



香港特別行政區政府

民航處

Civil Aviation Department

The Government of the Hong Kong Special Administrative Region

Airworthiness Office

APPLICATION FOR VARIATION OF AIRWORTHINESS REQUIREMENTS

- Notes: (1) Application should be submitted by a post holder approved by HKCAD.
 (2) This applicable form should be used for initial application, amendment or extension purpose on airworthiness matters. A new Variation is required to replace any previously issued Variation and details of the issued Variation should be provided where applicable.
 (3) The performance pledge is 10 working days for Types 1 and 2; and 30 working days for Types 3 and 4.
 (4) This form is not for Variations of HKAR organisation approvals.

Name of Organisation CAD Approval Reference

Subject of the Variation

.....

This Variation will be applied to:

Aircraft Aircraft Type

Aircraft Registration

Component Component Description

Component Part Number & Serial Number

Type of the Variation:

- 1a) AMS 1b) MEL Extension 2) AMOC 3) Type Certification Basis 4) Other Airworthiness Requirements
 (on airworthiness matters only)

Purpose of this application:

Initial Application

Amendment to an existing Variation [Existing Variation Reference: VAR/20...../.....]

Extension to an existing Variation [Existing Variation Reference: VAR/20...../.....]

Required compliance date Duration of the Variation sought

Applicant may refer to an attachment if the description cannot be fitted in the specified space in the following sections.

Background of the Variation

Background of the Variation (Continued from last page)

Requirements being varied (please state the specific provision of the aviation requirement(s) being varied)

Reason & Justification for the Variation

References (such as OEM supporting document / justification, history of work carried out, etc)

- Supplements submitted:
- (1) Safety risk assessment results
 - (2) Risk mitigation measures for the Variation being sought
 - (3) Supporting evidence demonstrating achievement of a safety outcome

Name of Applicant Signed

Position within the Organisation Date

Upon completion, this form should be returned to the Civil Aviation Department, Airworthiness Office, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong.

(Note: To facilitate the application process, the completed form may be emailed to 'awo@cad.gov.hk'.)

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.