



APPLICATION FOR SPECIFIC APPROVAL - AIRWORTHINESS CHECKLIST

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

PART 1 – Operator Details

1.1 Name of Operator	
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PART 2 – Specific Approval to Apply

2.1 Select the type of the Specific Approval to apply
<input type="checkbox"/> Reduced Vertical Separation Minimum (RVSM) Specific Approval
<input type="checkbox"/> Low Weather Operations (LVO) Specific Approval (Category: _____)
<input type="checkbox"/> Electronic Flight Bag (EFB) Specific Approval (Class: _____)
<input type="checkbox"/> Extended Diversion Time Operation (EDTO) Specific Approval
Performance Based Navigations (PBN)
<input type="checkbox"/> RNP AR APCH Specific Approval
<input type="checkbox"/> RNP APCH Specific Approval (LNAV and/or LNAV/VNAV, LP and/or LPV Minima) ^{Note}
<input type="checkbox"/> RNP 1 Specific Approval
<input type="checkbox"/> RNP 2 Specific Approval (Oceanic/Remote or Continental ONLY) ^{Note}
<input type="checkbox"/> RNP 4 Specific Approval
<input type="checkbox"/> RNAV 1 and RNAV 2 Specific Approval
<input type="checkbox"/> RNAV 5 Specific Approval
<input type="checkbox"/> RNAV 10 Specific Approval
<input type="checkbox"/> Performance Based Communication and Surveillance (PBCS) Specific Approval
<input type="checkbox"/> Minimum Navigation Performance Specification (MNPS) Specific Approval
Note: Delete where appropriate

PART 3 – Aircraft Information

3.1 Details of Aircraft for which the Specific Approval is applied			
Aircraft Type	Engine Type	Registration Mark	Rule Time (Only for EDTO Specific Approval Application)

PART 4 – Type of Application

4.1 Type of Application	<input type="checkbox"/> Initial (Go to Part 5)
	<input type="checkbox"/> Variation (Go to Part 5)
	Renewal <input type="checkbox"/> Renewal application with variation on the details/schedule of the Specific Approval (Go to Part 5) <input type="checkbox"/> For EDTO Specific Approval renewal application, go to Part 5.8 directly. <input type="checkbox"/> For other renewal applications that the aircraft configuration or airworthiness procedures have NO CHANGES , go to Part 6.1 (c) directly.

PART 5 – Operator’s Submission Information for Airworthiness and Engineering Compliance

Airworthiness Requirements	Operator Compliance Description and Document
5.1 Aircraft Eligibility - Airworthiness	
5.2 Aircraft Eligibility - Modifications (if applicable)	
5.3 Maintenance and Engineering Procedures	
5.4 Minimum Equipment List	

<p>5.5 Training - Maintenance / Engineering Personnel</p>	
<p>5.6 Other Airworthiness Requirements</p>	
<p>5.7 (a) Maintenance Programme Requirements specified in CAD 513</p> <p>(b) Maintenance Support Arrangement (MSA)</p> <p>(ONLY for EDTO Specific Approval initial and variation application)</p>	<p>(Provide an executive summary on the MSA and to declare the compliance on the EDTO maintenance programme requirements specified in CAD 513)</p>
<p>5.8 EDTO Maintenance Requirements Compliant Report for the period from the last EDTO Specific Approval was granted</p> <p>(ONLY for EDTO Specific Approval renewal application)</p>	<p>(Provide an executive summary to declare the compliance on the EDTO maintenance requirements including an IFSD Report for the period from the last EDTO Specific Approval was granted/renewed)</p>

5.9 Attachments	
I am submitting this checklist together with the following applicable documents:	
Attachment No.	Details
(A)	
(B)	
(C)	
(D)	
(E)	
(F)	
(G)	
5.10 Additional information as necessary.	

PART 6 – Declaration

6.1 Declaration for		
<p>(a) <input type="checkbox"/> Initial / Variation</p> <p style="padding-left: 40px;">I declare that all information provided in this checklist is correct, complete and verified.</p>		
<p>(b) <input type="checkbox"/> Renewal with variation on the Specific Approval</p> <p style="padding-left: 40px;">I declare that all additional information provided in this checklist is correct, complete and verified, and the reliability status of the relevant aircraft systems required by the Specific Approval is satisfactory.</p>		
<p>(c) <input type="checkbox"/> Renewal without changes</p> <p style="padding-left: 40px;">I declare that aircraft configuration and airworthiness procedures have no changes since the last approval was granted and the reliability status of the relevant aircraft systems required by the Specific Approval is satisfactory.</p>		
6.2 Signatory Details		
Name	Job Title (Post Holder of Quality Assurance, Engineering)	E-mail
Telephone	Date	Signature

