QUICK REFERENCE CARD

Q9-11 Configuration Change Request (SAS POST OA/OPSS Deployment)



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



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.

Nen	Home						
S	Preapplication Information/CSOP						
SA	Configuration						
<	Configuration Changes						
	Configuration Data						
	Operating Profile (OP)						
	Operations Approval (OAPS)						
	Test Operators						
	Maintain Authorizing Documents (WebOPSS)						
	Data Collection Tools						
	Document Management						



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

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



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SAS Menu

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User Role	Configura	Configuration Change Request – Configuration Data						
	6. Select	the Configurati	on Data tab.					
Certificate Holders	7. Make any changes in the <i>AuthDoc Data Panel</i> .							
certificate fiolders	8. Expand	I the Configura	tion Data Par	nel.				
	Note: Mal since they	king changes in / are used in the	the AuthDoc [Authorizing [Data Panel will Documents.	not show c	hanges in your C	Configuration	Change Request
Configuration Contractors	figuration Data	Operating Profile						View Baseline
AuthDoc Data Panel	Operato	r Addresses						
Addresses							Column Opti	ions 🕨 🔸 🗕 Reset Grid
Aircraft Details	Drag a	a column header and drop	it here to group by the	at column				
Airport Details		Address Type	T Street (Line 1)	Street (Line 2) 🔻	City	T State/Province	Postal Code	T Country T
Areas Of Scheduled Operations		Primary Business	4506 Lakeshore Drive		Anchorage	Alaska	99502	United States
Authorized Areas		Mailing	4506 Lakeshore		Anchorage	Alaska	99502	United States
DBAs		Agent For Service	4506 Lakeshore		Anchorage	Alaska	99502	United States
Deviations			Drive					~
Exemptions								1 3 of 3 items
General Information								
Insurance	View:	SAS Default	Set Favorite V	/iew				Export to Excel
Personnel								
PI	_							
waiver / Authorizations	_							
Pelated Designators								
Related Designators								
✓ Configuration Data Panel	8							
OPSS Scoping Questions								

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

Configuration Changes Conf	figuration Data Operating Profile			View Baseline
Vitals Contractors				
✓ AuthDoc Data Panel				Vitals Field Description
∧ Configuration Data Panel	* Certificated Mechanics	0		*
Personnel / Training / AW Agreement	* Total Number of Employees	0		
DO / PI / Certificated Kinds of Operation / Authorization	* Crew Member Training	A - Contracts out most/all trai 🗙 🗸		
Proposed or Current Terminal and Enroute Procedures	9 vorthiness eement	P - Contracts out a substantia 🗙 🗸		
Operating Configuration	Crew Members			
14 CFR Type	One Pilot	\Box Two Pilots [†] \Box Three Pilots [†]	Four Pilots [†]	
Maintenance and Reliability Information	Applicable Training Program	Criteria		
Check Pilot	Airplane and Simulator Tra	Ining		
OPSS Scoping Questions	Alight Training Devices	Aircraft Training ⁺	Flight Simulators ⁺	
	Training Programs			
				10
	+ Changes to) dangered configuration items may modify the DCTs/O	uestions for this certificate holder	Reset
	i Onaliges to	adgeted configuration nemo may modify the DO15/Q		

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User Role	Configuration Change Request – Configuration Data
	12. a) Select or deselect OPSS Authorizing Documents , 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.
Certificate Holders	13. Select the Save button if you make any changes. <i>Reset</i> will clear any changes you made.





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

Select Configuration	on Change Requ	uest Detail Recommer	nded Questions	
Add Request				
Drag a column heade	r and drop it here to g	group by that column		
Change Request Titl	le T	Change Request ID	Ţ	Submit Date
Addition of Contract T	raining 15	CR.ATEM.250227.1336		
₩ 4 1 ►	×			
Export to Excel				

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User Role	Configuration Change Request – Change Request Detail
Certificate Holders	 16. To review the proposed changes in OPSS, select the <i>Changes in OPSS Scoping Questions</i> button. Example on page 10. 17. To review the proposed changes in <i>Vitals</i>, select the <i>Changes in Configuration Data</i> button. Example on page 11. 18. If the change request affects Data Collection Tools, they can be viewed by selecting the <i>Recommended Questions</i> sub-tab. Example on page 12.
Select Configuration	19. The <i>Withdraw Request</i> button removes the Configuration Change request.
* required field Status:	Draft
* Change Request Title:	Addition of Contract Training
Change Request ID:	CR.ATEM.250227.1336
* Change Request Descrip	Certificate Holder requests addition of contract training and issuance of Op Specs paragraph A031
* Certificate Point of Conta (POC):	ct Nicholas Cunningham X V
* 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 16 17
Edit Request Withdraw	Request 19 Changes in OPSS Scoping Questions (1) Changes in Configuration Data (0) Save Submit

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х

OK

Export to Excel

User Role	Configuration Change Request – Changes in OPSS Scoping Questions button
Certificate Holders	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.
	20. Select OK when finished reviewing proposed changes.

