



## APPLICATION FOR APPROVAL OF MINOR CHANGE / MINOR REPAIR DESIGN

Note: 1. Please read the **Instructions** on pages 4 & 5 before filling this form.

<b>1. Applicant</b>	
1.1 Applicant's Reference (if applicable)	
1.2 Company Name	
1.3 Company Business Registration Number	
1.4 Address <i>(registered business / postal address, if different)</i>	
1.5 Contact Person	
1.6 Telephone	
1.7 Fax	
1.8 E-mail	
1.9 Financial Contact <i>(if applicable)</i>	
1.9.1 Financial Contact	
1.9.2 Complete Address	
1.9.3 Telephone	
1.9.4 Fax	
1.9.5 E-mail	
<b>2. Classification</b>	
<input type="checkbox"/> <b>Minor Change</b> <input type="checkbox"/> <b>Minor Repair</b>	
<input type="checkbox"/> <b>Including Change to approved parts of Flight Manual (FM)</b>	

<b>3. Applicability</b>	
3.1 TC Holder	
3.2 Model	
3.3 Registration / Serial No. <i>(if applicable)</i>	
3.4 Other Approval Reference <i>(if applicable)</i>	
<b>4. Certification Basis</b>	
4.1 Hong Kong Type Certificate No.	
4.2 Original Product Type Certificate No.	
4.3 Original Certification Basis	
4.4 Proposed Certification Basis for the Design Change / Repair Design	
<b>5. Description</b>	
5.1 Title	
5.2 Description	
5.3 Affected Areas (including manuals)	
<b>6. Eligibility</b>	
<input type="checkbox"/> 6.1 With TC holder support. Supporting data reference:	
<input type="checkbox"/> 6.2 Without TC holder support. Eligibility justification:	
<b>7. Additional information:</b>	
<b>8. Fees and Charges</b>  Applicants will be charged in accordance with Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub. leg. D).  In the case of withdrawal of the application, or other cases of interruption, the working hours already spent will be recovered. HKCAD will also recover specific costs and, if applicable, travel costs outside Hong Kong.	

**9. Financial information**

HKCAD will return prepaid deposit to the applicant after deducting all expenditure being used on the issuance of the approval.

**10. Applicant's declaration**

I confirm that the information provided in this application is correct and complete. I agree to pay the fees levied by the Hong Kong SAR Government in respect of the application for issuance of a Minor Change / Minor Repair Approval Certificate.

**11. Signature**

Date	Name & Position of Authorised Representative	Signature
(dd-mmm-yyyy)	Printed Name: Position:	

**12. Submission**

This application form, together with:

- a copy of Hong Kong Business Registration Certificate or applicable national companies register; and
- evidence of payment for deposit of the application fee under § 8 above; and
- an application report per Appendix 1 of this form.

should be sent to:

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

For attention of: Senior Airworthiness Officer (Certification)

Email: [certification@cad.gov.hk](mailto:certification@cad.gov.hk)

# INSTRUCTIONS

## Information to be entered into minor change / minor repair application form:

The use of this form is required to enable HKCAD to process applications without undue delay. The individual fields of the application form may be varied in size to allow entry of all required information.

Field 1.1: Enter your own reference number for the application project (optional).

Field 1.2: Enter the name of the legal entity making the application.

Note: Applicant shall have comprehensive knowledge, experience and capabilities in the applicable technologies, such that in-depth analyses can be performed where required, as well as sufficient information on the type design of the aircraft involved.

Field 1.3: Enter company registration number and provide copy of Hong Kong Business Registration Certificate or applicable national companies register.

Field 1.4: Enter complete registered business address and add postal address if different e.g. for mailing or billing purposes.

Field 1.5: Enter name and position of the contact person for this application.

Field 1.6-1.8: Enter telephone, fax and e-mail address of the contact person for this application.

Field 1.9.1: Enter name and position of the **financial** contact person for this application.

Field 1.9.2-1.9.5: Enter address, telephone, fax and e-mail address of the **financial** contact person for this application.

Field 2: Identify minor change or minor repair per HKAR 21.91 (see also GM to HKAR 21.91)

Field 3.1: Enter the Type Certificate holder as recorded/referenced in the Hong Kong Type Certificate for the product.

Field 3.2: Enter applicable model number as recorded/referenced in the Hong Kong Type Certificate.

