



## WHEN

A Certificate Holder needs to propose a change to their Operations Specifications, Vitals, or Contractors

## WHERE

SAS Menu  
Configuration  
Configuration Changes

## WHY

To amend current operations

## WHO

Certificate Holders

## What is it?

### Configuration Change Request (CCR)

A Certificate Holder defines the scope of Operations with the FAA by submitting a Configuration Change Request.

### After the Configuration Change Request

The FAA will review a Configuration Change Request using the same approval process as the initial Configuration data approval.




# QUICK

REFERENCE CARD

# Q9-11 Configuration Change Request



User Role	Configuration Change Request Navigation
Certificate Holders	1. Select <b>Configuration Changes</b> from the SAS Menu.




Federal Aviation  
Administration

SAS v4.5.1 Training Site

Safety Assurance System (SAS)  
External Portal  
OMB Control Number 2120 - 0774  
Expiration Date: 4/30/2022

Home > Notifications

Welcome Nicholas Cunningham ATEM - ALASKA SKYWAYS INC  Log out

^ SAS Menu

Notifications

Home

Preapplication Information/CSOP

Configuration

Configuration Changes 1

Configuration Data

Operating Profile (OP)

Operations Approval (OAPS)

Test Operators

Maintain Authorizing Documents (WebOPSS)


Data Collection Tools


Document Management

Reset Grid

	Read?
ion 'Test' assigned to a resource	No

1 - 1 of 1 items

Messages (0) 

Broadcasts (0) 

# QUICK

REFERENCE CARD

## Q9-11 Configuration Change Request



User Role	Configuration Change Request – Add Request
Certificate Holders	<p>2. Select the <b>Add Request</b> button.</p> <p><b>Note:</b> Select the <b>View Baseline</b> button if active.</p>



Federal Aviation  
Administration

SAS v4.5.1 Training Site

Safety Assurance System (SAS)

External Portal

OMB Control Number 2120 - 0774

Expiration Date: 4/30/2022

Configuration > Configuration Changes

Welcome Nicholas Cunningham ATEM - ALASKA SKYWAYS INC [?](#) [Log out](#)

Peer Groups: (135 C) Part 135 (9 or Less Seats) | Version: Baseline | Status: Final | Last Updated: N/A

Configuration Changes

Configuration Data

Operating Profile

Note

View Baseline

Select Configuration

Change Request Detail

Recommended Questions

Add Request

2

Reset Grid

Drag a column header and drop it here to group by that column

Change Request Title	Change Request ID	Submit Date	Status Date	Status
<a href="#">Addition of Contract Training</a>	CR.ATEM.250226.1540		02/26/2025 07:41 AM	Draft

1 - 1 of 1 items

Export to Excel

User Role	Configuration Change Request – Add Request
Certificate Holders	<p>3. Fill in the mandatory fields as indicated by the red asterisks under the subtab <b>Change Request Detail</b>.</p> <p>4. Attach document(s), if applicable, using the <b>Attach</b> button or <b>Drag and drop file here</b>. Once the Change Request is saved, the FAA can view the document(s) even before submission of the Configuration Change Request.</p> <p>5. Select <b>Save</b> to save the change request.</p> <p><b>Note:</b> You will see a green confirmation message: “<i>Change Request Successfully Saved.</i>”</p> <p><b>CAUTION:</b> Do not select the <b>Submit</b> button.</p>

V SAS Menu

\* Change Request Title:

Addition of Contract Training

Change Request ID:

CR.ATEM.250227.1336

\* Change Request Description:

Certificate Holder requests addition of contract training and issuance of Op Specs paragraph A031

\* Certificate Point of Contact (POC):


Nicholas Cunningham

\* Certificate POC Email:


NIC@REGAL-AIR.COMDONOTEMAIL

3

Note



Change Request Successfully Saved



Attach

OR

Drag and drop file here

4

Delete Download

Edit Request Withdraw Request

Changes in OPSS Scoping Questions (0) Changes in Configuration Data (0) **Save** Submit

5

## User Role

## Configuration Change Request – Configuration Data

### Certificate Holders

6. Select the **Configuration Data** tab.

7. Make any changes in the **AuthDoc Data Panel**.

8. Expand the **Configuration Data Panel**.

Note: Making changes in the AuthDoc Data Panel will not show changes in your Configuration Change Request since they are used in the Authorizing Documents.

