

► This RA has been substantially re-written; for clarity no change marks are presented – please read RA in its entirety ◀

RA 1028 – Contractor Flying Approved Organization Scheme

Rationale

Civilian organizations are required to operate UK military registered crewed Aircraft and Specific S2 sub-category and Certified Category Remotely Piloted Air Systems (RPAS). Without appropriate regulatory oversight of such organizations; Aircrew, groundcrew, and third parties could be exposed to unnecessary Risk. This Regulatory Article (RA) details the requirements for the Contractor Flying Approved Organization Scheme (CFAOS)¹ which in turn ensures such organizations comply with the MAA Regulatory Publications (MRP) and are subjected to appropriate Regulatory oversight.

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Regulation 1028(1)

Organization

1028(1) Contractor flying organizations operating crewed Aircraft or Specific S2 sub-category or Certified Category RPAS **shall** hold a CFAOS² Approval to fly or operate UK military registered Air Systems.

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Organization

1. CFAOS organizations **should**:
 - a. Operate in accordance with (iaw) the scope of their CFAOS Approval Certificate and Schedule.
 - b. Comply with the MRP to qualify for the issue and continuation of a CFAOS Approval.
 - c. Establish and maintain a system for the control of all Air Systems operated under the terms of its CFAOS Approval.
 - d. Appoint an Accountable Manager (Military Flying)³ (AM(MF)), accountable for the operating Risk to Life (RtL) of those Air Systems operated under the terms of its CFAOS Approval, and who is appropriately empowered with:
 - (1) The freedom and authority to undertake the role.
 - (2) The resources to ensure that Air Safety is not compromised.
 - e. Have in place⁴:
 - (1) An Air System Safety Case⁵ (ASSC).
 - (2) An Air Safety Management System⁶ (ASMS).
 - (3) An Operations Manual which conveys how the organization meets the requirements of the MRP.
 - (4) A Flight Safety organization⁷.

¹ The CFAOS is the Assurance mechanism underpinning the competence of Defence Contractor Flying Organizations (DCFO) that operate crewed Aircraft and Specific S2 sub-category and Certified Category RPAS on the UK Military Aircraft Register. Organizations operating under the CFAOS may be referred to as CFAOS organizations.

² For Open Category and Specific S1 RPAS sub-categories, this RA does not apply. Refer to RA 1031 – Contractor Flying Approved Organization Scheme (Basic Remotely Piloted Air Systems).

³ Refer to RA 1028(2): Accountable Manager (Military Flying).

⁴ This list is not exhaustive.

⁵ Refer to RA 1205 – Air System Safety Cases.

⁶ Refer to RA 1200 – Air Safety Management.

⁷ Refer to RA 1400 – Flight Safety.

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- (5) An effective Quality Management System (QMS), certified by a national accreditation body, with a scope appropriate to the organization's aviation operations under its CFAOS Approval.
- (6) An Occurrence Reporting and Error Management System⁸.
- f. Ensure that:
- (1) Operating activities are iaw the Defence Air Environment (DAE) Operating Categories^{9, 10} assigned by the MOD Sponsor(s)¹¹.
- (2) Every flight is conducted iaw the provisions of the Organization's Operations Manual, and that the Operations Manual specifies as a minimum:
- (a) The procedures and instructions for the safe operation of each Air System type operated under the terms of its CFAOS Approval, describing Aircrew, Supernumerary Crew, and Supernumerary Support Crew duties and responsibilities in flight and on the ground.
- (b) The flight planning procedures and supporting activities to provide for safe flight based on considerations of Air System performance, other operating limitations and relevant expected conditions en route and at the Aerodromes and / or operating sites concerned.
- (3) Personnel assigned to, or directly involved in, flight and ground operations, are appropriately qualified, trained and equipped for their duties.
- (4) Adequate Support Services are available¹².
- (5) When contracting or purchasing any part of its activity, the contracted or purchased service or product conforms to MRP requirements¹³.
- g. Ensure that the MAA is:
- (1) Granted appropriate access to the organization for the purpose of determining initial and continued regulatory compliance.

