QUICK
REFERENCE CARD

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.

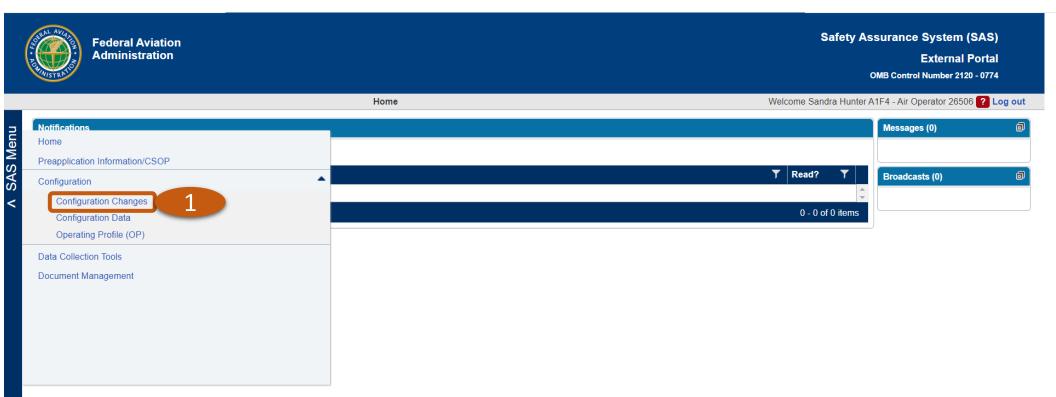### After the Configuration Change Request

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

User Role	Configuration Change Request
Certificate Holders	1. Select **Configuration Changes** from the SAS Menu.

User Role	Configuration Change Request
Certificate Holders	2. Select the **Add Request** button. **Note:** Select the **View Baseline** button if active.

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

V SAS Menu

Peer Groups: (135 D) Part 135 (9 or Less Seats/Single Pilot) | **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

Change Request Title	Change Request ID	Submit Date	Status Date	Status
No records available.				

0 - 0 of 0 items

User Role	Configuration Change Request
Certificate Holders	3. Fill in the fields under the subtab **Change Request Detail**. 4. Attach document, if applicable, using the **Attach Document** button. Once the Change Request is saved, the FAA can view the document even before submission of the document. 5. Select **Save** to save the change request. **CAUTION**: Do not select the **Submit** button. If you select it before changing any information, a pop up message box will display a message stating "*you do not have any change to the configuration data associated with this change request*".

Federal Aviation Administration

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External Portal
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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:** Baseline | **Status:** Final | **Last Updated:** N/A

> SAS Menu

Configuration Changes | Configuration Data | Operating Profile

Select Configuration | **Change Request Detail** | Recommended Questions

* required field

Status:	New
* Change Request Title:	Add Aircraft
Change Request ID:	CR.A1F4.200608.1445
* Change Request Description:	Adding a CE-172 to fleet
* Certificate Point of Contact (POC):	Sandra Hunter
* Certificate POC Email:	SandraDHunter@trashymail.com
Last Updated By:	
Update Date:	

3

Attach Document 4

5

Edit Request | Withdraw Request   Changes in OPSS (0) | Changes in Vitals (0) | **Save** | Submit

