Group (ETWG) via the assigned FOI, FOM and ETWG Secretary
	Forwards submitted forms and AltMOCs via the assigned FOI and FOM to the Secretary of the ETWG with a recommendation for acceptance or rejection
ETWG Sec	Distributes submissions (including disputed material) to the WG members by e-mail for consideration at the next meeting or, if urgent, by e-mail or special meeting
ETWG	Reviews submitted AltMOCs and decides whether they should be accepted or rejected. Particular attention to be given to whether the proposed AltMOC does provide compliance with the Rule. Decides whether disputed material does constitute an AltMOC. In the event of disagreement, the WG Chair is the final arbiter
ETWG Sec	Communicates decision to the FO Staff Member, assigned FOI and FOM
FO Staff Member	Communicates decision to the submitting organisation
ETWG Chair	For agreed AltMOCs, arranges completion of EASA forms, notification to EASA and the informing of all Member States

2 CAA PRODUCED ALTMOC - PROCEDURE

Person Responsible	Action
FO Staff Member	Identifies the need for material that is compliant with the Implementing Rule, but is sufficiently different from the published AMCs for the applicable Rule, or relates to a Rule for which no AMC is published, and thus constitutes an AltMOC. The need may be identified in Part-AR or Parts applicable to regulated stakeholders
	Discusses proposal with Line Manager
	Completes separate appropriate forms (Appendix 2) for each AltMOC and submits them, and the AltMOCs themselves, through the Line Manager, to the Secretary of the ETWG with a recommendation for acceptance. There is a blank word form accessed via ERM – click here to access
ETWG Sec	Distributes submissions to the WG members by e-mail for consideration at the next meeting or, if urgent, by e-mail or special meeting
ETWG	Reviews submitted AltMOCs and decides whether they should be accepted or rejected. Particular attention to be given to whether the proposed AltMOC does provide compliance with the Rule. In the event of disagreement, the WG Chair is the final arbiter
ETWG Sec	Communicates decision to the FO Staff Member and Line Manager
FO Staff Member	In the case of a Part-AR AltMOC, arranges appropriate MSM amendment.
ETWG Chair	For agreed AltMOCs, arranges completion of EASA forms, notification to EASA and the informing of all Member States, and notification to all affected stakeholders

OPERATOR: DATE AND SIGNATURE	
10. Date: _____	Signature: _____
CAA USE ONLY – DATE AND SIGNATURES – ACCEPTANCE RECOMMENDED / NOT RECOMMENDED	
11. Section / Department	
12. Date: _____	Signature: _____ FO Staff Member
13. Date: _____	Signature: _____ Flight Operations Inspector
14. Date: _____	Signature: _____ Line Manager

Instructions for completion

1. State the name of the operator/AOC holder.
2. State the name and position of the person in the operator to whom questions on this AltMOC should be addressed. Include at least the e-mail address and phone number of the Focal Point.
3. State the Regulation that the AltMOC refers to (e.g. Regulation (EU) 965/2012, Annex IV).
4. Briefly outline the issue that the AltMOC intends to address.
5. State the paragraph(s) of the implementing rules to which the AltMOC refers to (e.g. CAT.IDE.A.325).
6. State whether or not there is already an EASA AMC on the same issue. If yes, include the reference(s) (e.g. AMC 1 CAT.IDE.A.325).
7. Summarise the AltMOC, describing how it proposes to achieve compliance with the implementing rule.
8. Give any additional relevant information.
9. Indicate the number of documents attached and include a brief description of each of them (e.g. organisation's internal procedures, studies/safety assessments).
10. The form should be signed by the person who has been indicated as the Focal Point in 2.
11. to 14.

CAA to complete the details of the submitting Section / Department and signatures of the FO Staff Member, FOI (where different) and Line Manager. CAA signatures should be electronic and/or via email.

APPENDIX 2 – FORM FOR CAA PRODUCED ALTMOC
 (there is a blank word form in ERM – click on link above to access)

Safety & Airspace Regulation Group

Application to Propose an Alternative Means of Compliance (AltMOC)

(in accordance with Regulation (EU) 965/2012, Annex III, ORO.GEN.120 Means of compliance)



This template is to be used by FO Staff Members for the submission of a proposal for an Alternative Means of Compliance for internal approval.

Once completed by technical staff, this form, and all supporting documentation, should be processed in accordance with the relevant MSM procedure.

NOTIFYING SECTION / DEPARTMENT	
1. Section / Department	
2. FO Staff Member	
3. Line Manager	
ALTERNATIVE MEANS OF COMPLIANCE (AltMOC)	
4. Regulatory reference	
5. Subject	
6. Rule paragraph(s)	
7. EASA AMC(s)	Yes <input type="checkbox"/> Ref.: _____ _____ No <input type="checkbox"/>
8. Summary of AltMOC	
9. Additional information (if any)	
10. Number and description of attachments	

DATE AND SIGNATURES – ACCEPTANCE RECOMMENDED	
11. Date: _____	Signature: _____ FO Staff Member
12. Date: _____	Signature: _____ Line Manager

Instructions for completion

1. State the name of the SARG Section and Department
2. State the name and position of the FO Staff Member to whom questions on this AltMOC should be addressed.
3. State the name and position of the FO Staff Member's Line Manager
4. State the Regulation that the AltMOC refers to (e.g. Regulation (EU) 965/2012, Annex IV).
5. Briefly outline the issue that the AltMOC intends to address.
6. State the paragraph(s) of the implementing rules to which the AltMOC refers to (e.g. CAT.IDE.A.325).
7. State whether or not there is already an EASA AMC on the same issue. If yes, include the reference(s) (e.g. AMC 1 CAT.IDE.A.325).
8. Summarise the AltMOC, describing how it proposes to achieve compliance with the implementing rule.
9. Give any additional relevant information.
10. Indicate the number of documents attached and include a brief description of each of them (e.g. organisation's internal procedures, studies/safety assessments).
11. The form should be signed by the FO Staff Member.
12. The form should be signed by the appropriate Line Manager