Change notification by ANSP (EU) 2017/373
Please complete this form online and submit as instructed.

Please read the attached Guidance Notes before completing this form.

1 Contact details
1.1 Current Approval (Certificate holder and Certificate number(s)):
1.2 Contact person for this change:
1.3 Job title:
1.4 Phone:
1.5 Email:

2 Identification of Change	
2.1 Classification of the change: **Change to the functional system** ☐ **Change not affecting the functional system** ☐ (if ticked, please provide details in 4.3)	
2.2 Date of submission of this notification:	
2.3 Provide a title for this change:	
2.4 Propose a date for the introduction of the change:	
2.5 Internal Reference:	**2.6 Notification version no.:**
2.7 Date of the first submission (in case of new version):	
2.8 ATM/ANS equipment under Regulation (EU) 2023/1768 – if relevant: Is the change related to ATM/ANS equipment that is or may be subject to Regulation (EU) 2023/1768? ☐ Yes ☐ No ☐ Unsure **If NO:** No further 1768-specific information is normally required. Continue with the remaining relevant sections of this notification form. Purely operational changes, e.g. LAI, airspace or procedural changes, where ATM/ANS equipment, software, configuration or interfaces are not affected, will normally be marked **NO**. If the operational change also affects ATM/ANS equipment, software, configuration or interfaces, select **YES** or **UNSURE**. A NO in item 2.8 only means that Regulation (EU) 2023/1768 is not relevant to the change. It does not determine whether the change is otherwise subject to notification under Regulation (EU) 2017/373.	

If YES or UNSURE, indicate the relevant service/domain:

☐ ATS ☐ CNS ☐ MET ☐ AIS/AIM

☐ Other:

Expected 1768 category:

☐ Article 4 - EASA ATM/ANS equipment certificate

☐ Article 5 - Declaration of Design Compliance (DoDC)

☐ Article 6 – Statement of Compliance (SoC)

☐ Unsure / not yet determined

Article 7 status, if applicable:

☐ Article 7(1) – legacy Article

☐ 7(3) – transition

☐ Not applicable

☐ Unsure / not yet determined

If available: Certificate / DoDC / SoC reference, including relevant scope/version:

As-installed baseline, if relevant: SW/HW version(s), configuration ID and site(s):

Attach, if relevant and available:

☐ Certificate / DoDC / SoC ☐ Short scope/baseline overview ☐ Relevant DS mapping / test overview

3 Change to the functional system (SA/SSA)

3.1 Assessment used for the change:

☐ (Initial) Safety Assessment

☐ (Initial) Safety Support Assessment

3.2 Specify the organization(s) in charge of the SA and the SSA:

Please also list other organisations contributing to the assessment if applicable.

Safety Assessment:

Safety Support Assessment:

4 Description of the Change

4.1 Identify the constituents of the functional system being changed:

(Equipment/Procedures/Human Resources)

1768 mini-overview – optional and only relevant where item 2.8 is YES or UNSURE
The table below may be used to provide a short overview of the affected equipment/ components and system functions.
If item 2.8 is NO, this table may be left blank.

Component / system function	Service / domain	1768 category / Article 7 status	Attestation / doc. ref. (if known)	As-installed version / configuration	Interfaces affected (yes/ no + brief)

4.2 Identify the affected services

The Notified change involves systems/procedures/resources concerning:

Air traffic services	☐
Meteorological services	☐
Aeronautical information services	☐
Data services	☐
Communication services	☐
Navigation services	☐
Surveillance services	☐
Air traffic flow management services	☐
Airspace management services	☐
Flight procedure design services	☐
Other services	☐

4.3 Purpose of and reason for the change:

4.4 Place of implementation:

4.5 Impact on the functional system:

4.6 Summary of the (initial) Safety (support) assessment:

5. Describe the impact of the change

Will the change…	Yes	No
result in a new or changed safety case or safety assurance documentation	☐	☐
result in new or changed interoperability (IOP) documentation	☐	☐
introduce new aviation standards, or use technology or processes that are	☐	☐
new, or unfamiliar to the notifying org. (in transition or when implemented)	☐	☐
result in a change to operational or engineering manuals	☐	☐
result in user training for operators and/or engineers	☐	☐
require a 'deviation' from your change management procedures	☐	☐
require a new or updated 1768 attestation (Certificate / DoDC / SoC) or an updated scope/baseline	☐	☐
affect a 1768-relevant baseline / as-installed configuration (versions / configuration / sites)	☐	☐
impact on the organizations ANSP/TO/ITO certificate	☐	☐