The screenshot displays the SAS Configuration Change Request interface. At the top, there are three tabs: 'Configuration Data' (highlighted with an orange circle and the number 6), 'Operating Profile', and 'View Baseline'. Below the tabs, there is a sidebar menu on the left with various categories like 'Vitals', 'Contractors', and 'AuthDoc Data Panel'. The 'AuthDoc Data Panel' is expanded, showing a list of categories including 'Addresses', 'Aircraft Details', 'Airport Details', 'Areas Of Scheduled Operations', 'Authorized Areas', 'DBAs', 'Deviations', 'Exemptions', 'General Information', 'Insurance', 'Personnel', 'PI', 'Waiver / Authorizations', 'Environmental', and 'Related Designators'. The 'Addresses' category is selected, and the 'Operator Addresses' table is displayed. The table has columns for 'Address Type', 'Street (Line 1)', 'Street (Line 2)', 'City', 'State/Province', 'Postal Code', and 'Country'. There are three rows of data, all for 'Anchorage, Alaska, 99502, United States'. The first row is 'Primary Business', the second is 'Mailing', and the third is 'Agent For Service'. The 'Agent For Service' row is highlighted with an orange circle and the number 7. At the bottom of the sidebar, the 'Configuration Data Panel' is expanded, showing 'OPSS Scoping Questions' (highlighted with an orange circle and the number 8).

Address Type	Street (Line 1)	Street (Line 2)	City	State/Province	Postal Code	Country
Primary Business	4506 Lakeshore Drive		Anchorage	Alaska	99502	United States
Mailing	4506 Lakeshore Drive		Anchorage	Alaska	99502	United States
Agent For Service	4506 Lakeshore Drive		Anchorage	Alaska	99502	United States



User Role	Configuration Change Request – Configuration Data
Certificate Holders	<p>9. Make any changes in the <b>Configuration Data Panel</b>.</p> <p>10. Select the <b>Save</b> button if you make any changes. <b>Reset</b> will clear any changes you made.</p> <p>11. Expand the <b>OPSS Scoping Questions</b>.</p>

Configuration Changes

Configuration Data

Operating Profile

View Baseline

Vitals

Contractors

AuthDoc Data Panel

Configuration Data Panel

Personnel / Training / AW Agreement

DO / PI / Certificated Kinds of Operation / Authorization

Proposed or Current Terminal and Enroute Procedures

Operating Configuration

14 CFR Type

Maintenance and Reliability Information

Check Pilot

OPSS Scoping Questions

\* Certificated Mechanics

0

\* Total Number of Employees

0

\* Crew Member Training

A - Contracts out most/all tra...

P - Contracts out a substantia...

Worthiness Agreement

9

Crew Members

One Pilot

Two Pilots <sup>+</sup>

Three Pilots <sup>+</sup>

Four Pilots <sup>+</sup>

Applicable Training Program Criteria

Airplane and Simulator Training

Flight Training Devices <sup>+</sup>

Aircraft Training <sup>+</sup>

Flight Simulators <sup>+</sup>

Training Programs

11

Vitals Field Description

10

Reset

Save

+ Changes to daggered configuration items may modify the DCTs/Questions for this certificate holder.



User Role	Configuration Change Request – Configuration Data
Certificate Holders	<p>12. a) Select or deselect <b>OPSS Authorizing Documents</b>, as applicable. b) Grayed out check marks means the OPSS Authorizing Document is mandatory and cannot be unchecked. c) You can collapse the Parts by select the – sign or expand them again by select the + sign.</p> <p>13. Select the <b>Save</b> button if you make any changes. <b>Reset</b> will clear any changes you made.</p>