PART 7 – Completion Instructions

Completion Notes	
1.	This checklist is designed to elicit all required information for the compliance of the Airworthiness Requirements from those operators seeking initial, variation and renewal Specific Approval application. This section provides instructions and guidance necessary to complete this checklist.
2.	The signatory of this checklist should compile the information with reference to the relevant Specific Approval application form (if any).
3.	Separate checklist should be used for each type of Specific Approval application.
4.	Airworthiness Office (AWO) will assess the submitted information and inform the operator to supplement information or provide corrective actions via Flight Standards Office (FSO) if required.
5.	Operator shall provide Compliance Description & Document in PART 5 for those applicable Airworthiness Requirements mentioned in the relevant job aid or relevant application form.
6.	Copies of all documents mentioned under the column of Operator’s Compliance Description and Document in PART 5 are required to be submitted along with this checklist as attachments.
7.	Fill in the checklist with Acrobat Reader DC ONLY. (Do not use Adobe Acrobat Standard/Pro)
8.	Enter ‘N/A’ for those fields that are not applicable to this application.
9.	Enter the dates in (d/m/y) sequence.
10.	The Quality Assurance (Engineering) Post Holder of the operator shall make declaration by signing the checklist, which should be submitted to Civil Aviation Department (CAD) along with the relevant application form (if any) by the flight operations department of the operator.
11.	Excerpts of manuals (sections/pages) should be submitted instead of complete set of manuals.
12.	Failure to include any required documents may result in a delay in processing.
13.	Submission of application should be made at least 30 days before beginning the applied Specific Approval operations.
14.	The completed checklist shall be submitted in conjunction with a relevant Specific Approval application form to CAD in person or by email:
	<p>Flight Standards Office, Flight Standards and Airworthiness Division Civil Aviation Department Civil Aviation Department Headquarters 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong Email: ops@cad.gov.hk Attention: Chief, Flight Standards</p>

Field #	Completion Instruction
1.1	Provide the full legal name of the operator.
2.1	Indicate ONLY one type of Specific Approval to be applied by selecting an appropriate box.
3.1	Provide details of aircraft, engine type and registration mark for which the Specific Approval is applied. Rule time is also required for EDTO Specific Approval application.
4.1	<p>Select ONLY one type of application by selecting an appropriate box which suit the scenario of the application.</p> <p>Initial application is applicable to any new Specific Approval to be applied by the operator.</p> <p>Renewal application is ONLY applicable to renewing the Specific Approvals whereas aircraft configuration and airworthiness procedures have no changes since the last approval was granted.</p> <p>Renewal with variation application is for an operator who needs to renew and vary details / schedule of the Specific Approval when the existing approval is approaching expiry.</p> <p>Variation application should be selected in the case that an operator who needs to vary details / schedule of the Specific Approval within the approval period.</p>
5.1	Indicate AFM, AFM revision, AFM supplement, TCDS, or equivalent, showing that the aircraft systems are eligible for the application.
5.2	Indicate maintenance records and relevant Service Bulletin (SB) information documenting installation or modification of aircraft systems to achieve eligibility.
5.3	<p>(a) For PBN operation, indicate the control of the periodic navigation database update and the relevant AMM procedure of the navigation database installation and verification.</p> <p>(b) For RVSM operation, indicate Continued Airworthiness Procedures as required in the JAA TGL 6, such as the integrity of the design features necessary to ensure that altimetry systems continue to meet RVSM approval criteria should be verified by scheduled tests and inspections in conjunction with an approved maintenance programme.</p> <p>(c) For LVO operation, provide LVO upgrade/downgrade maintenance procedure and maintenance procedures for the compliance of the maintenance requirements specified in CAD 359.</p>

	(d) For EDTO operation, provide EDTO upgrade/downgrade and Dual Maintenance procedure and the relevant engineering procedures/manuals referred by the EDTO Manual for the compliance of the maintenance and engineering requirements specified in CAD 513.
5.4	Indicate relevant MEL items reflecting the additional requirements for such specific operation.
5.5	Indicate maintenance and engineering personnel training requirements and records.
5.6	(a) Indicate Airworthiness Requirements for the Specific Approval not covered by items 5.1 to 5.5. (b) For EFB approval application, provide airworthiness compliance on the on-board power supply or battery charging facility for the EFB if the system has such functions.
5.7	ONLY for EDTO Specific Approval initial and variation application. Describe the Maintenance Support Arrangement and the relevant MME information for the EDTO operation.
5.8	ONLY for EDTO Specific Approval renewal application. The report shall declare compliance on the EDTO maintenance requirements as per Appendix C to CAD 513 and attach a report of the IFSD rate of the engine of the related aircraft type as per Appendix A to CAD 513.
5.9	Describe the documents submitted along with this checklist.
5.10	This field is optional. The applicant may provide any additional information as necessary.
6.1	The operator's Post Holder for Quality Assurance (Engineering) shall select an appropriate box for making a declaration matching the application type. The declaration box of 6.1 (a) is applicable for either initial or variation application.
6.2	The signatory shall provide the information required and sign accordingly.

Personal Data Collection Statement

1. Purposes of Collection

The personal data provided by means of this checklist, 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 checklist;
- 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 checklist. 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 checklist 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 checklist.

4. Enquiries

Enquiries concerning the personal data collected by means of this checklist, 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.