Note for 1768 questions: These questions are only relevant where item 2.8 is answered **YES** or **UNSURE**.
Note: If you tick Yes (or are unsure), briefly explain in 5.2 (what changed, where, and how you verified/plan to verify).

5.2 (briefly describe – see note above)

6. Service Providers / other aviation undertakings affected by the change

Mark all affected services (services of notifier included) and state 'the name of serviceprovider and/or other aviation undertakings affected by the change:

Air Traffic Services (ATS):

Communication, Navigation and Surveillance Services (CNS):

Aeronautical Information Services (AIS):

Meteorological Services (MET):

Air Space Management Services (ASM):

Air Traffic Flow Management Services (ATFM):

Data Services (DAT):

Flight Procedure Design Services (FPD):

Other:

7. Submission Instructions

Please e-mail this document and any attachments to ansp-notifikation@trafikstyrelsen.dk

Name and date:

Guidance Notes for completing the Change Notification form

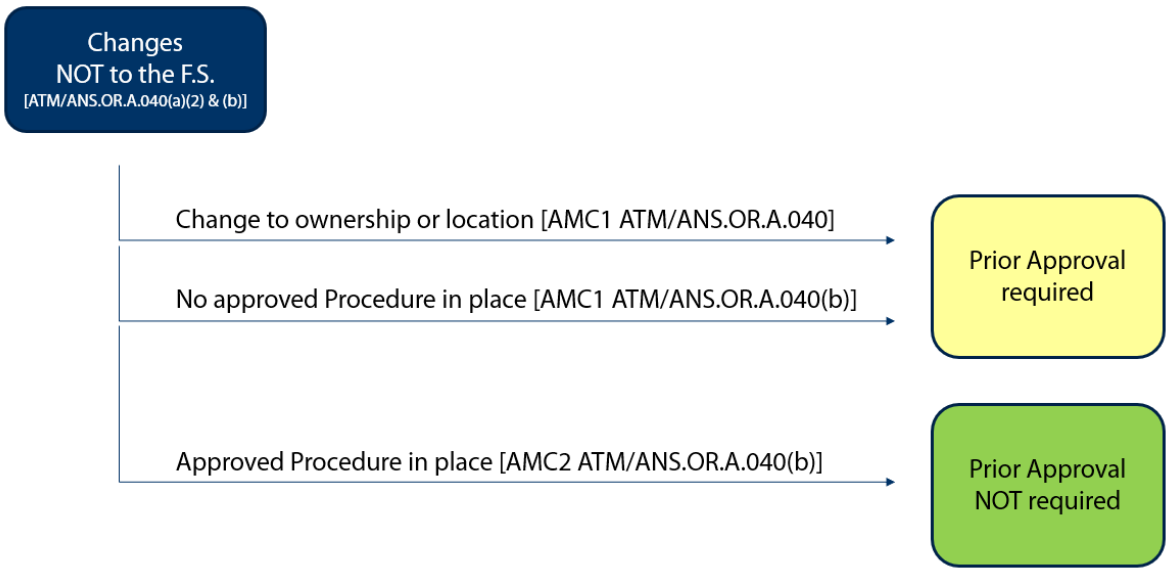
1. General information

1.1 Changes not affecting the functional system:
A change to the provision of service, the service provider's management system and/or safety management system, that does not affect the functional system, requires prior approval before implementation, unless the change is notified and managed in accordance with a procedure approved by Trafikstyrelsen.

A change of the service provider's ownership and/or location of its facilities will always re-quire prior approval and hence it should not be subject to the procedure mentioned above.

