



**RECOMMENDATION FOR CERTIFICATE OF AIRWORTHINESS RENEWAL**

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

|  |  |   |  |   |  |
|--|--|---|--|---|--|
| 1. CIVIL AVIATION DEPARTMENT<br>HONG KONG, CHINA   |  | 2. RECOMMENDATION FOR CERTIFICATE OF AIRWORTHINESS RENEWAL  |  | 3. Recommendation Ref. No.:                             |  |
| 5. Approved Organisation Name and Address:   |  | 6. Aircraft Registered Owner:   |  | 4. Previous Recommendation Ref. No.:<br>(if applicable) |  |
| 8. Nationality and Reg. Marks:<br>B-   |  | 9. Manufacturer and Manufacturer's Designation of Aircraft:   |  | 7. HKAR-181 Approval No.:                               |  |
| 11. Category:  |  | <input type="checkbox"/> Transport (Passenger) <input type="checkbox"/> Transport (Cargo) <input type="checkbox"/> Aerial Work <input type="checkbox"/> Private |  | 10. Aircraft S/N:                                       |  |
| 12. List of Data:  |  |   |  |   |  |
| No.  | Title  | Document No.  | Issue/Rev.   | Date: (D/M/Y)   |  |
| a.   | <input type="checkbox"/> Certificate of Maintenance Review |   |  |   |  |
| b.   | <input type="checkbox"/> Aircraft Report                   |   |  |   |  |
| c.   |  |   |  |   |  |
| 13. Recommendation:  |  |   |  |   |  |
| <p>As directed by the Director-General and in accordance with the HKAR-181 requirement, an airworthiness review on the aircraft as mentioned above has been performed and the aircraft is considered airworthy at the time of the review.</p> <p>A recommendation is hereby made for renewal of the Certificate of Airworthiness.</p> <p>Note: After the 'Date of issue' has been entered by the operator or HKAR-181 approved organisation, a copy of it shall be provided to CAD for record within three working days.</p> |  |   |  |   |  |
| Printed Name:  |  | Position in Company:  |  | Signature:  |  |
|  |  |   |  |   |  |
| 14. For CAD Use Only:  |  |   |  |   |  |
| Certificate of Airworthiness (No. _____) is issued<br>by: _____ (Name of Officer)<br>on: _____ (d/m/y)   |  |   | A copy of the dated Certificate of Airworthiness is received and filed<br>by: _____ (Name of Officer)<br>on: _____ (d/m/y) |   |  |

## Completion Instructions

The **original** completed form and **required documents** shall be sent to:

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: Chief, Airworthiness Standards

Note: To facilitate the process, the completed form may be emailed to **awo@cad.gov.hk** in advance.

This section provides instructions and guidance necessary to complete this form. The individual field of the form may be varied in size to allow entry of all required information.

### Important notes:

1. Complete all Fields in a clear legible way. Enter 'N/A' for those fields that are not applicable to this application.
2. Within one Field, mark only one box with  where appropriate.

| Field # | Completion Instructions   |
|---------|---|
| 3       | Enter the reference no. for this recommendation   |
| 4       | Enter the previous reference no. (applicable only if this form supersedes the one previously submitted).  |
| 5       | Provide the name and address of the HKAR-181 Approval holder.   |
| 6       | Provide the name of the aircraft registered owner.  |
| 7       | Enter the HKAR-181 Approval no.   |
| 8       | Enter the nationality and registration marks of the aircraft  |
| 9       | Enter the manufacturer and manufacturer's designation of the aircraft (e.g. Boeing B777-367ER).   |
| 10      | Enter the aircraft serial no.   |
| 11      | Select the aircraft's Certificate of Airworthiness (C of A) Category.   |
| 12      | List all the supportive documents for recommending renewal of the aircraft's C of A   |
| 13      | This field shall be signed by an approved/authorised Airworthiness Review staff to signify the aircraft is considered airworthy at the time of review and renewal of C of A is recommended. |
| 14      | This field is used by CAD to record the C of A issue (renewed) date and the name of the issuing officer.  |

## **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.