

Guidance for the initial approval of a contractor flying approved organization scheme (CFAOS) and subsequent revision

Introduction

1. The Military Aviation Authority (MAA), as the competent authority, is required by the Secretary of State for Defence Policy Statement to introduce internal standards and management arrangements that produce outcomes that are so far as reasonably practicable at least as good as those required by legislation.
2. The MAA shall have full oversight of all Defence aviation activity and undertake the role of the single regulatory authority responsible for regulating all aspects of Air Safety across Defence.
3. The implementation of these standards and management arrangements will involve organizations being approved for the purposes of Defence Contractor Flying in accordance with MAA Regulatory Publication (MRP) Regulatory Article (RA)1028 (Contractor Flying Approved Organization Scheme (CFAOS)).

Reference

4. Full details of the requirements can be found in the MRP - the specific RAs detailing CFAOS being RAs 1024, 1028 and 2501.

CFAOS Initial Approval Process

5. A MAA Form 2 should be completed and submitted to the MAA¹. A copy of the MAA Form 2 can be found on the MAA Website. Signed applications should be sent to:

By email: DSA-MAA-OpAssure-CFAOS-Group@mod.gov.uk

By post:

Military Aviation Authority
 FAO Operating Assurance (CFAOS)
 Juniper 3 # 5102
 Abbey Wood North
 BRISTOL
 BS34 8QW

6. On receipt of an application the MAA will acknowledge the application and issue a unique company identifier for MAA tracking purposes, a MAA CFAOS Lead will also be nominated at this time. If not already submitted² with the MAA Form 2, the applicant organization will also be requested to submit their Contractor Flying Organization Exposition (CFOE)³ and a list / statement of applicable RAs.

¹ The Form 2 should contain the name and position of and be signed by the appropriate person confirming that this application is in the UK MOD and/or UK National interest. This must be minimum of 2* MOD or 2* equivalent.

² It is anticipated that most Applicant Organizations will submit their Contractor Flying Organization Exposition (CFOE) and a list / statement of applicable RAs with the MAA Form 2 application.

³ The MAA has produced a CFOE as a template to assist Organizations in preparing for their initial approval application. This is lodged on the MAA Website at the CFAOS Approvals page.

7. The initial approval process will begin with a desk top review of the applicant organization's CFOE, list / statement of applicable RAs and any supporting documentation. The purpose of this review is to identify whether the CFOE adequately details how the applicant organization will meet the requirements of the MRP and provides an early indication of whether compliance with the regulation is being met. Following the desktop review, feedback will be provided to the Organization, enabling them to prepare a response prior to the on-site visit.
8. At a date agreed between the Applicant Organization and MAA CFAOS Lead, an on-site visit will be conducted by an MAA approval team. The purpose of this visit will be for the approval team to conduct a series of interviews with CFAOS staff, in order for them to demonstrate how compliance with their local procedures, CFOE and ultimately the MRP is being achieved. A critical review of the quality system will also be conducted at this time.
9. Any non-compliances, non-conformities and/or observations identified, whether during the desk top review or on-site visit, will be recorded as findings and the Organization briefed on their content on completion of the on-site visit. The MAA approval team will then prepare and staff the final approval report, including findings, for issue to the Organization within 20 working days (approximately 1 calendar month) of completion of the on-site visit.
10. If no findings are identified during the desktop review or on-site visit, then a recommendation for an approval will be made to MAA Deputy Head Test and Evaluation/Special Tasks (TEST) and, subject to the acceptance of the report, an approval certificate and schedule will be issued.
11. When findings have been identified, the Organization will have 10 working days (Level 1) or 20 working days (Level 2), from issue of the final approval report, to present the MAA with a Closure Action Plan (CAP). The MAA will subsequently agree the CAP and the Organization will be expected to have closed all Level 1 findings within 20 working days (1 calendar month) or Level 2 within 120 working days (6 calendar months) from issue of the approval report. When findings cannot be closed within 120 working days, the MAA may elect to issue an interim approval pending all findings being closed within an agreed period. Once the MAA is satisfied that all necessary actions have been taken to close the findings, or the route to closure has been agreed, a recommendation for an approval to be issued will be made to MAA Deputy Head TEST and, if content, an approval certificate and schedule will be issued to the relevant Organization.
12. The MAA will then implement an oversight and surveillance plan for the continuation of the approval.
13. [Figure 1](#) below provides a flowchart depicting the process for an initial approval.

