



APPLICATION FOR APPROVAL UNDER ARTICLE 12(6)(a) OF AN(HK)O 1995 FOR COURSE OF TRAINING AND INSTRUCTION

Important Note: Please read the Completion Instructions before filling this form.

1. Applicant's Particulars

1.1 Details of the current approval	Organisation Name:			
	Approval Issuing Authority:		Approval Reference No.:	
	Business Registration Address:			
	Mailing Address:			
1.2 Contact Person	Title:	<input type="checkbox"/> Ir <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name:	
	Job Title:			
	Email:			

2. Details of the Training Course

2.1 Course Title <i>(It must be the same as the course title shown on course completion certificate.)</i>			
2.2 Course Type	<input type="checkbox"/> Knowledge Training <input type="checkbox"/> Practical Training	<input type="checkbox"/> Airframe and engine <input type="checkbox"/> Airframe/engine [▲] with airframe/engine interface only <input type="checkbox"/> Airframe only <input type="checkbox"/> Engine only Note: [▲] Delete whichever not applicable	
2.3 Intended Start Date of the Course			
2.4 Course Approval Validity Period To Be Applied For	<input type="checkbox"/> Until (One off application) <input type="checkbox"/> Two years (Refer to Item 5.1 (L), justification is required)		

2.5 Type Rating Endorsement To Be Applied For	Proposed licence category to be endorsed on HKAR-66 AML after completing the course	<input type="checkbox"/> B1 <input type="checkbox"/> B2* <input type="checkbox"/> B1 and B2* <input type="checkbox"/> C
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3. A Need for the Course Approval

3.1 Person who intends to attend the training course	<input type="checkbox"/> Individual (Go to field 3.2) <input type="checkbox"/> Organisation (Go to field 3.3)		
3.2 Individual Contact	Title:	<input type="checkbox"/> Ir <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name: <input type="text"/>
	Email:	<input type="text"/>	
3.3 Organisation Contact Person	Organisation Name:	<input type="text"/>	
	Title:	<input type="checkbox"/> Ir <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name: <input type="text"/>
	Job Title:	<input type="text"/>	
	Email:	<input type="text"/>	

4. Fees

<p>Applicant will be charged in accordance with Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub. leg. D).</p> <p>In the case of withdrawal of the application, or other cases of interruption, the man-hours spent on the investigation of the application will be recovered. CAD will also recover specific costs and, if applicable, travel costs outside Hong Kong.</p> <p>Course approval will be granted only when the necessary fees are duly paid.</p>			
4.1 Financial Contact	Organisation Name:	<input type="text"/>	
	Billing Address:	<input type="text"/>	
	Title:	<input type="checkbox"/> Ir <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name: <input type="text"/>
	Job Title:	<input type="text"/>	
	Email:	<input type="text"/>	

5. Applicant's Declaration

5.1 Attachments		
I am submitting this application form, together with the following applicable attachments with each attachment numbered accordingly. I understand that the application will not be accepted by CAD unless all attachments are provided.		
No.	Documentation	Reference No. and Revision Status/Date
A. <input type="checkbox"/>	Applicant's Cover Letter	
B. <input type="checkbox"/>	Maintenance Training Organisation Exposition	
C. <input type="checkbox"/>	Copies of valid organisation approval certificates	
D. <input type="checkbox"/>	List of assessors / instructors / examiners	
E. <input type="checkbox"/>	Sample course completion certificate(s)	
F. <input type="checkbox"/>	Training Needs Analysis / Course approval form	
G. <input type="checkbox"/>	Sample training course material (Knowledge training only)	
H. <input type="checkbox"/>	Logbook/Practical training records (Practical training only)	
I. <input type="checkbox"/>	Sample past examination paper (Knowledge training only)	
J. <input type="checkbox"/>	Sample past practical assessments (Practical training only)	
K. <input type="checkbox"/>	Document supporting the need for the course	
L. <input type="checkbox"/>	Justification for validity period of course approval	
5.2 Declaration		
I declare that I am authorised by the company to sign this form and all information in this application form is correct and complete. I agree to pay or arrange to pay the fees levied by the Hong Kong SAR Government in respect of this application.		
Name		Signature
Job Title		
Date		

Completion Instructions

The completed application and the required documents shall be sent to:

Email: aml@cad.gov.hk

Airworthiness Office, Flight Standards and Airworthiness Division
 Civil Aviation Department
 Civil Aviation Department Headquarters
 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong

Attention: Senior Airworthiness Officer (Training and Licensing)

The use of this form is required to enable CAD to process applications without undue delay. This section provides instructions and guidance necessary to complete this Application.

