



香港特別行政區政府  
民航處

**Civil Aviation Department**

The Government of the Hong Kong  
Special Administrative Region

**HKAR-183**

**Representatives of the Director-General**

**Issue 3 Revision 5  
30 June 2023**

**CAD 183**

## **HKAR-183**

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Please note that Hong Kong Aviation Requirements are available at CAD website:  
<http://www.cad.gov.hk/english/airworthiness.html>

Hardcopies will not be published.

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**FOREWORD**

Part 183 of the Code of Federal Regulations of the United States of America (FAR-183) has been selected to provide where appropriate the content of the Hong Kong Aviation Requirements for Representatives of the Director-General (HKAR-183).

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## HONG KONG AVIATION REQUIREMENTS

### CHECKLIST OF PAGES

#### REPRESENTATIVES OF THE DIRECTOR-GENERAL

ISSUE 1, dated 21 March 2012  
 ISSUE 1 Revision 1, dated 10 December 2012  
 ISSUE 2, dated 29 May 2015  
 ISSUE 2 Revision 1, dated 31 October 2016  
 ISSUE 2 Revision 2, dated 8 September 2017  
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 ISSUE 3 Revision 2, dated 1 April 2022  
 ISSUE 3 Revision 3, dated 30 June 2022  
 ISSUE 3 Revision 4, dated 4 November 2022  
 ISSUE 3 Revision 5 dated 30 June 2023

The following pages of HKAR-183 are now current:

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**PREAMBLES****HKAR-183**

This HKAR-183 was issued on 21 March 2012 and became effective on the same date. The preambles are intended to be a summarised record of the main changes introduced by each amendment of HKAR-183.

*Issue 1**21 March 2012*

- New requirements for Representatives of the Director-General.

*Issue 1 Revision 1**10 December 2012*

- Amended address and telephone number of CAD on page ii.

*Issue 2**29 May 2015*

- Amended HKAR 183.49 Privileges.
- Added GM 183.49(a) Privileges for ODA administrator, associate administrator, unit member and associate unit member.
- Amended GM 183.51(a) ODA manager.
- Amended GM 183.51(b) ODA unit staff.
- Added Appendix 3 for introduction of CAD Form 183-3.
- Corrected typos and made editorial changes throughout the document.

*Issue 2 Revision 1**31 October 2016*

- Elaborated HKAR 183.2 Basis.
- Clarified HKAR 183.4(b) Definition include those contained in the Order and Airworthiness Notice. Deleted definition of the “Chief Executive” as it is covered in the Order. Added definitions of “Small Aircraft” and “Support Staff”.
- Amended GM 183.49(a)1 for referencing DCA 556 (CAD Form 183-3) and DCA 46D .
- Amended GM 183.49(a)2 for referencing DCA 556 (CAD Form 183-3) and DCA 46D .
- Added GM 183.49(a)3.a.vii for referencing DCA 141A .
- Added GM 183.49(a)3.e for additional UM privilege.
- Added GM 183.49(a)4.a.iii for referencing DCA 141A .
- Added/relocated explanation notes to GM 183.51(a)2 for equivalent professional engineers registered other than HKIE.
- Relocated explanation note to GM 183.51(a)2 for equivalent qualifications in passing

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examination of HKAR-66 modules.

- Added GM 183.53 1.u.vii for ODA contacts.
- Added HKAR 183.51(b) for continuation training along with AMC 183.51(b) and GM 183.51(b).
- Added GM 183.53(b) for changes to PM.
- Added GM 183.55(a) for significant changes to ODA.
- Amended GM 183.61(a)(4) for ODA unit listing.
- Amended HKAR 183.61(a)6 for maintaining training records for support staff.
- Amended GM 183.67(a)3.c for renewal report content.
- Amended Appendix 1 to add Appendix G to the sample PM.
- Corrected typos and made editorial changes throughout the document.

