



**READ AND SIGN**  
Revision: 0 | Issued: 28.04.2025

## **Notification of Change – Amendment SQM\_2025\_02**

### **Effective 01.05.2025**

**Manual:** DHS Station Quality Manual (SQM)

**Chapter:** 7.1 – Document Change & Communication Process

**Next Revision:** SQM Manual V2R7

**Amendment Ref.:** SQM\_2025\_02

Dear all,

please be informed that a new section titled “Document Change & Communication Process” has been introduced in the DHS SQM Manual.

This section defines the internal process by which amendments to operational manuals are evaluated, communicated, documented, and officially released.

This notification serves as an official communication of the amendment and remains valid until the next full revision of the manual is published.

Kindly read the summary and the full section text below. For any questions, please contact me directly.

Best regards,

Dominika



## Type of Change

Introduction of a new section in the SQM Manual describing the process of document change control and R&S communication.

## Purpose of Change

- Ensure compliance with ORGH.DOC.100 of Regulation (EU) 2025/20
- Define internal document control mechanisms
- Establish traceability of changes and communication
- Support audit readiness and staff awareness

## Key Elements of the Update

- Defined steps from identification to revision and notification
- Use of R&S Notifications for interim updates
- Annual formal revision cycle
- Controlled document versioning with 'GENEHMIGT' stamp
- Central archiving of R&S and change logs

## Note to Users

N/A

## Full chapter text:

To ensure compliance with applicable legal requirements and the continuous improvement of operational procedures, any changes to DHS manuals and other controlled documents follow a defined process:

### 1. Identification of Changes

Changes may be triggered by:

- Regulatory updates (e.g. EASA Regulations)
- Internal or external audit findings
- Occurrence reports, safety investigations or risk assessments
- Operational feedback or specific customer airline requirements

### 2. Evaluation and Drafting

The Quality Manager (QM) evaluates whether a change is required and prepares the necessary update to the affected document(s).

### 3. Operational Communication

If operational implementation is required before the next formal revision, an R&S Notification or memo is issued to affected staff or stations.

The communication includes:

- A short description of the change
- Legal/regulatory reference (if applicable)



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- Clear implementation instructions
- Effective date

### 4. Manual Revision and Publication

- Minor changes are consolidated and published with the next scheduled manual revision (typically once per year).
- In the case of safety-relevant or urgent topics, an interim update may be issued.
- Only versions marked with the “GENEHMIGT” (APPROVED) stamp by the QM are considered valid for operational use.

### 5. Change Documentation

- A Change Log is maintained for each DHS Manual, including the revision date, reference, and a short description.
- All R&S Notifications are stored in a central folder by the Quality Department to ensure traceability.

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