



APPLICATION FOR AUTHORISATION OF PERSONNEL (AIRWORTHINESS)

Important Note:

- (1) Please read the Completion Instructions before filling in this form.
- (2) Application should be submitted by a post holder accepted by HKCAD via awo@cad.gov.hk.
- (3) This form should be used for initial application, amendment and extension of Authorisation.
- (4) The performance pledge is 10 working days for Type 1 and Type 2 Authorisation and 30 working days for Type 3 Authorisation upon receipt of a duly completed application.

1. Applicant

1.1 Organisation	Name								
	CAD Approval No.								
1.2 Contact Person	Title	<input type="checkbox"/> Ir	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	Name		Phone	
	Job Title				Email				

2. Purpose of Application

2.1 <input type="checkbox"/> Initial application
2.2 <input type="checkbox"/> Amendment to Authorisation reference AUT/20 ____ / ____
2.3 <input type="checkbox"/> Extension to Authorisation reference AUT/20 ____ / ____

3. Authorisation

3.1 Type	<input type="checkbox"/> Type 1 – Issue CMR	<input type="checkbox"/> Type 2 – Issue CRS	<input type="checkbox"/> Type 3 – Others
3.2 AN(HK)O Article	<input type="checkbox"/> Type 1 – Article 9(3)(b)	<input type="checkbox"/> Type 2 – Article 11(6)(d)	<input type="checkbox"/> Type 3 – Article _____
3.3 Subject			
3.4 Duration Requested	From _____ (d/m/y) to _____ (d/m/y)		

4. Applicability

4.1 <input type="checkbox"/> Aircraft	Type	
	Registration	
4.2 <input type="checkbox"/> Component (including engine)	Description	
	Part Number	
	Serial Number	
4.3 <input type="checkbox"/> Others	Unique identification of the subject related to the Authorisation	

5. Background

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6. Reasons and Justifications

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7. Supporting Documents

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8. Applicant's Declaration

I declare that I am authorised by the company to sign this form and all information provided is correct and complete to my best knowledge.

Name		Signature
Job Title		
Date		

Completion Instructions

The use of this form is to enable the Hong Kong Civil Aviation Department (HKCAD) to process applications without undue delay. Unless a field is self-explanatory, this section provides instructions and guidance for filling in this form.

Important notes:

1. **Fill in the form with Acrobat Reader DC ONLY. (Do not use Adobe Acrobat Standard/Pro)**
2. **Complete all fields in a clear legible way. Enter 'N/A' for those fields that are not applicable to this application.**
3. **Enter the dates in (d/m/y) format.**

Field #	Completion Instructions
1.1	Fill in the name of the organisation and the approval number of the appropriate CAD Approval. For example: HKAR-145 approval number.
1.2	The applicant shall designate a 'Contact Person' responsible for support of the application. HKCAD will only liaise with the designated 'Contact Person' throughout the project. If the applicant wishes to change their 'Contact Person' during the course of investigation, this form should be amended accordingly.
2	A new Authorisation will be issued to replace the previous Authorisation if amendment or extension is requested. Details of the previous Authorisation should be provided in field#5.
3.3	Briefly describe what the Authorisation is used for.
3.4	Specify the anticipated validity period of the Authorisation. However, it shall not exceed three years.
4.3	Provide unique identification of the subject so that the subject can be easily identified in any subsequent correspondence. For example: reference number or date of the case.
6	This part should demonstrate: <ol style="list-style-type: none"> (1) the genuine need of such Authorisation; (2) an equivalent level of capability/competence, e.g. the candidate is qualified by other acceptable means; (3) the appropriateness of the duration of Authorisation sought; and (4) the associated aviation safety risks are properly managed and mitigated.
7	List out all the supporting documents which will be attached to this application form.
8	The application form should be signed by the head of engineering quality department of the organisation.

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.