Change to Extant Approval Process

14. Whenever there is a proposed change to the CFOE, outside the scope of any indirect approval⁴, a MAA Form 2 application must be made to the MAA, in the manner detailed at paragraph 5. On receipt of the application, the nominated MAA CFAOS Lead will acknowledge receipt of the application. The MAA Lead will then review the extent of the proposed change, determine its effect on the approval and establish whether an on-site visit is required.

15. If an on-site visit is not required, the MAA Lead will review all documentation relating to the proposed change and assess whether or not compliance with the MRP has been maintained. If compliance has been maintained, then a recommendation for an updated CFAOS Schedule to be issued will be made to MAA Deputy Head TEST and, if content, an updated CFAOS Schedule will be issued to the relevant Organization.

16. If an on-site visit is required an MAA approval team will conduct a series of interviews with CFAOS staff, in order for them to demonstrate how they intend to achieve compliance with their local procedures, CFOE and ultimately the MRP. The processes detailed in paragraphs 9 to 12 will be followed if any non-compliances, non-conformities and/or observations are identified.

17. Release of an updated CFOE for Organization use, for Schedule amendments, will only occur once the proposed change has been agreed by the MAA.

18. [Figure 2](#) below provides a flowchart depicting the process for a proposed change to a CFAOS approval.

⁴ The scope of indirect and direct approvals will be agreed with the MAA, through the CFOE, during the initial approval process.