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Organization

2. The issue and continuation of a CFAOS Approval is subject to compliance with the relevant Regulations.
3. Reference is frequently made to the 'Operations Manual', which would normally follow the format of the template provided (on the MAA's websites), which aligns the structure of the Operations Manual with the MRP. However, this may be fulfilled by alternative means, such as orders or instructions. Where an alternative is used, a clarifying document has to be provided which clearly demonstrates how the requirements of the MRP are met.
4. If an organization contracts any part of its flying activity to another organization, it must do so iaw RA 1005.

Compliance

5. Compliance with the MRP requires compliance with the latest issues of all applicable RAs.
6. Organizations will be subject to compliance Assurance activities conducted by or on behalf of the MAA. MRP compliance will be assessed by the MAA using a Risk-

⁸ Refer to RA 1410 – Occurrence Reporting and Management.

⁹ Refer to RA 1160 – The Defence Air Environment Operating Framework.

¹⁰ Refer to RA 1162 – Air Safety Governance for Civilian Operated (Development) and (In-Service) Air Systems; and RA 1163 – Air Safety Governance Arrangements for Special Case Flying Air Systems.

¹¹ Refer to RA 1019 – Sponsor of Military Registered Civilian-Owned and Civilian Operated Air Systems - Air Safety Responsibilities.

¹² Refer to RA 3049 – Defence Contractor Flying Organization responsibilities for UK Military Air System Operating Locations.

¹³ Refer to RA 1005 – Contracting with Competent Organizations.

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based approach. Access will be required to personnel, facilities, Air Systems, documents, records, data, procedures and any other materials relevant to compliance.

7. Costs for periodic compliance Assurance activities conducted by or on behalf of MAA will not be recoverable from the MOD.

8. The MAA will withdraw CFAOS Approval from organizations that no longer meet compliance or any other stipulated requirements.

**Regulation
1028(2)**

Accountable Manager (Military Flying)

1028(2) CFAOS organizations **shall** appoint a Suitably Qualified and Experienced Person (SQEP) to be the AM(MF), who is appropriately empowered to undertake their role, and is supported by appropriate persons.

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Accountable Manager (Military Flying)

9. AM(MF)s **should**:

a. Be responsible and accountable for the operation of all Air Systems within their Area of Responsibility (AoR).

b. Own and manage an ASSC⁶ for each Air System within their AoR that demonstrates the Air System is safe to operate and being operated safely within a clearly defined context¹⁴.

c. Cease aviation operations if RtL are identified that are not demonstrably As Low As Reasonably Practicable (ALARP) and Tolerable.

d. Challenge any actions or measures that could undermine the ASSC, and might result in the RtL in activities for which the AM(MF) is responsible no longer being ALARP and Tolerable.

e. Actively promote, and demonstrate leadership commitment to, an Engaged Air Safety Culture (EASC)¹⁵.

f. Establish and maintain an Operations Manual which conveys how the organization meets the requirements of the MRP.

g. Appoint and approve post-holders to support them covering the following areas to provide them with specialist support in delivering their responsibilities¹⁶.

(1) Flight Operations¹⁷.

(2) Crew Training¹⁸.

(3) Ground Operations.

h. Appoint a Military Continuing Airworthiness Manager¹⁹.

i. Act as the organization's senior point of contact with the MAA.

10. AM(MF)s **should** ensure that:

a. Any significant changes to their operating responsibilities or to their supporting safety system / organization that might affect the discharge of their AM(MF) responsibilities are reported immediately to the MAA²⁰.

¹⁴ That is, for a given application(s) in a given operating environment(s).

¹⁵ Refer to the MAA Manual of Air Safety (MAS).

¹⁶ This list is the minimum requirement, it is not exhaustive. AM(MF)s **should** consider the appointment of further post-holders covering other areas as relevant to the air activities and / or structure of their organizations, particularly where those areas directly impact Air Safety.