Field 3.3: Enter aircraft registration mark and the corresponding manufacturer's serial number, if applicable.

Field 3.4: Enter reference to approval of the State of Design of the design change / repair design, if applicable.

Field 4.1: Enter the Hong Kong Type Certificate number.

Field 4.2: Enter the authority of the State of Design, and its Type Certificate number. For example, EASA.A.004 or FAA T00001SE.

Field 4.3: Enter the original certification basis for the product.

Field 4.4: Enter the proposed certification basis for the design change / repair design.

- Field 5.1: Give a title of the design change / repair design.
- Field 5.2: Give a brief description of the design change / damage and repair design.
- Field 5.3: Identify all parts of the type design and the approved manuals affected by the design change / repair design, and the certification specifications and environmental protection requirements with which the change / repair has been designed.
- Field 6.1: If the application is supported by the TC holder, check the box and provide TC holder support data reference.
- Field 6.2: If the application is not supported by the TC holder, check the box and provide justification for applicant eligibility. Refer to HKAR 21.92(b) and HKAR 21.432(b) for eligibility of application for approval of a minor design change and repair design respectively.
- Field 7: This Field may be used to provide any additional information that the applicant thinks appropriate. This may include, but not limited to, information such as “application form revision”, “previous approval reference”, etc.
- Field 8: A deposit of HK\$15,000 is required for each application. Payment may be made by:
1. crossed cheque payable to **“The Government of the Hong Kong Special Administrative Region”**; or
  2. bank draft in Hong Kong Dollars (HK\$) in favour of **“The Government of the Hong Kong Special Administrative Region”** and drawn on bank located in Hong Kong; or
- Field 11: Enter the name, position and signature of the authorised representative of the applicant along with the date of application.

**APPENDIX 1**  
**APPLICATION REPORT FOR MINOR CHANGE / MINOR REPAIR DESIGN**

**A. General**

1. The application report shall be structured to cover the required information under at least the following suggested subject headings. If any particular item is not applicable to the application then a brief statement to indicate why this is so shall be recorded. This listing as a whole shall not be considered to be exhaustive. It is conceivable that some additional information may be requested in order to substantiate, investigate and review any unusual design features of the minor change / minor repair design.
2. The application report and all documents referenced in the application report shall have proper document control, such as by means of the document holder, document reference number, revision status/date and etc.

**B. Application Report Paragraphs**

1 Introduction

This paragraph may contain general information such as:

- 1.1 the purpose for which the application is being made;
- 1.2 the scope and coverage of the application;
- 1.3 related approvals;
- 1.4 reference data such as TC holder's support;
- 1.5 aircraft configuration;
- 1.6 applicability; etc.

2 Change / Repair Definition

- 2.1 This paragraph briefly describes the principle feature of the design change / repair design in words.
- 2.2 The description shall be followed by precise definition of the configuration control for the design change /repair design, such as Master Drawing List, Engineering Order, Service Bulletin, Repair Scheme, etc.

3 Classification of Change / Repair

- 3.1 Changes / repairs are classified as minor or major. The applicant shall provide a written assessment of the classification for acceptance by the Director-General.
- 3.2 Assessment of the change for classification shall be documented using the guidelines given in GM to HKAR 21.91.
- 3.3 Assessment of the repair for classification shall be documented using the guidelines given in GM to HKAR 21.435(a).

## 4 Basis of Certification

### 4.1 Hong Kong Type Certificate

This paragraph shall provide the number and revision status of the Hong Kong Type Certificate (HK TC) and the Hong Kong Type Certificate Data Sheet (HK TCDS) for the product.

### 4.2 Original Product Type Certificate

This paragraph shall provide the number and revision status of the Type Certificate (TC) and the Type Certificate Data Sheet (TCDS) issued by the State of Design for the product as accepted under the HK TCDS.

### 4.3 Original Certification Basis

This paragraph shall state the original certification basis when the product was type certified in Hong Kong. It shall include at least the top level certification basis with applicable amendment level.