Important Notes:

1. **If the course is to be conducted by an organisation approved under EASA Part-147, application shall be filed to CAD no later than six weeks prior to the intended start date of the course.**
2. **If the course is to be conducted by an organisation not approved under EASA Part-147, application shall be filed to CAD no later than three months prior to the intended start date of the course.**
3. **Fill in the form with Acrobat Read DC ONLY. (Do not use Adobe Acrobat Standard/Pro)**
4. **Complete all Fields in a clear legible way. Enter “N/A” for those fields that are not applicable to this application.**

Field	Completion Instructions
1.1	The applicant shall provide the name of the training organisation, the name of aviation authority which issues the approval certificates (the overseeing authority), the approval reference number on the approval certificates, and the business registration and mailing address of the training organisation.
1.2	The applicant shall designate a ‘Contact Person’ responsible for the support of the application. CAD will only liaise with the designated ‘Contact Person’ throughout the application. If the applicant wishes to change their ‘Contact Person’ during the course of investigation, this form should be amended accordingly. The ‘Contact Person’ is preferably to be the person who is in charge of the Quality Department of the organisation.
2.1	The course title stated in this application form must be consistent with that shown on course completion certificates to be issued. Application is required for each course.
2.2	The applicant shall choose knowledge training (face to face training method only), practical training or both. The applicant must make one selection to state that the course is <ul style="list-style-type: none"> - an airframe and engine course; - an airframe with airframe/engine interface course;

	<ul style="list-style-type: none"> - an engine with airframe/engine interface course; - an airframe course only; or - an engine course only. <p>For knowledge training and examination, the applicant shall provide sample of training material in one major ATA chapter such as ATA 22, 24, 27, 31,73 or 75, and one sample past examination paper;</p> <p>For practical training and assessment, the applicant shall provide the Logbook/Practical Training Records, and one sample past practical assessment.</p>
2.3	The applicant shall provide an intended start date of the course.
2.4	<p>The validity of the course approval will be given based on:</p> <ol style="list-style-type: none"> 1. as required basis (Less than two years); or 2. maximum two years (Refer to Item 5.1 (L), justification must be provided)
2.5	<p>The applicant shall choose the licence category to be endorsed on HKAR-66 Aircraft Maintenance Licence after completing the course. Only one selection of Category B1, B2*, B1 and B2*, or C is allowed.</p> <p>The applicant shall fill in the aircraft type and engine type. Example:</p> <ul style="list-style-type: none"> - Boeing 787-8/9/10 (GE GENx) - Boeing 767-200/300/400 (GE CF6) <p>Category B1, B2 and C in EASA Part-66 are considered to be equivalent to category B1, B2* and C in HKAR-66 respectively.</p>
3.1	The applicant must provide information in writing to demonstrate that a person (an individual Hong Kong citizen or an organisation registered in Hong Kong) genuinely needs to attend the training course.
3.2	The applicant shall provide the details of the individual.
3.3	The applicant shall provide the details of the ‘Contact Person’ of the organisation.
4.1	<p>Fees incurred from the application must be fully settled prior the issuance of the approval.</p> <p>The applicant shall provide details of the person as financial contact to CAD.</p> <p>CAD will advise the person the amount of fees and the instruction of payment via a demand note.</p> <p>The applicant shall notify CAD if the fees are duly paid with the proof of payment.</p>
5.1	<p>The applicant shall attach the complete application form and the supporting documents according to the attachment lists, and record the document reference number, its revision status or date.</p> <p>The applicant’s cover letter shall have the following content:</p> <ol style="list-style-type: none"> 1) It shall be addressed to:

	<p>Airworthiness Office, Flight Standards and Airworthiness Division Civil Aviation Department Civil Aviation Department Headquarters 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong</p> <p>Attention: Senior Airworthiness Officer (Training and Licensing)</p> <p>2) It shall bear a unique letter reference number for record tracing purpose.</p> <p>3) It shall bear a date of issue.</p> <p>4) It shall contain a statement as follows:</p> <p style="padding-left: 40px;">We are applying for approval under Article 12(6)(a) of AN(HK)O 1995 for course of training and instruction. Attached please find the complete application form and associated supporting document for your review.</p> <p>5) The letter shall be signed by the person making declaration in field 5.2.</p>
5.2	The applicant shall make the declaration.

Personal Data Collection Statement

1. Purposes of Collection

The personal data provided by means of this form, including all the supporting documents included in the application, will be used by Civil Aviation Department for the following purposes:

- a. Processing of your application in this form;
- b. Carrying out relevant provisions of the Civil Aviation Ordinance (Chapter 448) and its subsidiary Orders / Regulations;
- c. Assisting in the enforcement of any other Ordinances and Regulations by other Government Bureaux and Departments;
- d. For communication purposes between Civil Aviation Department and yourself;
- e. For validation and verification of authenticity of your supporting documents in association with the application;
- f. For statistics and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects.

It is obligatory for you to supply the personal data as required in this form. If you fail to supply the required data, we may not be able to process your application.

2. Classes of Transferees

The personal data you provided by means of this form may be disclosed to:

- a. Other Government Bureaux and Departments for the purposes mentioned in paragraph 1 above;
- b. Other Contracting States of the International Civil Aviation Organisation and Civil Aviation Authorities for the purpose mentioned in paragraph 1 above;
- c. Other organisations or agencies for execution of their duties as required by Civil Aviation Department.

3. Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

4. Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to:

Airworthiness Office
Flight Standards and Airworthiness Division
Civil Aviation Department Headquarters
1 Tung Fai Road
Hong Kong International Airport
Lantau, Hong Kong

(Attn.: Senior Airworthiness Officer (Standards))

Anti-bribery Reminder

Anyone, while having dealings of any kind with the Civil Aviation Department (CAD), should not offer advantage to the CAD officers, or else he may commit an offence under section 4(1) and/or section 8 of the Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong), and be liable to a maximum penalty of a fine of \$500,000 and imprisonment for 7 years.