¹⁷ Where Test and Evaluation (T&E) is included in the organization's CFAOS Approval schedule the Flight Operations post-holder's responsibilities are to include T&E, unless a dedicated T&E post-holder is deemed more appropriate for the structure of the organization iaw Footnote 16. Refer to RA 2370 – Test and Evaluation.

¹⁸ To cover Aircrew and Supernumerary Crew training provided by the organization.

¹⁹ Refer to RA 1016 – Military Continuing Airworthiness Management.

²⁰ Contact via DSA-MAA-OpAssure-CFAOS-GROUP@mod.gov.uk.

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- b. All operating activity remains in the appropriate DAE Operating Category^{9, 10} assigned by the MOD Sponsor(s), and is conducted in accordance with the limitations as articulated in RA 1160 Annex A Table A-1.
 - c. A safe operating environment is being provided appropriate to the organization's aviation operations under its CFAOS Approval^{21, 12}.
 - d. The inputs to and effects on their ASSC(s) from Aviation Duty Holder (ADH)-Facing Organizations and AM(MF)-Facing Organizations (Internal)²² are fully supported by rational arguments and appropriate evidence, through appropriate Service Level Agreements or other mechanisms.
 - e. They liaise with and share any pertinent Air Safety information with ADHs and other AM(MF)s, particularly with operators of the same or similar Air Systems.
 - f. The following have been established and are maintained:
 - (1) An ASMS⁶ relevant to the activities undertaken by the Air System types operated under the terms of the organization's CFAOS Approval.
 - (2) A Flight Safety organization⁷.
 - (3) An effective QMS, certified by a national accreditation body, with a scope appropriate to the organization's aviation operations under its CFAOS Approval.
 - (4) An Occurrence Reporting and Error Management System⁸.
11. AM(MF) nominees **should**:
- a. Apply to the MAA for endorsement of their suitability to undertake the role of AM(MF).
 - b. Expect to attend an MAA endorsement interview, normally with the Director MAA, at which they are required to provide evidence of suitability for role.

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Accountable Manager (Military Flying)

12. AM(MF)s will meet with the MAA as required to allow the MAA to examine the higher-level Safety Management of the operation.
13. **Air Safety.**
- a. AM(MF)s have a personal level of Duty of Care (DofC) for:
 - (1) The personnel under their control; those who, by virtue of their temporary involvement in aviation activities, come within an AM(MF)'s AoR; and
 - (2) The wider public who may be affected by their operations.
 - b. AM(MF)s are thus accountable for the safe operation of Air Systems in their AoR and for ensuring that RtL is ALARP and Tolerable. The Air Safety AM(MF) governance model does not absolve managers at any level of their broader, enduring DofC responsibilities such as those under Common Law and the Health and Safety at Work Act (1974).
 - c. During the life cycle of an Air System, AM(MF) responsibilities apply to the following:
 - (1) First and / or second parties for whom an AM(MF) is made explicitly responsible, whether permanently or temporarily assigned, who are involved in the operation of the Air System.
 - (2) Third parties exposed to Risk as a result of operation of the Air System.

²¹ Refer to RA 1010 – Head of Establishment Aviation Responsibilities and Aviation Duty Holder / Accountable Manager (Military Flying) Establishment Responsibilities.

²² Refer to RA 1032 – Aviation Duty Holder-Facing Organizations and Accountable Manager (Military Flying)-Facing Organizations - Roles and Responsibilities.

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14. **EASC.** The first line of defence in Air Safety is the establishment of an EASC as defined in the MAS. The AM(MF) has a key role to play in establishing and sustaining such a culture, and it is imperative that Accountable Managers at all levels lead by example in nurturing and developing an EASC.