Changes that are subject to prior approval shall be submitted to Trafikstyrelsen a minimum of 30 working days before planned implementation.

Simplified overview:



This form can be used for applying for prior approval if no other means have been agreed between the SP and Trafikstyrelsen.

1.2 Changes to the functional system:
(EU) Regulation 2017/373 the Common Requirements for ATM/ANS requires ANSPs to notify the Competent Authority (CA) of all proposed changes to the functional system.

Upon receiving a notification of a proposed change to the functional system the competent authority shall decide on whether to review the change or not. The competent authority shall request any additional information needed from the service provider to support this decision.

Changes must be notified to the CA a minimum of 15 days in advance of the intended implementation date – this is to allow for the CA to decide if a review is required or not. Once a change is selected for review there is no time limit as to how long it will take to complete the review. Therefore, major and/or complex changes shall be notified as early as possible to prevent any delay in their implementation. Service Providers should not

make plans for any implementation actions that cannot easily be postponed until the proposed change receives approval from the CA.

The CA review process is dependent on the quality of documentation provided by the service provider, and the confidence acquired by the CA that the proposed change will be implemented acceptably safe in the transition phase and function in accordance with the requirements specifications when operational.

1.2.1 Complex changes

The following are examples, which may be considered complex changes by the notifying organization – The list is not exhaustive:

- *A change of aviation infrastructure from analogue to digital or processes or functions being changed from manual to automatization.*
- *Introduction of systems, services or working methods which are new to the present maintenance or operational environment i.e. an upgrade from no-ILS/just localizer to full ILS (GP/LOC)*
- *Upgrades to enhanced precision systems or working methods i.e. NAV systems up-grades to a more restricted category, i.e. from ILS CAT I to ILS CAT II/III*
- *Changes, which significantly upgrades or downgrades operational interfaces used by Air Traffic Controllers (Surveillance interfaces, COM interfaces, Navigation interfaces, MET interfaces or other controlling interfaces etc.)*
- *A change involving **more than** two separate service providers*

Introduction of new aviation standards will always be considered eligible for review.

***NOTE:** A Change involving multiple service providers – i.e. ATS & CNS – needs to be notified separately by each service provider respectively, as well as separate approvals/replies need to be received from the authority before the change may be implemented.*

***NOTE:** Some ATS-providers (AFIS) are currently exempted from notifying changes, but not from performing a safety assessment of the change.*
For NON-ATS service providers, performing their services to ATS-providers (AFIS) exempted from notification, the NON-ATS service provider shall not proceed the change before having received reply or approval if needed from the CA – and coordinated properly with the ATS-provider.

Where the service provider is providing multiple services under the same organizational certificate the service provider may choose to notify a change, solely under its ATS certificate, although involving multiple services. The single notification method, as described, does however not exclude the involved "other services" under same certificate from complying with legislation and documenting the necessary steps to be performed for a specific change and service. The documentation will be subject to reviews and regular oversight.

Definitions:

***A Safety Assessment** provides assurance that the envisaged change will be acceptably safe during the change-necessary transitional activities, and function acceptably safe in accordance with the requirements specifications in the operational environment when finally implemented.*

***Safety Support Assessment** provides assurance via specs and supporting evidence that the envisaged change will function in accordance with the requirements specification with a high degree of certainty.*

2. Completing the form:

Section 1 - Contact details

1.1 Current Approval*: Enter the name of your organization and certificate number.*

1.2 – 1.5 Contact Details: *Enter name, title and contact details. The Contact Person should be the person with overall responsibility for the implementation of the change and not necessarily the person in charge of completing the notification form.*

Section 2 – Identification of the change:

2.1 Classification of the change: *Indicate whether it is a change to the functional system or a change to the provision of service, the service provider's management system and/or safety management system, that does not affect the functional system.*

2.2 Date of Submission: *Enter the date that the form is to be submitted to the CA.*

2.3 Provide a title for this change: *Give the change a descriptive name e.g. Implementation of remote tower system, Implementation of Electronic Flight Strips etc.*