*Issue 2 Revision 2*

*8 September 2017*

- Amended GM 183.43 and GM 183.47 to introduce CAD Form 183-5 (DCA 563).
- Amended GM 183.47 to clarify that the accountable manager, administrator, associate administrator and quality assurance manager are accepted by the Director-General via CAD Form Four.
- Amended GM 183.49(a) for ODA UM/AUM privileges.
- Amended Appendix 2 to enhance guidelines in preparation for Aircraft Report.
- Amended Appendix 3 to update CAD Form 183-3 to version (08/2017).
- Corrected typos and made editorial changes throughout the document.

*Issue 3*

*30 August 2019*

- Amended GM 183.43 and GM 183.47 to specify that AUM-A is authorised by the ODA. AUM-B and AUM-C are approved by the Director-General via CAD Form 183-5 (DCA 563).
- Amend GM 183.49(a) to add a privilege for UM to make recommendation for Certificate of Airworthiness issuance for new series and new series (modified) aircraft. The privileges for AUM are divided into three categories AUM-A, AUM-B and AUM-C.
- Amend GM 183.51(a)2 to update UM, AUM-A, AUM-B and AUM-C personnel requirements.
- Amend GM 183.51(a)2 †Note to provide more options for the candidate to achieve the required qualifications.
- Amend Appendix 1 Section III to require a consolidated copy of the manual with CAD approval shall be sent to CAD for record.
- Amend Appendix 1 Section III Paragraph 8 to state that the overall responsibility of training for ODA personnel shall be rest on the ODA Administrator.

**Issue 3 Revision 5**

**P-2**

**30 June 2023**

*Issue 3 Revision 1*

*31 March 2021*

- Amended paragraph 4.4 of Appendix 1 to add the responsibility of appending issue dates to the applicable Permissions and made some editorial changes.

*Issue 3 Revision 2*

*1 April 2022*

- Amended Section 3d of Appendix 2 to update the design requirement references of Specific Approvals.
- Amended Section 4d of Appendix 2 to remove Automatic Dependent Surveillance Broadcast (ADS-B) Out, Ground Based Augmentation System (GBAS) Landing System (GLS) and Head-up Display (HUD) and Enhanced Vision Systems (EVS).

*Issue 3 Revision 3*

*30 June 2022*

- Amended page A-1-1 of Appendix 1 to remove the CAD signature block.

*Issue 3 Revision 4*

*4 November 2022*

- Amended page F-1 of the Foreword to remove paragraphs 2 and 3.
- Amended GM 183.49(a) to add the note for the timeline of CAD Form 183-3 endorsement.
- Amended paragraph 1a of GM 183.53 to remove the requirement of CAD signature block on the Procedures manual.
- Amended page A-1-13 to update the timeframe for ODA renewal application submission.
- Amended page A-2-11 of Appendix 2 to the paragraph “Approved Flight Test Schedule (AFTS) for C of A Renewal.
- Amended page A-2-27 of Appendix 2 to update the Compliance Matrix for Airworthiness Procedures.
- Amended page A-3-5 of Appendix 3 to update CAD Form 183-3 to version (05/2022).

*Issue 3 Revision 5*

*30 June 2023*

- Added GM 183.3 for supplementary information to the inspection of new and used aircraft.

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- Amended GM 183.47 to remove the acceptance of management personnel and unit members/associate unit members via CAD Form Four and CAD Form 183-5, respectively
- Amended Appendix E of Chapter 10 of Appendix 2 to update the Compliance Matrix for Airworthiness Procedures.



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**SECTION 1 – REQUIREMENTS****1**     *GENERAL*

This Section 1 contains the Requirements for Representatives of the Director-General.

**2**     *PRESENTATION*

2.1    The requirements of HKAR-183 are presented on loose pages, each page being identified by the date of issue and the issue number under which it is issued.

2.2    Explanatory Notes not forming part of the requirements appear in smaller typeface.

2.3    New, amended and corrected text is indicated by a marginal line.

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## SUBPART A GENERAL

### HKAR 183.1 Purpose

HKAR-183 is published in the interest of enhancing efficiency and effectiveness of airworthiness management by approving persons to carry out airworthiness related activities.