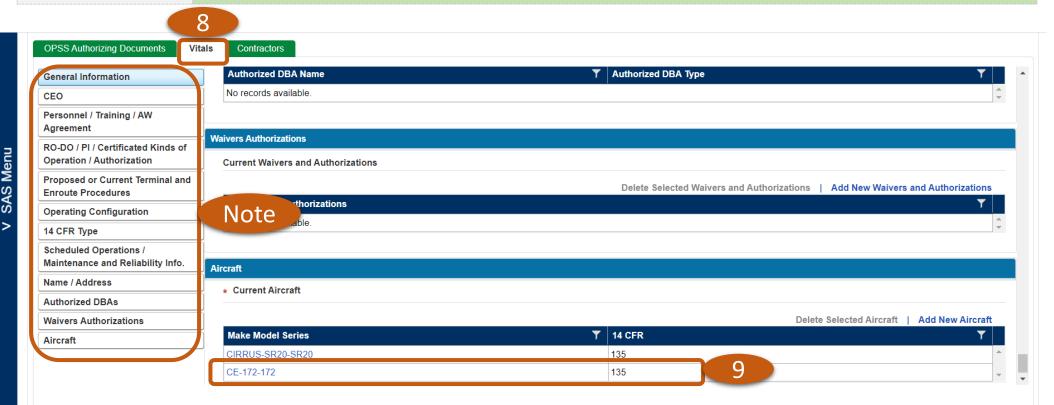| User Role	Configuration Change Request (Operations Specifications Configuration Change)
Certificate Holders	6. Select the ***Configuration Data*** tab. 7. a) Select or deselect ***OPSS Authorizing Documents***, if applicable. Grayed out check marks means the OPSS Authorizing Document is mandatory and cannot be unchecked. b) You can collapse the Parts by select the **–** sign or expand them again by select the **+** sign. 8. Select the ***Save*** button if you make any changes. ***Reset*** will clear any changes you made.

Federal Aviation Administration

Safety Assurance System (SAS)
External Portal
OMB Control Number 2120 - 0774

Configuration > Configuration Data

Welcome Sandra Hunter A1F4 - Air Operator 26506 **?** Log out

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

6

Configuration Changes | **Configuration Data** | Operating Profile

View Baseline

OPSS Authorizing Documents | Vitals | Contractors

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
+	Part A Operations Specifications—General	
+	Part B Operations Specifications—En Route Authorizations and Limitations	
+	__ Specifications—Airplane Terminal Instrument Procedures and Airport Authorizations and Limitations	
+	Part D Maintenance OpSpecs/MSpecs/LODAs	
–	Part E Maintenance OpSpecs/MSpecs/LODAs	
☑		Aircraft Weighing
+	Part H—Helicopter Terminal Instrument Procedures and Airport Authorizations and Limitations	

7b

7a

8

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

Reset | **Save**

QUICK REFERENCE CARD

User Role	Configuration Change Request (Operations Specifications Configuration Change)
Certificate Holders	8. Select the *Vitals* subtab. 9. Make any changes or additions. 10. Select the **Save** button to retain your proposed changes or the *Reset* button to clear your entries.. **Note:** For ease of navigation in the *Vitals* sub-tab, the *Table of Contents* is available on the left side of the screen.

8

OPSS Authorizing Documents   Vitals   Contractors

General Information
CEO
Personnel / Training / AW Agreement
RO-DO / PI / Certificated Kinds of Operation / Authorization
Proposed or Current Terminal and Enroute Procedures
Operating Configuration
14 CFR Type
Scheduled Operations / Maintenance and Reliability Info.
Name / Address
Authorized DBAs
Waivers Authorizations
Aircraft

Authorized DBA Name	Authorized DBA Type
No records available.	

Waivers Authorizations

Current Waivers and Authorizations

Delete Selected Waivers and Authorizations | Add New Waivers and Authorizations

...Authorizations

...able.

Note

Aircraft

* Current Aircraft

Delete Selected Aircraft | Add New Aircraft

Make Model Series	14 CFR
CIRRUS-SR20-SR20	135
CE-172-172	135

9

10

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

Reset   Save

User Role	Configuration Change Request
Certificate Holders	11. Select the **Configuration Changes** tab. 12. Select your **Change Request Title** which will take you to *Change Request Detail* sub-tab.

User Role	Configuration Change Request
Certificate Holders	13. To review the proposed changes in Operations Specifications, select the **Changes in OPSS** button. Example on page 9. 14. To review the proposed changes in *Vitals*, select the **Changes in Vitals** button. Example on page 10. 15. If the change request affects Data Collection Tools, they can be viewed by selecting the **Recommended Questions** sub-tab. Example on page 11. 16. The **Withdraw Request** button removes the Configuration Change request.