2.4 Proposed date for the introduction of the change: *Proposed date of implementation even if only approximate.*

2.5 Internal reference: *Enter a local reference number that is unique to this change notification. Also add a version number i.e. Version 01, as it may be necessary to amend the change later.*

2.6 Notification version no.: *By default, enter version 1. Should the information in a change notification change, a new change notification form must be submitted with the same reference number and the version number increased by one.*

2.7 Date of the first submission: *In case it is an updated version of a notification, please enter the date where your organization sent the first version of the change notification.*

2.8 1768 screening: *Indicate whether the change relates to ATM/ANS equipment that is or may be subject to Regulation (EU) 2023/1768.*

*If **YES** or **UNSURE**, indicate the relevant service/domain, the expected Article 4, 5 or 6 category, any applicable Article 7 status and – where known – the reference to the existing Certificate, DoDC or SoC and the relevant as-installed baseline.*

Attach, where relevant and available, a short scope/baseline overview and the applicable attestation or supporting documentation.

*If **NO**, no further 1768-specific information is normally required. Continue with the remaining relevant sections of the notification form.*

A NO in item 2.8 only means that Regulation (EU) 2023/1768 is not relevant to the change. It does not determine whether the change is otherwise subject to notification under Regulation (EU) 2017/373.

*Purely operational changes, for example LAI, airspace or procedural changes, where ATM/ANS equipment, software, configuration or interfaces are not affected, will normally be marked **NO**. If an operational change also requires changes to ATM/ANS equipment, software, configuration or interfaces, select **YES** or **UNSURE** and complete the relevant 1768 information.*

Supporting guidance:

The EU 2023/1768 PIXI guide is voluntary supporting material. It is primarily intended to assist with changes involving, or potentially involving, ATM/ANS equipment subject to Regulation (EU) 2023/1768.

For purely operational changes without 1768 relevance, large parts of the PIXI guide will therefore not be applicable.

The applicable regulations and the notification form remain the governing basis.

Section 3 – Changes to the functional system

3.1 Assessment used for the change: Indicate the type of safety assurance case being used for the proposed change.

3.2 Specify the organisation in charge of the Safety (Support) Assessment: Please also list other organisations contributing to the assessment if applicable.

Section 4 – Description of the change

4.1 Identify the constituents of the functional system being changed: *Provide a description of the constituents of the functional system being changed. I.e. what kind of*

equipment/procedures/human resources are being changed.

Where item 2.8 is answered YES or UNSURE, the optional mini-overview in Section 4.1 may be used to provide a quick factual overview of the affected equipment/components.

The overview may include the component/system function, relevant service/domain, expected 1768 category, any applicable Article 7 status, attestation reference, as-installed version/configuration and affected interfaces.

The purpose is to support the Competent Authority's initial screening of the notified change and its decision on whether further review is required.
If item 2.8 is answered NO, the 1768 mini-overview does not need to be completed

How to fill in the mini-overview (Table 4.1) – column by column
Use the mini-overview to give a quick, factual map of what is changing. Keep each cell short. If you do not know an item yet, write "TBD" (to be decided) and explain briefly elsewhere.

Column headline	What to write (easy rule)	Short example
Component / system function	Name the system element or function that is changing (what it is, not the whole project).	"Remote Tower video display subsystem"
Service / domain	Choose the domain the compo-nent belongs to (ATS, CNS, MET, AIS/AIM or Other). If it spans domains, write the pri-mary one and note the other in the component text.	"CNS"
1768 category / Article 7 status	State which EU 2023/1768 route you expect for the equipment: Art. 4 (EASA certificate), Art. 5 (DoDC from a DPO), Art. 6 (SoC), or "?" if unclear.	State the expected category under Regulation (EU) 2023/1768: Article 4, Article 5, Article 6 or "Unsure" if not yet determined. If Article 7 is relevant, state the Article 7 status separately, e.g.: "Art. 5 / Art. 7(1) legacy" or "Art. 4 / Art. 7(3) transition". Article 7 is a transition status and does not replace the underlying Article 4, 5 or 6 category.
Attestation / documentation ref. (if known)	If you already have an attesta-tion, write its reference/ID and (if possible) the covered scope/version. If none yet, write "None/TBD".	"DoDC-2025-014, scope: Cameras v2.3"
As-installed version / configuration	Write the version(s) and configu-ration that are/will be installed in operations (software/hardware versions, config-ID, and site if rel-evant).	"SW 3.2.1 / HW rev C, config-id RT-CPH-01, site: EKCH"
Interfaces affected (yes/no + brief)	Say whether external or safety-relevant interfaces change (IOP, data links, adjacent systems). Add one short phrase describing which interface(s).	"Yes – A-SMGCS track feed to ATS; new network VLAN"