### HKAR 183.2 Basis

Article 101 of the Air Navigation (Hong Kong) Order 1995 (hereinafter referred to as ‘the Order’) gives the Chief Executive of the Hong Kong Special Administrative Region power of approving a person as qualified to furnish reports to him and may accept such reports in relation to applications for the issue of a certificates of airworthiness for the purposes of Article 8(8) of the Order.

### HKAR 183.3 Scope

HKAR-183 describes the requirements for designating persons to act as representatives of the Director-General in examining, inspecting, and testing aircraft for the purpose of issuing aircraft reports. In addition, HKAR-183 states the privileges of those representatives and prescribes rules for the exercising of those privileges, as follows:

- (a) Reserved.
- (b) An organisation may be designated as a representative of the Director-General by obtaining an Organisation Designation Approval under subpart D of HKAR-183.

### HKAR 183.4 Definition

For the purpose of HKAR-183, the following definitions are provided to supplement those definitions contained in Article 98 of the Order and Hong Kong Airworthiness Notice No. 1A:

- (a) “**Aircraft Reports**” means any airworthiness documents in support for issuing Certificates of Airworthiness.
- (b) “**Director-General**” means the Director-General of Civil Aviation who is delegated by the Chief Executive via Article 98(12) of the Order and includes any person who is delegated for that purpose.
- (c) “**Organisation Designation Approval (ODA)**” means the approval of an organisation

to perform approved activities on behalf of the Director-General.

- (d) “ODA Holder” means the organisation that obtains the approval from the Director-General, as identified in a Certificate of Designation.
- (e) “ODA Unit” means an identifiable group of two or more individuals within the ODA Holder's organisation that performs the approved activities.
- (f) “Small Aircraft” means aeroplane not exceeding 5,700 kg or rotorcraft not exceeding 3,175 kg Maximum Total Weight Authorised (MTWA).
- (g) “Support Staff” means any ODA Holder’s personnel whom is not an unit member or an associate unit member and provides assistance in the airworthiness data collection, aircraft inspection and records management pertaining to aircraft delivery project under supervision of the ODA administrator and/or the project coordinator.

**(SUBPART B)**

(RESERVED FOR 'CERTIFICATION OF REPRESENTATIVES')

**(SUBPART C)**

(RESERVED FOR 'KINDS OF DESIGNATIONS: PRIVILEGES')

## **SUBPART D Organisation Designation Approval**

### **HKAR 183.41 Applicability**

This subpart establishes:

- (a) The procedure for the approval of Organisation Designation Approval; and
- (b) The rules governing the rights and obligations of the applicant for, and holders of, such approvals.

### **HKAR 183.43 Application**

An application for an ODA shall be submitted in a form and manner prescribed by the Director-General and shall include the following:

- (a) A description of the activities for which approval is requested;
- (b) A description of how the applicant satisfies the requirements of HKAR 183.47;
- (c) A description of the applicant's organisational structure, including a description of the proposed ODA Unit as it relates to the applicant's organisational structure; and
- (d) A proposed procedures manual as described in HKAR 183.53.

### **HKAR 183.45 Issuance of Organisation Designation Approvals**

- (a) The Director-General may issue an ODA Certificate of Designation if:
  - 1. The applicant meets the applicable requirements of this subpart; and
  - 2. A need exists for the Director-General to issue a delegation of the function to the applicant.
- (b) An ODA Holder shall apply to and obtain approval from the Director-General for any proposed changes to the activities or limitations described in the ODA Holder's approval.



**HKAR 183.47 Qualifications**

To qualify for consideration as an ODA, the applicant shall:

- (a) Have sufficient facilities, resources, and personnel, to perform the activities for which approval is requested;
- (b) Have sufficient understanding and experience with CAD requirements, processes, and procedures to perform the activities for which approval is requested; and
- (c) Have sufficient and relevant experience to perform the activities for which approval is requested.