15. **AM(MF) Appointment and Suitability.**

a. **Appointment.** An AM(MF) will be a Senior Manager within the organization who has formal responsibility for the delivery of safe aviation operations, and who is directly appointed at main Board level²³. The term Senior Manager will be taken to mean a manager who possesses the authority to make independent decisions on Air Safety without recourse to superiors or executives. The Senior Manager will normally sit at Board level (or equivalent divisional level) or, if reporting to a relevant Board, to have delegated authority. Where the organization wishes to nominate an alternative candidate to one at Board level the organization will be required to demonstrate that the candidate holds equivalent authority to execute Air Safety decisions. The MAA may recognize an individual as an organization's appointed AM(MF) prior to formal MAA endorsement (see also paragraph 16).

b. **Suitability.** 'Suitability' for the AM(MF) role means being able to demonstrate appropriate knowledge and understanding of the ASMS and relevant documents that prescribe Safety processes and standards. This includes, but is not limited to, the following:

- (1) MRP.
- (2) ASSC.
- (3) ASMS.
- (4) Operating Risk.
- (5) Air Safety.
- (6) Continuing Airworthiness (CAw), including the MAA Maintenance Approved Organization Scheme and CAw Management Organization.
- (7) Roles and responsibilities of the AM(MF).
- (8) Knowledge and understanding of subordinate post-holder roles and responsibilities.

Note:

Prior to appointment as an AM(MF), attendance at the Contractor Flying Air Safety Course²⁴ will greatly assist AM(MF) candidates unfamiliar with the above topics in understanding their applicability to their specific organization and operating context.

16. **Endorsement of AM(MF) by the MAA.**

a. **Application and Submission.** In the first instance, AM(MF) nominees will apply to the MAA for endorsement using an MAA CFAOS Form 4²⁵. Thereafter, and in consultation with the MAA, supporting evidence for interview will be provided to the MAA CFAOS Branch at least 10 working days prior to interview. The organization's Contractor Flying Organization Exposition²⁶ (CFOE), ASMS and Operations Manual, which communicate how the organization intends to meet the requirements of the MRP, will provide the foundation of the AM(MF) submission. Further evidence required in the AM(MF) submission will include, but is not limited to:

- (1) Organizational structure, to allow understanding of the AM(MF)'s position within the organization, including appropriate explanation of the powers held and relational links to post-holders.

²³ Upon which the Managing Director, Chief Executive Officer or equivalent usually sit.

²⁴ Refer to RA 1440 – Air Safety Training.

²⁵ The MAA CFAOS Form 4 can be found on the CFAOS Approvals page of the MAA website <https://www.gov.uk/government/publications/contractor-flying-approved-organization-scheme-cfaos>.

²⁶ Refer to RA 1028(4): Contractor Flying Organization Exposition.

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(2) Explanation of the AM(MF)'s independence, including access to adequate resource, to allow enactment of MRP requirements without hindrance.

(3) The organization's future aspirations, where applicable.

(4) A tailored CV detailing the AM(MF)'s professional background highlighting, where applicable, any involvement with aviation operations.

b. **Endorsement Interview.** The AM(MF) endorsement interview will be led by senior MAA staff and may last up to 2 hours. The preferred location is the MAA Bristol Headquarters; however, the interview may be conducted by other means, agreed on a case-by-case basis. The interview will cover 3 broad areas²⁷:

(1) A description of the AM(MF)'s roles and responsibilities.

(2) A discussion regarding how the AM(MF) intends to comply with RA 1028 and the wider MRP.

(3) A discussion of the evidence provided in the AM(MF) submission including, where applicable, the organization's performance at previous audits.

Note:

The MAA may recognize an individual as an organization's appointed AM(MF) prior to the Endorsement Interview, on receipt of the appropriate MAA CFAOS Form 4, a copy of the relevant appointment letter from the main Board, and a date agreed for transfer of accountability for operating RtL.

17. **AM(MF) Change.**

a. Following any significant change to an AM(MF)'s responsibilities, the MAA will review the relevant AM(MF) endorsement.

b. Arrangements for AM(MF) succession will include a formal pan-Defence Line of Development review of the ASSC.