Tip: If several sites are affected, either list them briefly in "As-installed version/configuration" (e.g., EKCH, EKRK) or add one row per site if the versions/config differ.

4.2 Identify the affected services: Please identify the services affected by the change. (Ref. (EU) 2018/1139 Annex VIII paragraph 3.1 and ATM/ANS.OR.A.001)

4.3 Purpose of and reason for the change: *Provide a description of the purpose of and reason why the change is needed.*

4.4 Place of implementation: *Enter the location(s) impacted by the change. For Multi-Site providers, where the change is applicable to all its locations, enter (All Units).*

4.5 Impact on the functional system: *Briefly describe what the change means for the functional system as a whole.*

The description may include relevant effects on:

- *operational functions;*
- *procedures or working methods;*
- *equipment;*
- *interfaces;*
- *dependencies; and*
- *other parts of the functional system.*

This field is also intended for operational changes where Regulation (EU) 2023/1768 is not relevant.

4.6 Summary of the (initial Safety) (support assessment):
The summary should include the justification for the safety risk and possible method used for the Safety (Support) Assessment.

Section 5 - Describe the impact of the change: *Tick the appropriate boxes and describe other potential impacts not listed. (see the explanation above on complex changes)*

Additional 1768 questions in Section 5: *The purpose of these questions is to provide a simple screening of whether the notified change may affect the existing 1768 compliance basis. Ask whether the change may mean that the existing Certificate, DoDC, SoC, scope or as-installed baseline no longer fully represents the equipment/ configuration used in operation.*

For equipment already covered by Article 4, 5 or 6:
Check whether the change affects:
• the attested scope;
• the intended function;
• interfaces or interoperability;
• software or hardware versions;
• configuration;
• site(s); or
• other elements of the as-installed baseline.

*If **YES** or **UNSURE**, briefly describe in Section 5.2 whether the attestation, scope or baseline needs to be updated and how the changed configuration will be verified or tested.*

*If **NO**, a short statement that the existing documentation remains applicable is sufficient.*

For legacy equipment under Article 7(1): Describe the known as-installed baseline and identify any relevant documentation uncertainties.

Where necessary, explain how these uncertainties are managed, for example through additional testing, regression testing, operational limitations, monitoring or a rollback plan.

Keep the description short and practical.

As a minimum, state:

1. what is changing;

2. which equipment/components/sites are affected;

3. the existing attestation/documentation reference, if known;

4. the relevant as-installed baseline; and

5. how the change has been or will be verified/tested.

Examples – use of the 1768 screening:
Example 1 – purely operational change

Change: Amendment to airspace, LAI or an operational procedure.
ATM/ANS equipment affected: No.
Item 2.1: The change may still be a change to the functional system.
Item 2.8: NO.
1768 mini-overview: Not required.
What to complete: Describe the purpose and scope of the change and its impact on the functional system in the relevant parts of Section 4.

Example 2 – software/equipment change
Change: Software update to operational ATM/ANS equipment.
ATM/ANS equipment affected: Yes or potentially.
Item 2.8: YES or UNSURE.
What to complete: State the expected Article 4/5/6 category, applicable Article 7 status if relevant, existing attestation/documentation reference, as-installed baseline and relevant verification/test information.

Section 6 - Service Providers /other aviation undertakings affected by the change: *Tick the box to indicate which services are affected by the change. If not listed tick 'Other' and provide details.*

Section 7 **- Submission Instructions:** *Please submit this form and attachment by e-mail to ansp-notifikation@trafikstyrelsen.dk.*