**HKAR 183.49 Privileges**

- (a) Consistent with an ODA Holder's qualifications, the ODA holder may be entitled to perform the following activities under HKAR-183 and within its scope of approval:
  - 1. Examine, inspect, test aircraft for the purpose of issuing airworthiness documents;
  - 2. Issue the following airworthiness documents:
    - i. Report for new aircraft;
    - ii. Report for used aircraft;
    - iii. Recommendation for Certificate of Airworthiness Issuance;
    - iv. Bilingual Placard List;
    - v. Verification statement in support of application for certificates or approvals to demonstrate compatibility of the aircraft configuration.
- (b) Under the general supervision of the Director-General, an ODA Unit may perform only those activities, and is subject to the limitations, listed in the ODA Holder's procedures manual.

**HKAR 183.51 ODA Unit personnel**

- (a) Each ODA Holder shall have within its ODA Unit:
  - 1. At least two qualified ODA managers; and
  - 2. A staff consisting of the engineering, flight test, inspection, or maintenance personnel needed to perform the activities approved. Staff members shall have

the experience and expertise to find compliance, determine conformity, determine airworthiness, or issue airworthiness documents.

- (b) The ODA Holder shall ensure that all ODA staff members including support staff receive sufficient continuation training in each two-year period to ensure that such staff have up to date knowledge of relevant technology, organisation procedures and human factor issues.

### **HKAR 183.53 Procedures manual**

No ODA Certificate of Designation may be issued before the Director-General approves an applicant's procedures manual. The approved manual shall:

- (a) Be available to each member of the ODA Unit;
- (b) Include a description of those changes to the manual or procedures that may be made by the ODA Holder. All other changes to the manual or procedures shall be approved by the Director-General before they are implemented; and
- (c) Contain the following:
1. The approved activities and limitations, including the products, airworthiness documents, and ratings;
  2. The procedures for performing the approved activities;
  3. Description of the ODA Holder's and the ODA Unit's organisational structure and responsibilities;
  4. A description of the facilities at which the approved activities are performed;
  5. A process and a procedure for periodic audit by the ODA Holder of the ODA Unit and its procedures;
  6. The procedures outlining actions required based on audit results, including documentation of all corrective actions;
  7. The procedures for communicating with the Director-General regarding administration of the delegation approval;
  8. The procedures for acquiring and maintaining regulatory guidance material associated with each approved function;
  9. The training requirements for ODA Unit personnel;
  10. For approved activities, the procedures and requirements related to maintaining and submitting records;
  11. A description of each ODA Unit position, and the knowledge and experience required for each position;

12. The procedures for appointing ODA Unit members and the means of documenting Unit membership, as required under HKAR 183.61(a)(4);
13. The procedures for performing the activities required by HKAR 183.63;
14. The procedures for revising the manual, pursuant to the limitations HKAR 183.53(b); and
15. Any other information required by the Director-General necessary to supervise the ODA Holder in the performance of its approved activities.

### **HKAR 183.55 Limitations**

- (a) If any change occurs that may affect an ODA Unit's qualifications or ability to perform a function (such as a change in the location of facilities, resources, personnel or the organisational structure), no Unit member may perform that function until the Director-General is notified of the change, and the change is approved and appropriately documented as required by the procedures manual.
- (b) No ODA Unit member may issue an airworthiness document until any findings reserved for the Director-General have been made.
- (c) An ODA Holder is subject to any other limitations as specified by the Director-General.

### **HKAR 183.57 Responsibilities of an ODA Holder**

The ODA Holder shall:

- (a) Comply with the procedures contained in its approved procedures manual;
- (b) Give ODA Unit members sufficient authority to perform the approved activities;
- (c) Ensure that no conflicting non-ODA Unit duties or other interference affects the performance of approved activities by ODA Unit members;
- (d) Cooperate with the Director-General in his performance of oversight of the ODA Holder and the ODA Unit; and
- (e) Notify the Director-General of any change that could affect the ODA Holder's ability to continue to meet the requirements of HKAR-183 within 48 hours of the change occurring.