Regulation 1028(3)

Application and Approval

1028(3) CFAOS Organizations **shall** be approved by the MAA.

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Application and Approval

Application

18. Organizations operating UK military registered crewed Aircraft or Specific S2 sub-category or Certified Category RPAS in the Civilian Operated (Development), Civilian Operated (In-Service) and Special Case Flying DAE Operating Categories **should** be approved under the CFAOS by the MAA.

19. To be considered for approval under the CFAOS an organization **should**:

a. Have the endorsement of an appropriate MOD Sponsor at 2* level or above²⁸.

b. Demonstrate that Approval is in either:

(1) The UK MOD Interest; or

(2) Satisfies a wider National interest.

20. Applications for CFAOS Approval **should** be:

a. Made using MAA CFAOS Form 2, hosted on the MAA's websites.

²⁷ A more detailed list of potential discussion topics will be provided by the MAA CFAOS Branch prior to interview.

²⁸ Note that an MOD Sponsor **should** be listed for each Air System type / mark, specified for each respective DAE Operating Category the Air Systems are to be operated within.

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- b. Supported by a CFOE, an Operations Manual and any other applicable documents.

Approval

21. A CFAOS Approval **should** be issued for an unlimited duration and remain valid subject to:

- a. The organization remaining in compliance with the MRP.
- b. The MAA being granted access to the organization to determine continued compliance with the MRP.
- c. The Approval Certificate not being surrendered, suspended or revoked.
- d. Continued endorsement of UK MOD Interest and / or National interest.

22. Revoked or surrendered CFAOS Approval Certificates **should** be returned to the MAA.

Approval Changes

23. Following award of CFAOS Approval, organizations **should**, at the earliest opportunity:

- a. Consult with the MAA on any issue that might affect their CFAOS Approval.
 - b. Notify the MAA of any factors likely to affect or influence the extant Approval such as:
 - (1) Changes in scope of its CFAOS Approval Certificate or Schedule.
 - (2) The applicability / pertinence of the assigned DAE Operating Categories, as assigned by the MOD Sponsor(s).
 - (3) Changes to key CFAOS personnel²⁹.
 - (4) Changes of any elements of its management system.
 - c. Ensure that:
 - (1) Any uplifts³⁰ or significant changes / variations to the Approval are:
 - (a) Formally applied for; and
 - (b) Only implemented on receipt of an appropriately amended CFAOS Approval Schedule, endorsed by the MAA.
 - (2) Any reductions³¹ are formally notified to the MAA at the earliest opportunity.
 - (3) Formal uplift / reduction applications and notifications are supported by:
 - (a) Documentation³² detailing the proposed changes.
 - (b) An updated³³ CFOE and / or Operations Manual.
 - d. Consult with the MAA CFAOS Branch where doubt exists as to whether a scope change is an uplift, reduction or otherwise.

²⁹ Principally the AM(MF), post-holders, Safety Manager, Quality Manager.

³⁰ Such as: addition of Air System type / change of Mark, change in DAE Operating Category / Categories, or the addition of further aviation activities.

³¹ Such as removal of Air System type.

³² For uplift the documentation required needs to be analogous to that required to support an initial application for that activity.

³³ Changes / updates from previous versions need to be immediately apparent and clearly marked using methods such as: track change notation; highlighting; sidebars.

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24. Organizations seeking new approvals need to be aware that the timeline from application to approval typically takes at least 18 months. Early dialogue with the MAA is encouraged; however, organizations need to note that formal engagement cannot be initiated until an MAA CFAOS Form 2, endorsed by the relevant MOD Sponsor, is in place.

25. CFAOS applications may be phased (ie initial applications may be made via the MAA CFAOS Form 2 (endorsed by the relevant MOD Sponsor)), but with the CFOE and other documents being submitted at a later date.