Example for Airbus A330-200 aircraft:

*JAR 25 Change 13 effective on October 5, 1989 with the following exceptions:*

- *Paragraph 25.561 is applied at change 12 for wing tanks outside the fuselage Contour*
- *For showing compliance with JAR 25.785(a)(b)(c), the front row seats located behind a bulkhead are not tested according to JAR 25.562(c)(5)(6). Instead, a minimum 35 inches distance between the seats and the bulkhead is considered as an acceptable alternative*
- *The JAR 25 paragraphs applicable at change 14 are found in EASA TCDS EASA.A.004 Section 3 (II).*

### 4.4 Proposed Certification Basis

4.4.1 This paragraph shall state the proposed certification basis for the design change / repair design.

4.4.2 The proposed certification basis shall include all applicable paragraphs of the following requirements:

- Basic design (CS 25-29, CS-E, CS-P, etc)
- CAD Airworthiness Notices as applicable.
- AN(HK)O 1995: Article 5, 13, 14, 16, 37, 46 & 50, and Schedule 1 Part B, 5, 6 & 14(III) as applicable.
- Environmental Requirements:
  - ICAO Annex 16 Volume I Aircraft Noise
  - ICAO Annex 16 Volume II Aircraft Engine Emissions
- Design Requirements Associated with Operational Approvals
  - ETOPS
  - RNP/MNPS
  - RVSM

- AWO
- ADS-B
- etc.

## 5 Compliance with the Certification Basis

- 5.1 Compliance with each of the proposed certification basis shall be clearly demonstrated.
- 5.2 Examples of acceptable means of compliance are:
- TC holder's support along with approval issued by the State of Design, e.g. Airbus Repair Approval Sheet (RAS), Boeing FAA Form 8100-9, etc.
  - Stress analysis report
  - Electrical load analysis
  - Substantiation report
  - Compliance statement
  - Test report

## 6 Associated Technical Documentations

This paragraph shall detail out the associated technical documentations, whether approval by the Director-General is required or not. Typical documentations are listed below. If certain documentations are regarded as not required for the application, justifications should be provided:

- 6.1 Flight Manual Supplement (FMS)
- 6.2 Flight Manual Supplement Index
- 6.3 Bilingual Placard/Marking Manual Supplement
- 6.4 Electrical Load Analysis (ELA)
- 6.5 Instruction for Continued Airworthiness (ICA) (e.g. Post FAR Amdt 25-54)
- 6.5.1 Aircraft Maintenance Manual (AMM) (e.g. Post FAR Amdt 25-21)
  - 6.5.2 Maintenance Instructions
  - 6.5.3 Diagrams of access plates
  - 6.5.4 Special Inspection Technique
  - 6.5.5 Protective Treatment after Inspection
  - 6.5.6 Structural fasteners such as identification, discard recommendations, and torque values
  - 6.5.7 Special Tools
  - 6.5.8 Airworthiness Limitations
  - 6.5.9 Illustrated Parts Catalogue (IPC)
- 6.6 MMEL / MEL
- 6.7 Weight and Balance Schedule(W&B)



7 Limitations

This paragraph shall detail out any limitations affecting the approval, such as limited cycles, flight hours, calendar time, operating limitation (airspeed, flight rule and etc.), Airworthiness Limitations (mandatory inspections, life), required equipment, number of crew/passenger/occupant, etc.

8 Conditions

This paragraph shall detail out any conditions affecting the approval, such as required equipment, required build standard status, etc.

9 Continued Airworthiness

This paragraph shall provide evidence of incorporating the ICA into the operator's maintenance programme (AMS).

10. Conformity Inspection

This paragraph shall detail out all conformity inspection conducted by the applicant and/or CAD, and refer to the inspection report if applicable.

11. Attachments

All referenced documents shall be listed and attached to the report in order of reference in the report. For example:

#	Description	Holder	Doc #	Date	Rev.
1	Repair Classification Assessment	ABC	RC-1234	01-Aug-2011	A
2	Repair instructions	ABC	RS-1234	01-Aug-2011	A
3	Damage Report	ABC	DR-1234	15-Jul-2011	B
4	Repair Approval Sheet	Airbus	RAS-4387	02-Aug-2011	-
5	Stress Report	Airbus	SR-012	29-Jul-2011	IR
6	Compliance Report	ABC	CR-2098	01-Aug-2011	C
7	Flammability Report	Skandia	FR-9870	10-July-2011	-
8	FMS	ABC	FMS-0393	01-Aug-2011	A
9	FMS Index for B-XXX	ABC	FMSI-xxxx	01-Aug-2011	A
...					

- END -

## **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.