Configuration Changes

Configuration Data

Operating Profile

View Baseline

Vitals

Contractors

AuthDoc Data Panel

Configuration Data Panel

OPSS Scoping Questions

Vitals Field Description

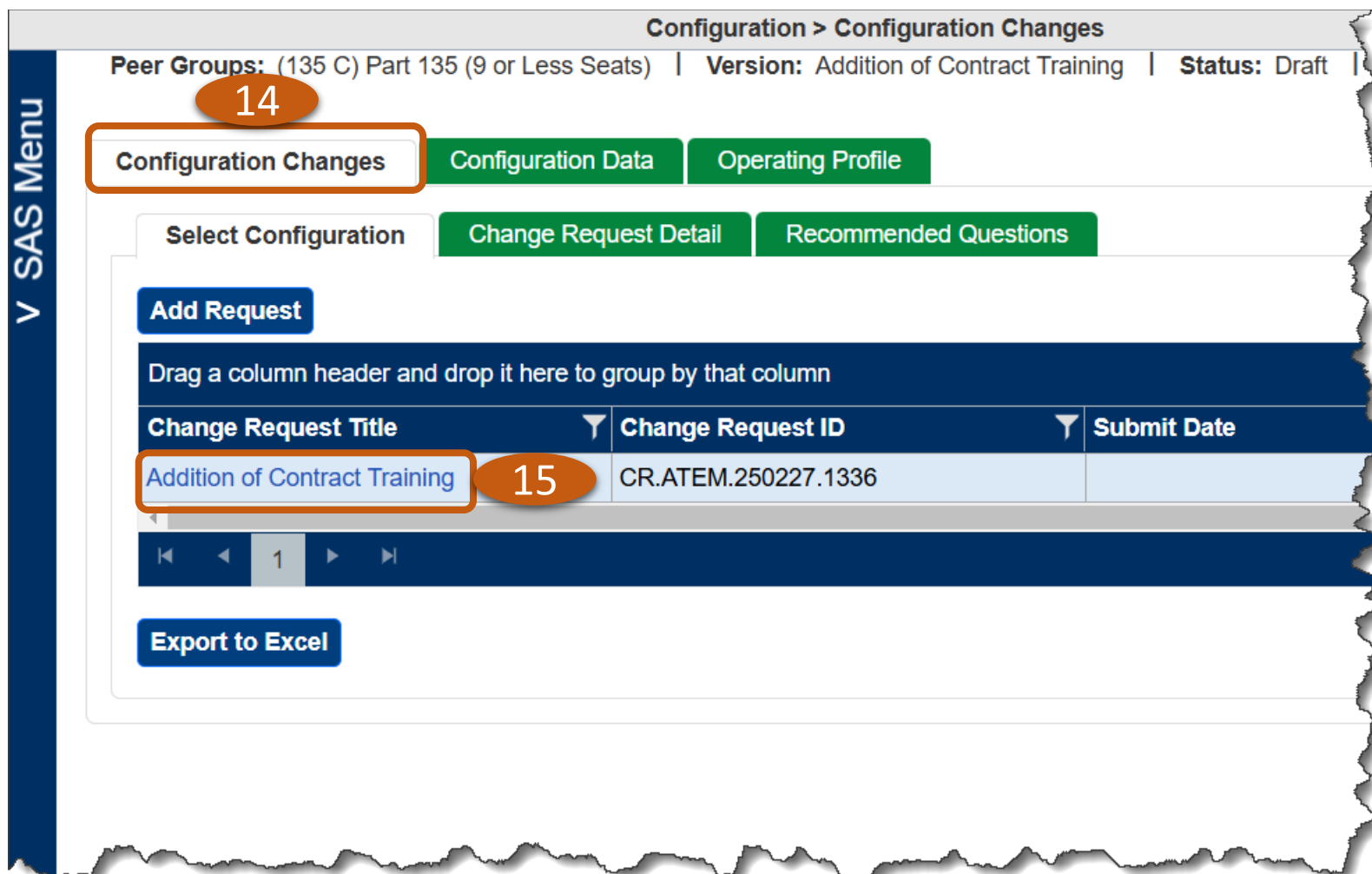
Standard Templates for Parts A, B, C, D, E, and H OPSS Authorizing Documents for Part 135 Air Operators

Proposed / Approved	Part/Para	Paragraph Name
12c +	Part A	Operations Specifications—General
12c +	Part B	Operations Specifications—En Route Authorizations and Limitations
12c +	Part C	Operations Specifications—Airplane Terminal Instrument Procedures and Airport Authorizations and Limitations
12c -	Part D	Maintenance OpSpecs/MSpecs/LODAs
12a <input type="checkbox"/>	D072+	Aircraft Maintenance - Continuous Airworthiness Maintenance Program (CAMP) Authorization
12a <input checked="" type="checkbox"/>	D073+	Approved Aircraft Inspection Program (AAIP)
<input type="checkbox"/>	D074+	Reliability Program Authorization: Entire Aircraft
<input type="checkbox"/>	D075+	Reliability Program Authorization: Airframe, Powerplant, Systems or Selected Items
<input type="checkbox"/>	D076+	Short-Term Escalation Authorization
<input type="checkbox"/>	D080+	Leased Aircraft Maintenance Program Authorizations: U.S.- Registered
<input type="checkbox"/>	D082	Prorated Time Authorization
<input type="checkbox"/>	D083+	Short-Term Escalation Authorization for Borrowed Parts Subject to Overh
<input type="checkbox"/>	D084+	Special Flight Permit with Continuous Authorization to Conduct Ferry Flig
12b <input checked="" type="checkbox"/>	D085+	Aircraft Listing
<input type="checkbox"/>	D086+	Maintenance Program Authorization for Two-Engine Airplanes Used in Ey