Changes in OPSS

Part/Paragraph	Current Value	Proposed Value
A031 Contract Training		
		20

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

Changes in Vitals ×				
0	Duer Pliots			-
FI	light Engineers		0	
С	Check Airmen		1	
FI	light Attendants		1	
N	lavigators		0	
D	Designated Inspectors		0	
С	Certificated Mechanics		12	1
Тс	otal Number of Employees		120	
▼ TI	raining / AW Agreement			
	Crew Member Training		Т	
	Airworthiness Agreement		Μ	
			21	
			Export to Excel OK	Ţ



User Role	Configuration Change Request – Recommended Question	S
	This is an example of Recommended Questions.	
	22. You can select Specialty (AW or OP) or Assessment Typ	e (DA or PA).
Certificate Holders	23. You can also sort by using the <i>filter</i> (in this example th	e filter is used to view the Modified Questions).
	24. Select the Question View link to view the questions that w	ill appear in the DCT.
BAL AVIA		Safety Assurance System (SAS)
Federal Aviation Administration		External Portal
CHINISTRA		OMB Control Number 2120 - 0774
	Configuration > Configuration Changes	Welcome Sandra Hunter A1F4 - Air Operator 26506 ? Log ou
Peer Groups: (135 D) Part 135 (9 or Le	ss Seats/Single Pilot) Version: Add Aircraft Status: Draft Last Updated: 06/08/2020	
Configuration Changes Config	uration Data Operating Profile	
Select Configuration Change I	Request Detail Recommended Questions	21
Specialty: AW V Assessm	ent Type: PA V 19	Summary View Question View
Change T Label	Title T Description	
Excluded Search row t	nat contains anizational Management Description: Organizational Management	*
Excluded) Safety Program 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

(AW) Accountable Executive

(AW) Emergency Response

(AW) SMS Recordkeeping

) Maintenance Certificate

Maintenance/Inspection

(AW) Maintenance/Inspection Schedule

(AW) Maintenance Control Functions

(AW) Airworthiness Release/Maintenance

inical Operations

uirements

uirements

(AW) AD Management

(AW) Recordkeeping

Log Requirements

119.71 • 135.21

٠	135.23	

•	135.23	

Excluded Excluded Select All

Excluded

Included

Included

Included

Included

Included

Included

Included

Included

Or

20

Filter

Excluded

Included

Clear

4.2.2 4.2.3

4.2.4

4.2.5

4.3.1

Modified

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User Role	Configuration Change Request
Certificate Holders	 25. To submit the configuration change request, select the <i>Change Request Detail</i> subtab. 26. Select the <i>Submit</i> button.
	27. A pop-up <i>Message</i> will appear. Select the <i>Submit</i> button.
Select 25 °	hange Request Detail Recommended Questions
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 X V
* 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 R	Changes in OPSS Scoping Questions (1) Changes in Configuration Data (0) Save Submit
	Message
	This will submit the Change Request
	Submit Cancel

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User Role	Configuration Change Request		
	28. Verify in the Confirmation 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 OK button.		
Certificate Holders	29. In the Message window, "This will submit the Change Request," select the Submit button.		
	30. When configuration change request has been successfully submitted to the FAA, a green confirmation message will appear, " <i>Change Request Successfully Submitted</i> ."		
Confirmation	Confirmation		
Any one of these	Any one of these four conditions would necessitate that a person apply safety risk management:		
 Implementation Revision of example. 	 Implementation of new systems? Revision of existing systems? 		
 Development of operational procedures? 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.			
	OkCancel		
	Message ×		
т	This will submit the Change Request		

Rev Date: 5.5.2025 | FAA Order 8900.1 | SAS Automation v 4.6 | Page 14 of 14

Submitted

Change Request Successfully

30

Submit

×

Cancel