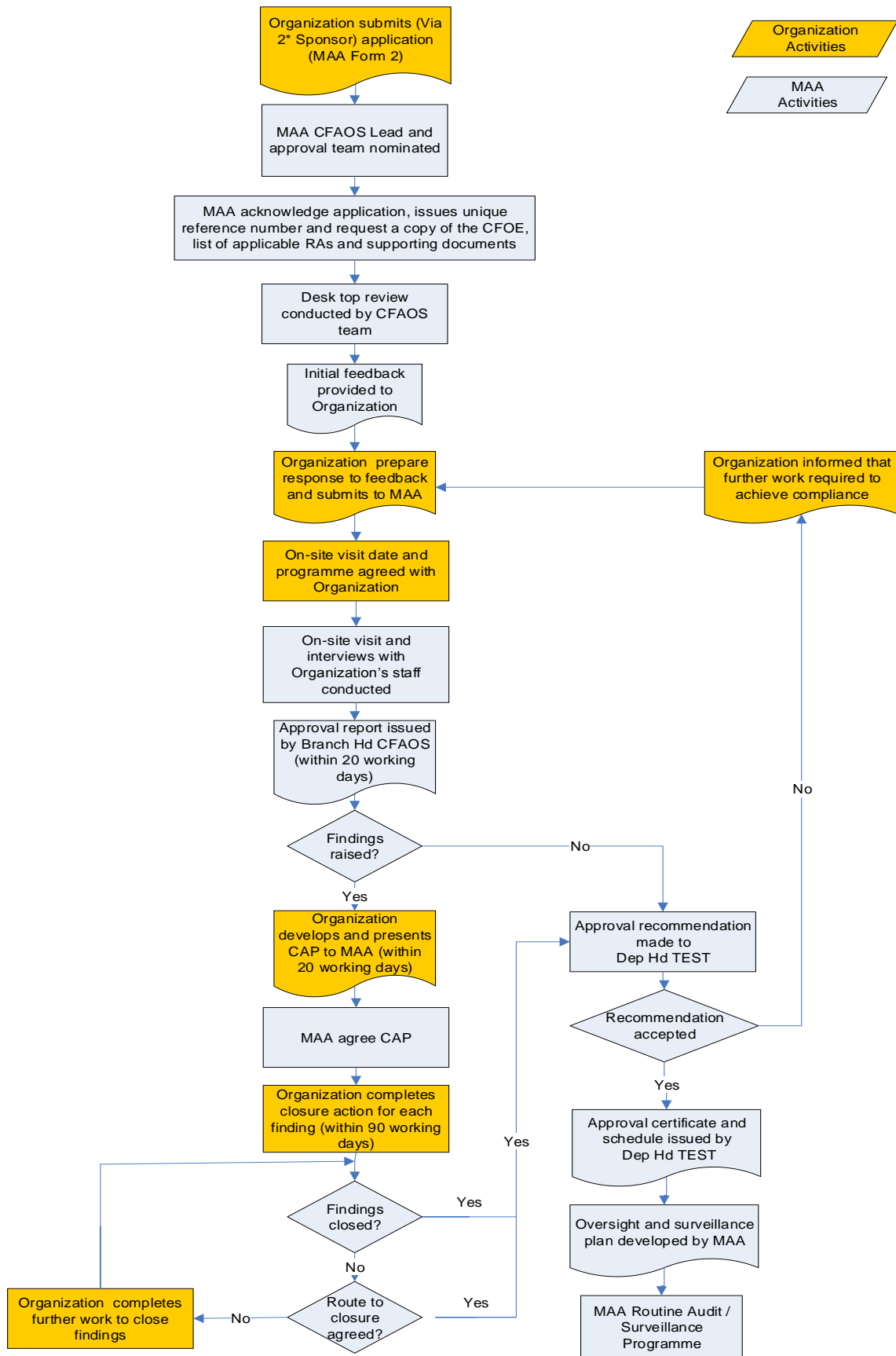


Figure 1 – CFAOS Initial Approval Process Flowchart

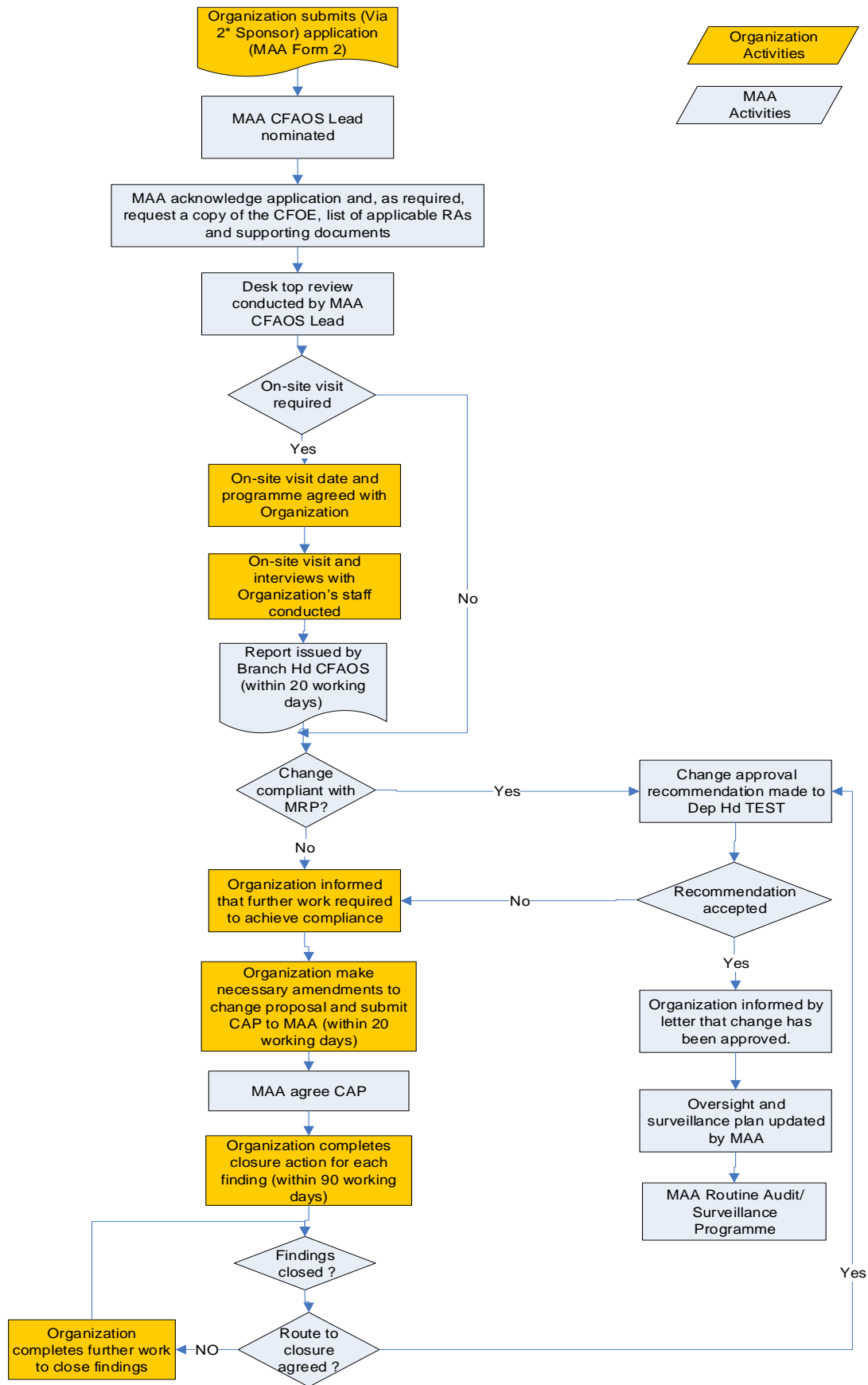


Figure 2 – Change to Extant CFAOS Approval Process Flowchart