13

Reset Save

User Role	Configuration Change Request – Configuration Data
Certificate Holders	<p>14. Select the <b>Configuration Changes</b> tab.</p> <p>15. Select your <b>Change Request Title</b> which will take you to <i>Change Request Detail</i> sub-tab.</p>



Configuration > Configuration Changes

Peer Groups: (135 C) Part 135 (9 or Less Seats) | Version: Addition of Contract Training | Status: Draft

14

Configuration Changes Configuration Data Operating Profile

Select Configuration Change Request Detail Recommended Questions

Add Request

Drag a column header and drop it here to group by that column

Change Request Title	Change Request ID	Submit Date
Addition of Contract Training	CR.ATEM.250227.1336	

1

Export to Excel





## Certificate Holders

### Configuration Change Request – Change Request Detail

16. To review the proposed changes in OPSS, select the **Changes in OPSS Scoping Questions** button. Example on page 10.
17. To review the proposed changes in *Vitals*, select the **Changes in Configuration Data** button. Example on page 11.
18. If the change request affects Data Collection Tools, they can be viewed by selecting the **Recommended Questions** sub-tab. Example on page 12.
19. The **Withdraw Request** button removes the Configuration Change request.

Select Configuration

Change Request Detail

Recommended Questions

\* required field

Status:

Draft

\* Change Request Title:

Addition of Contract Training

Change Request ID:

CR.ATEM.250227.1336

\* Change Request Description:

Certificate Holder requests addition of contract training and issuance of Op Specs paragraph A031

\* Certificate Point of Contact (POC):

Nicholas Cunningham

\* Certificate POC Email:

NIC@REGAL-AIR.COMDONOTEMAIL

Last Updated By:

Cunningham, Nicholas

Update Date:

02/27/2025 7:38:24 AM

Attachments:

! Warning: Do not add attachments containing Confidential Information. (i.e. Hotline Complaints, Voluntary Disclosures, ...)

Attach

OR

Drag and drop file here

Delete

Download

18

16

17

Edit Request

Withdraw Request

19

Changes in OPSS Scoping Questions (1)

Changes in Configuration Data (0)

Save

Submit



User Role	Configuration Change Request – Changes in OPSS Scoping Questions button
Certificate Holders	<p>This is an example of when the <i>Changes in OPSS Scoping Questions</i> button is selected after an Operations Specifications change is proposed in SAS.</p> <p>20. Select <b>OK</b> when finished reviewing proposed changes.</p>

Changes in OPSS

Part/Paragraph	Current Value	Proposed Value
A031 Contract Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Export to Excel

OK

20



User Role	Configuration Change Request – Changes in Configuration Data button
Certificate Holders	<p>This is an example of when the <i>Changes in Configuration Data</i> button is selected after a Vitals change is proposed in SAS.</p> <p>21. Select <b>OK</b> when finished reviewing proposed changes.</p>

Changes in Vitals

Other Pilots		0
Flight Engineers		0
Check Airmen		1
Flight Attendants		1
Navigators		0
Designated Inspectors		0
Certificated Mechanics		12
Total Number of Employees		120
▼ Training / AW Agreement		
Crew Member Training		T
Airworthiness Agreement		M

Export to Excel

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OK

# QUICK

## REFERENCE CARD

# Q9-11 Configuration Change Request




### User Role

### Configuration Change Request – Recommended Questions

#### Certificate Holders

This is an example of Recommended Questions.

