香港特別行政區政府
民航處
Civil Aviation Department
The Government of the Hong Kong Special Administrative Region

APPLICATION FOR ELECTRONIC FLIGHT BAG OPERATIONAL APPROVAL

This form is designed to elicit all the required information from those operators requiring the Electronic Flight Bag (EFB) operational approval. Completed form should be submitted to the Flight Standards Office at the following address:

Flight Standards and Airworthiness Division
Civil Aviation Department
Level 4, Office Building, Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong
Email: ops@cad.gov.hk   Fax: 2362 4250

The assessment to the application of EFB Operational Approval is based on CAD 562. Applicants are strongly advised to read CAD 562 and 'Notes for Application" at the end of this form.

1. SCOPE & GENERAL INFORMATION

1.1△	**EFB**	EFB Type: ☐ Portable ☐ Installed Software application(s) type: ☐A ☐B
2△	**Operator Name**	
	Flight OPS Manager	Tel:
	EFB Administrator	Tel:
	EFB Administrator e-mail contact	
1.3	**Aircraft Registration(s)**	
	Manufacturer	
	Type/Model(s)	
	Serial No(s)	

△See Paragraph 8

2. HARDWARE PLATFORM

2.1	**Hardware Type No.**	
2.2	EFB to be used	☐ on ground ☐ in-flight cruise only ☐ in-flight all phases
	EFB to be used by	☐ Cockpit crew ☐ Cabin crew
2.3△	**Data Storage Device**	☐ HD ☐ CD ☐ DVD ☐ FD ☐ Other
	Remark	
2.4△	**Data Transfer Device**	Bluetooth IR USB Firewire Serial Parallel Other ☐ ☐ ☐ ☐ ☐ ☐ ☐
	Remark	
2.5△	**Cursor Navigation**	Touch screen Touch pad Mouse Track ball Keyboard Other
	Installed and used	☐ ☐ ☐ ☐ ☐ ☐
	Remark	
2.6	**Lithium Battery Used**	☐ yes ☐ no
	If yes →	☐ Specific items are addressed and regulations are included in the operational documentation.
2.7	**Onboard Power Used**	☐ yes ☐ no
	If yes →	Power source certified to be used ☐ in-flight ☐ on ground

3. SOFTWARE APPLICATION(S)

3.1△	**Operating System Description**	(e.g. MS Windows, MAC, Linux or Android)			
	Remark				
3.2△	**Program(s) Based on**	☐MS Office ☐Adobe PDF ☐Html ☐Manufacturer Application			
	Remark				
3.3	**Kind of Software**	☐ Data presentation ☐ Data processing			
	Remark				
3.4	**Program Settings**	handled by ☐ System administrator ☐ End user			
	Remark				
3.5△	**Intentions / Tasks to be Done by EFB**				
3.6△	**Classification**	☐ Type A ☐ Type B			

△See Paragraph 8

4. OPERATION & TRAINING DOCUMENTATIONS

	Scope:	Document Number /Chapter and Subchapter of the Relevant Manual
4.1	**System Administration & Database Update**	
4.2	**System Description**	
4.3	**System Operation**	
4.4	**System Failure (Contingency Procedure)**	
4.5	**Crew Basic Training**	
4.6	**Crew Recurrent Training**	
4.7	**MEL Reference**	

5. AIRWORTHINESS DOCUMENTATIONS

	Scope:	Document Number /Chapter and Subchapter of the Relevant Manual
5.1△	**Certification Documentation**	
5.2△	**Instruction for Continuing Airworthiness**	

6. APPLICATION PACKAGE

Operations manual(s) extract(s) and/or checklist(s) that include EFB operating practices and procedures.

☐   ☐   ☐   ☐ OM/D   ☐ QRH   ☐ MEL   ☐ AFM   ☐ Others

OM/A   OM/B   OM/C

☐ EMI demonstration report   ☐ Operational Risk Analysis

△See Paragraph 8

7. EFB APPLICANT'S STATEMENT

The undersigned certify the enclosed information to be complete and true and that the system installation, continuing airworthiness of systems, minimum equipment for dispatch, operating procedures and flight crew training comply with the requirements of CAD 562 for EFB systems.

Name of EFB Administrator	Signature:	Date:
Name of Flight OPS Manager	Signature:	Date:

8. NOTES FOR APPLICATION

Most of the fields are self-explanatory. Those probably requiring further explanations are listed below:

1.1	FB	Evaluate EFB type and software type from the criteria stated in CAD 562.
1.2	Operator	In addition to the phone contacts to the responsible persons, please provide an e-mail address for EFB Administrator as he/she is the focal point of contact.
2.3	Data storage device	If [Other] is ticked, more information shall be given under [Remark].
2.4	Data transfer device	
2.5	Cursor navigation	
3.1	Operating System	If the operating system used is not addressed in the selection, information shall be given under [Remark].
3.2	Program(s) Based on	If the program used is not addressed in the selection, information shall be given under [Remark].
3.5	Intention/Tasks to be done by EFB	List or describe all tasks, with reference to CAD 562 Attachment 3 to be handled by the proposed EFB.
3.6	Classification	State Classification according CAD 562 Chapter 2 and Attachment 3.
5.1	Certification Documentation	The Certification documentation should be demonstrated according to CAD 562 Chapter 2 and Attachment 3.
5.2	ICA Documentation	Documents such as Maintenance Schedule, Maintenance Manual and IPC.

When completed, the form should be signed by the relevant persons. The application package should comprise the following documents:

- EFB application form
- Extract of OM A/B/C/D containing any information about the EFB such as system description, limitations, operating procedures and the operator's quality system related to the EFB
- Compliance checklist(s) for revised Manual(s)
- Any certification documents of concern

*Note: **A minimum of 60 working days will normally be required to check and confirm the information given above. If data and/or application package are missing or omitted the process may take considerably longer.***

9. APPROVAL ASSESSMENT (FOR CAD USE ONLY)

Subject	Responsible	Signature	Date
Application package complete	FSO		
Operational and training document reviewed and considered satisfactory	FSO		
Airworthiness document reviewed and considered satisfactory	AWO		
Demo: Simulator ☐ Aircraft ☐	FSO		
Evaluation Test agreed to commence on …………….	FSO		
Operator's Evaluation Test reports reviewed and considered satisfactory	FSO		
	AWO		
EFB approval issued & process completed	FSO		

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.