|  |
| --- |
| **Request for Change**  **Select Document** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** |  | **Date:** | Click |
| **CRC/Paper number:**  *(if available)* |  | **RM8 Record No:**  *(CASA use only)* |  |
| **Proposed AIRAC effective date:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Proponent:** |  | **Unit:** |  |
| **Email:** |  | **Phone:** |  |
| **Sponsor** (if required)**:** |  | **Unit:** |  |
| **Email:** |  | **Phone:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Amendment record** | *Use version numbers to track changes.* | | |
| **Version:** | **Amendment summary:** | **Amended by:** | **Date:** |
| 01 | Initial draft |  | Click |

|  |  |
| --- | --- |
| **Change summary:** | *A short description of the change to be included in the document change summary. Include the section(s) affected at the end of the summary.* |
| Section(s) affected: | |

|  |  |
| --- | --- |
| **Reason for change:** | *A comprehensive description of the change including the* ***Issue*** *(including a problem statement), a* ***Discussion*** *and a* ***Recommendation****. If a working or discussion paper, the body of the paper would appear here.* |
|  | |

|  |  |
| --- | --- |
| **Related document references:** | *ICAO Documents, MOS, MATS, AIP, ERSA, DAP, NAPM, NAAM, etc.* |
|  | |

|  |  |
| --- | --- |
| **Other affected parties:** | *Include organisations, units, systems, functional areas (e.g. Airservices/Eurocat/INTAS/Data/ADF/DASA/CASA/BoM/Dept.).* |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For AIP changes - Part 175 Data Originator** | *Detail the following in accordance with the* [*Data Originators Custodian spreadsheet*](https://www.airservicesaustralia.com/wp-content/uploads/DOC_Web_aeronautical_data_originators_custodians.pdf) *for each clause proposed for amendment. Attach consultation if required. Add and then copy rows as required. Delete table if not applicable.* | | | |
| **Clause(s)** | **Subject  Owner** | **Change Originator** | **Change  process** | **Subject Owner correspondence** |
|  | Select | Select | Select | Select |
|  | Select | Select | Select | Select |

|  |  |
| --- | --- |
| **Consultation:** | *Where appropriate, detail consultation undertaken. If necessary, attach copies of emails, documents, agreements, etc. Consider possible CMATS/OneSky implications (email:* [*OneSKYOpsAssurance@AirservicesAustralia.com*](mailto:OneSKYOpsAssurance@AirservicesAustralia.com)*).* |
|  | |

|  |  |
| --- | --- |
| **Nature of change:** | Editorial  Minor  Major |
|  | |

|  |  |
| --- | --- |
| **Urgency of change:** | *Include any deadlines and consequences of delay.* |
|  | |

|  |  |
| --- | --- |
| **Safety assessment:** *Indicate required or completed safety work.* | SEFT  SCARD  Safety Statement  Safety Assessment Report  Safety Case |
| *Provide any additional comments or details regarding the safety assessment.* |  |

|  |  |
| --- | --- |
| **Controller/pilot education and published notification:** | Required  Not required |
| *Attach evidence and/or provide description (e.g. NOTAM, AIC, NIC, GC).* |  |

|  |  |
| --- | --- |
| **Proposed amendments:** | *Use ‘Track Changes’ to highlight proposed amendments.* |

*(Place text here)*

Style Gallery

MATS/NAPM

1.1 01 - MATS Heading 2

1.1.1 02 - MATS Heading 3

1.1.1.1 03 - MATS Clause Heading

04 - MATS Clause Body

a) 05 - MATS Clause a)b)c);

i) 06 - MATS Clause i)ii)iii);

Note: 07 - MATS Clause Note (only ‘Note:’ should remain bold)

08 - See MATS Reference (change ‘See MATS’ font colour to black)

1.1.1.1.1 09 - MATS Sub-clause heading

10 - MATS Sub-clause body

a) 11 - MATS Sub-clause a)b)c);

i) 12 - MATS Sub-clause i)ii)iii)

Note: 13 - MATS Sub-clause Note (only ‘Note:’ should remain bold)

… (ellipsis)

AIP

AIP 01 Section Heading 2 (i.e. ENR 1.1)

1. AIP 02 Heading 1

1.1 AIP 03 Heading 2

1.1.1 AIP 04 Paragraph 3

a. AIP 05 Paragraph 3 a. b. c.

(1) AIP 06 Paragraph 3 (1)(2)(3)

Note: AIP 07 Paragraph 3 Note