22. You can select **Specialty** (AW or OP) or **Assessment Type** (DA or PA).

23. You can also sort by using the **filter**  (in this example the filter is used to view the Modified Questions).

24. Select the **Question View** link to view the questions that will appear in the DCT.




Federal Aviation  
Administration

Safety Assurance System (SAS)

External Portal

OMB Control Number 2120 - 0774

Configuration > Configuration Changes

Welcome Sandra Hunter A1F4 - Air Operator 26506  [Log out](#)

Peer Groups: (135 D) Part 135 (9 or Less Seats/Single Pilot) | Version: Add Aircraft | Status: Draft | Last Updated: 06/08/2020

Configuration Changes

Configuration Data

Operating Profile

Select Configuration

Change Request Detail

Recommended Questions

Specialty:

Assessment Type:

19

[Summary View](#)

[Question View](#)

21

Change	Label	Title
Excluded	Search row that contains	Organizational Management
Excluded		) Safety Program
Excluded	Or	(AW) Accountable Executive
Excluded	<input type="checkbox"/> Select All	(AW) Emergency Response
Excluded	<input type="checkbox"/> Excluded	(AW) SMS Recordkeeping
Included	<input type="checkbox"/> Included	Technical Operations
Included	<input checked="" type="checkbox"/> Modified	) Maintenance Certificate requirements
Included	<input type="button" value="Clear"/>	) Maintenance/Inspection requirements
Included	<input type="button" value="Filter"/>	
Included	4.2.2	(AW) Maintenance/Inspection Schedule
Included	4.2.3	(AW) AD Management
Included	4.2.4	(AW) Recordkeeping
Included	4.2.5	(AW) Maintenance Control Functions
Included	4.3.1	(AW) Airworthiness Release/Maintenance Log Requirements

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#### Description

**Description:** Organizational Management

**Label:** 1.0

**Purpose:** The CH is responsible to manage the safety of the Organizational Management processes within its operation.

**Objective:** The FAA objective is to determine if the CH; (1) Met regulatory requirements, guidance, and safety performance objectives of its Organizational Management processes, and; (2) Managed safety of the Organizational Management processes by incorporating system safety principles which include safety attributes.

**Scoping Rule:** PEER GROUP = "135 C" OR "135 D" OR "145 F" OR "145 G" OR "145 H" OR "141 I" OR "147 K"

#### SRRs/Guidance:

- 119.69
- 119.71
- 135.21
- 135.23



## User Role

## Configuration Change Request

### Certificate Holders

25. To submit the configuration change request, select the **Change Request Detail** subtab.

26. Select the **Submit** button.

27. A pop-up Message will appear. Select the **Submit** button.

25

Change Request Detail

Recommended Questions

\* required field

Status:

Draft

\* Change Request Title:

Addition of Contract Training

Change Request ID:

CR.ATEM.250227.1336

\* Change Request Description:

Certificate Holder requests addition of contract training and issuance of Op Specs paragraph A031

\* Certificate Point of Contact (POC):

Nicholas Cunningham

\* Certificate POC Email:

NIC@REGAL-AIR.COMDONOTEMAIL

Last Updated By:

Cunningham, Nicholas

Update Date:

Attachments:

! Warning: Do not add attachments containing Confidential Information. (i.e. Hotline Complaints, Voluntary Disclosures, ...)

Attach

OR

Drag and drop file here

Delete

Download

Edit Request

Withdraw Request

Changes in OPSS Scoping Questions (1)

Changes in Configuration Data (0)

Save

26

Submit

Message

X

This will submit the Change Request

27

Submit

Cancel



User Role	Configuration Change Request
Certificate Holders	28. Verify in the <i>Confirmation</i> window that, “I have considered if the application of SRM is required for the change(s) in operation(s). I am now ready to initiate configuration changes in SAS.” Select the <b>OK</b> button.
	29. In the <i>Message</i> window, “This will submit the Change Request,” select the <b>Submit</b> button.
	30. When configuration change request has been successfully submitted to the FAA, a green confirmation message will appear, “Change Request Successfully Submitted.”

Confirmation

Any one of these four conditions would necessitate that a person apply safety risk management:

1. Implementation of new systems?
2. Revision of existing systems?
3. Development of operational procedures?
4. Identification of hazards or ineffective risk controls resulting from a Safety Performance Assessment within the safety assurance processes?

I have considered if the application of SRM is required for the change(s) in operation(s). I am now ready to initiate configuration changes in SAS.

28

Ok

Cancel

Message

This will submit the Change Request

29

Submit

Cancel

30

✓

Change Request Successfully Submitted

✕