26. Further guidance for CFAOS application may be found on the MAA websites.

27. While determination as to whether an application is justified in the National interest is a matter for the MOD Sponsor, the MAA interprets National interest in general terms to mean where the activity brings or realises benefit to the interests of either UK Government or UK Trade and Industry.

Approval

28. When it is considered that there is a case for an organization to be included in the CFAOS, a detailed appraisal will be carried out by the MAA. The appraisal will seek to establish long-term confidence in the organization's flight operations personnel and in the company structure relevant to the operations concerned. The organization will be audited via documentary and on-site inspections which will specifically scrutinize⁴:

- a. Scope of activity.
- b. Supporting company structure and facilities.
- c. Suitability, qualifications and experience of the relevant staff.
- d. Compliance with the MRP.
- e. The organization's processes, orders and instructions.

29. **CFAOS Approval Certificate.** When evidence presented by the organization demonstrates that it satisfies the MAA requirements, a CFAOS Approval Certificate will be issued listing:

- a. A unique identifying reference.
- b. The approved organization, including the operating and trading name if different.
- c. The organization's principal place-of-business address.
- d. The issue date (and date of revision if required).
- e. The title, name and signature of the MAA approving officer.

30. **CFAOS Schedule.** A CFAOS Schedule defining the scope of activity allowable within the CFAOS Approval will be issued listing:

- a. The Air System types and marks for which operation is approved.
- b. The DAE Operating Categories for which operation is approved.
- c. The aviation activities for which operation is approved.
- d. Any applicable special limitations (eg Visual Flight Rules-only, day-only, etc).
- e. The applicable CFOE reference, including Issue number and date.
- f. Name and details of the AM(MF).
- g. The title, name and signature of the MAA approving officer.

31. Both the CFAOS Approval Certificate and CFAOS Schedule will be in place prior to an organization operating under the CFAOS.

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32. A CFAOS Approval may be made dormant³⁴ by the MAA as an alternative to formal suspension or withdrawal. Making an Approval dormant prohibits an organization from operating Air Systems for a temporary period and may be used in cases where an organization's operating activities are temporarily undefined or undergoing an as yet undetermined change (for example, where a contract expires or amendment is being negotiated).

33. A list of organizations who have been granted approval under the CFAOS is published on the MAA website.

Approval Changes

34. As a minimum, the MAA needs to be notified of any changes to:

- a. Name and details of the AM(MF).
- b. Names and details of post-holders, the Safety Manager or the Quality Manager.
- c. Air System types and marks to be operated.
- d. The DAE Operating Category / Categories, T&E categories³⁵, RPAS Categories³⁶ and any other aviation activities to be conducted.
- e. Ownership of the organization.
- f. The organization's official name, business name, address and / or mailing address.

35. Application to the MAA for a CFAOS Approval change does not constitute approval to operate to the proposed change.

**Regulation
1028(4)**

Contractor Flying Organization Exposition

1028(4) AM(MF)s **shall** submit a CFOE to the MAA.

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Contractor Flying Organization Exposition

36. AM(MF)s **should** ensure:

- a. Their CFOE is current and up-to-date.
- b. The MAA is provided with an electronic copy of the current and AM(MF) endorsed CFOE.

37. The CFOE **should**:

- a. Cover the following subject headings:
 - (1) Management.
 - (2) Safety Management.
 - (3) Quality Management.
 - (4) Procedures.
 - (5) Personnel and Training.
 - (6) Security Management.
- b. As a minimum contain the following:
 - (1) For the AM(MF):
 - (a) A description of AM(MF) functions and responsibilities.
 - (b) The qualifications, competencies, skill sets and experience required for appointment.

³⁴ Refer to MAA01 – MAA Regulatory Principles.

³⁵ For applicable T&E terms, refer to RA 2370 – Test and Evaluation.

³⁶ Refer to RA 1600 – Remotely Piloted Air Systems.