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

v SAS Menu

Configuration Changes | Configuration Data | Operating Profile

Select Configuration | Change Request Detail | Recommended Questions — (15)

* required field

Status: Draft

* Change Request Title: Add Aircraft

Change Request ID: CR.A1F4.200608.1445

* Change Request Description: Adding a CE-172 to fleet

* Certificate Point of Contact (POC): Sandra Hunter

* Certificate POC Email: SandraDHunter@trashymail.com

Last Updated By: Hunter, Sandra

Update Date: 6/8/2020 9:53:46 AM

Attach Document | Delete

Edit Request | Withdraw Request — (16)

(13) Changes in OPSS (1)   (14) Changes in Vitals (4)   Save | Submit

User Role	Configuration Change Request (Changes in OPSS button)
Certificate Holders	This is an example of when the *Changes in OPSS* button is selected after an Operations Specifications change is proposed in SAS. 17. Select **OK** when finished reviewing proposed changes.

Changes in OPSS

Part/Paragraph	Current Value	Proposed Value
E096 Aircraft Weighing	☐	☑

17

OK

User Role	Configuration Change Request (Changes in Vitals button)
Certificate Holders	This is an example of when the *Changes in Vitals* button is selected after a Vitals change is proposed in SAS. 18. Select **OK** when finished reviewing proposed changes.

Changes in Vitals ✕

Section/Field	Current Value	Proposed Value
▼ Personnel / Training / AW Agreement		
PIC Captains	1	2
Certificated Mechanics	0	1
Total Number of Employees	2	3
▼ Aircraft		
▼ Record 1001:		
Make/Model/Series		CE-172-172
FAR		135
Class 135		SEL
Turbine 135	☐	☐
VFR Only 135	☐	☐
Day Only 135	☐	☐

18
OK

User Role	Configuration Change Request (Changes in Vitals button)
Certificate Holders	This is an example of Recommended Questions. 19. You can select **Specialty** (AW or OP) or **Assessment Type** (DA or PA). 20. You can also sort by using the **filter** (in this example the filter is used to view the Modified Questions). 21. 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: AW ∨   **Assessment Type:** PA ∨   **19**   Summary View | **Question View** **21**

Change		Label		Title		Description
Excluded				anizational Management		**Description:** Organizational Management
Excluded	Search row that contains		) Safety Program		**Label:** 1.0
Excluded			/AW) Accountable Executive		**Purpose:** The CH is responsible to manage the safety of the Organizational Management processes within its operation.
Excluded	Or		/AW) Emergency Response		**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.
Excluded	☐ Select All		/AW) SMS Recordkeeping		
Included	☐ Excluded		nnical Operations		
Included	☐ Included		) Maintenance Certificate uirements		**Scoping Rule:** PEER GROUP = "135 C" OR "135 D" OR "145 F" OR "145 G" OR "145 H" OR "141 I" OR "147 K"
Included	☑ Modified **20**		) Maintenance/Inspection uirements		**SRRs/Guidance:** ● 119.69 ● 119.71
Included	Clear Filter				● 135.21
Included	4.2.2		(AW) Maintenance/Inspection Schedule		● 135.23
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		

User Role	Configuration Change Request
Certificate Holders	22. To submit the configuration change request, select the ***Change Request Detail*** subtab. 23. Select the ***Submit*** button. 24. A pop-up *Message* will appear. Select the ***Submit*** button.

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

v SAS Menu

Tabs: Configuration Changes | Configuration Data | Operating Profile

Subtabs: Select Configuration | Change Request Detail | **(22)** ...ued Questions

* required field

Status:	Draft
* Change Request Title:	Add Aircraft
Change Request ID:	CR.A1F4.200608.1445
* Change Request Description:	Adding a CE-172 to fleet
* Certificate Point of Contact (POC):	Sandra Hunter
* Certificate POC Email:	SandraDHunter@trashymail.com
Last Updated By:	Hunter, Sandra
Update Date:	6/8/2020 9:53:46 AM

[Attach Document] [Delete]

[Edit Request] [Withdraw Request]   [Changes in OPSS (1)] [Changes in Vitals (4)] [Save] [Submit] **(23)**

Message ✕

This will submit the Change Request

(24) [Submit] [Cancel]

User Role	Configuration Change Request
Certificate Holders	25. When configuration change request has been successfully submitted to the FAA, a *Message* window will appear. Select the **OK** button.

Message ✖

Change Request Successfully Submitted

25

OK