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- (c) Any deputizing responsibilities and arrangements (noting that Rtl accountability cannot be transferred).
 - (d) The competencies, qualifications, skill sets and experience held by the specific individual appointed as AM(MF).
- (2) A statement signed by the AM(MF) confirming that the CFOE and any referenced documents define the organization's compliance with the MRP, and **should** be complied with at all times.
 - (3) The official name and business name, address and mailing address of the applicant.
 - (4) The name of the MOD Sponsor(s), listed for each Air System type / mark, specified against each respective DAE Operating Category the Air Systems are to be operated within.
 - (5) The scope of the organization including: the DAE Operating Category / Categories, Air System types and marks; T&E categories³⁵; RPAS Categories; other aviation activities; and, details of routine operating bases and requirements to undertake temporary detached operations.
 - (6) A description of the organization scale including: numbers of Aircrew, Supernumerary Crew and other personnel associated with the task; numbers of Air Systems; and expected flying rate.
 - (7) A statement of the operating environments expected to be included in the task, such as: embarked; night-vision / electro-optical; formation; unprepared strips; low level; ordnance, munitions and explosives.
 - (8) A statement of which MRP RAs are deemed applicable and the method of compliance³⁷.
 - (9) For post-holders:
 - (a) A description of the functions and responsibilities (Terms of Reference) for each post-holder role.
 - (b) The qualifications, competencies, skill sets and experience required for each post-holder role.
 - (c) Any deputizing responsibilities and arrangements.
 - (d) The names, competencies, qualifications, skill sets and experience held by the specific individuals appointed as post-holders.
 - (10) An organizational chart showing chains and lines of responsibility pertaining to operations under the CFAOS.
 - (11) The names of the Safety Manager and Quality Manager.
 - (12) The organization's Safety and Quality Management Systems and associated policy³⁸ pertaining to operations under the CFAOS.
 - (13) Evidence of experience in flying operations including, where applicable, activities such as training and T&E activities.
 - (14) Evidence of familiarity with UK MOD procedures applicable to the aviation activity to be conducted.
 - (15) The security procedures to be applied to ensure the Safety and Integrity of the Air System is not compromised.
 - (16) Evidence of a QMS certified by a national accreditation body, and that the QMS has an appropriate scope for the aviation activity to be conducted.

³⁷ This may be held in a separate document, referenced from the CFOE.

³⁸ Referencing out to other management systems, documents or processes is acceptable.

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(17) A list of contracted and subcontracted organizations where applicable.

(18) A procedure describing how changes³⁹ not requiring prior MAA approval are managed and notified to the MAA. Where doubt exists the MAA CFAOS Branch **should** be consulted as to whether a change requires prior MAA approval or otherwise.

(19) A CFOE amendment procedure.

(20) A statement that all documentation sent to the MAA has been verified by the applicant and found in compliance with the applicable requirements.

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Contractor Flying Organization Exposition

38. A CFOE is the document, or documents, that contain the material specifying the scope of activity deemed to constitute CFAOS Approval and showing how the organization intends to comply with the MRP.

39. Templates for the CFOE and Operations Manual are on the MAA websites.

Post-Holders

40. AM(MF)s may be post-holders, provided it can be clearly demonstrated that such appointments do not conflict with either their AM(MF) or post-holder responsibilities.

41. Individuals (including the AM(MF)) may be multiple post-holders; ie they may be appointed to more than one post-holder role.

42. Organizations may use any alternative titles for post-holders but will clarify the titles and responsibilities in the CFOE.

43. As a minimum post-holder responsibilities will include:

a. Flight operations post-holder as responsible for ensuring that all flying operations are in compliance with the MRP.

b. Crew training post-holder as responsible for ensuring that all Aircrew training provided by the organization is in compliance with the MRP.

c. Ground operations post-holder as responsible for ensuring that all ground operations conducted are in compliance with the MRP.

d. That all post-holders will possess and be able to demonstrate the relevant knowledge, background and experience applicable to their post-holder role, and hold an appropriately detailed knowledge of the MRP.

³⁹ Such as grammatical and typographical errors where the meaning of the wording remains unchanged.

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