**HKAR 183.59 Inspection**

The Director-General, at any time and for any reason, may inspect an ODA Holder's or applicant's facilities, products, components, parts, appliances, procedures, operations, and records associated with the approved activities.

**HKAR 183.61 Records and reports**

- (a) Each ODA Holder shall ensure that the following records are maintained for the duration of the approval:
1. Reserved.
  2. For any airworthiness documents issued by an ODA Unit member:
    - i. The application and data required to be submitted to obtain the airworthiness document; and
    - ii. The data and records documenting the ODA Unit member's approval or determination of compliance.
  3. A list of the products, components, parts, or appliances for which ODA Unit members have issued an airworthiness document.
  4. The names, responsibilities, qualifications and example signature of each member of the ODA Unit who performs an approved function.
  5. A copy of each manual approved or accepted by the ODA Unit, including all historical changes.
  6. Training records for ODA Unit members, ODA managers and support staff.
  7. Any other records specified in the ODA Holder's procedures manual.
  8. The procedures manual required under HKAR 183.53, including all changes.
- (b) Each ODA Holder shall ensure that the following are maintained for five years:
1. A record of each periodic audit and any corrective actions resulting from them; and
  2. A record of any reported service difficulties associated with airworthiness documents issued by an ODA Unit member.
- (c) Reserved.
- (d) For all records required by this section to be maintained, each ODA Holder shall:

1. Ensure that the records and data are available to the Director-General for inspection at any time; and
  2. Submit all records and data to the Director-General upon surrender or termination of the approval.
- (e) Each ODA Holder shall compile and submit any report required by the Director-General to exercise his supervision of the ODA Holder.

### **HKAR 183.63 Continuing requirements: Products, parts or appliances**

For any airworthiness document issued under the authority of this subpart, an ODA Holder shall:

- (a) Monitor reported service problems related to airworthiness documents it holds;
- (b) Notify the Director-General of:
  1. A condition in a product, part or appliance that could result in a finding of unsafe condition by the Director-General; or
  2. A product, part or appliance not meeting the applicable airworthiness requirements for which the ODA Holder has obtained or issued an airworthiness document;
- (c) Investigate any suspected unsafe condition or finding of noncompliance with the airworthiness requirements for any product, part or appliance, as required by the Director-General, and report to the Director-General the results of the investigation and any action taken or proposed; and
- (d) Submit to the Director-General the information necessary to implement corrective action needed for safe operation of the product, part or appliance.

### **HKAR 183.65 (Reserved)**

### **HKAR 183.67 Transferability and duration**

- (a) An ODA is effective until the date shown on the Certificate of Designation, unless revoked by the Director-General.
- (b) No ODA may be transferred at any time.

- (c) The Director-General may revoke or temporarily suspend an ODA if the ODA Holder:
1. Has requested in writing that the approval be suspended or revoked;
  2. Has not properly performed its duties;
  3. No longer needs the approval; or
  4. No longer meets the qualifications required to perform approved activities.

### **HKAR 183.69 Findings**

- (a) When objective evidence is found showing non-compliance of the holder of an ODA with the applicable requirements of HKAR-183, the finding shall be classified as follows:
1. A level one finding is any non-compliance with HKAR-183 which could lead to uncontrolled non-compliances with applicable requirements and which could affect the safety of the aircraft.
  2. A level two finding is any non-compliance with HKAR-183 which is not classified as level one.
- (b) An observation is any item where it has been identified, by objective evidence, to contain potential problems that could lead to a non-compliance under paragraph (a).
- (c) After receipt of notification of findings/observations under the applicable administrative procedures established by the Director-General,
1. in case of a level one finding, the holder of the ODA shall demonstrate corrective action to the satisfaction of the Director-General within a period of no more than 21 working days after written confirmation of the finding;
  2. in case of a level two finding, the corrective action period granted by the Director-General shall be appropriate to the nature of the finding but in any case initially shall not be more than six months. In certain circumstances and subject to the nature of the finding the Director-General may extend the six month period subject to a satisfactory corrective action plan agreed by the Director-General.
  3. An observation shall not require immediate action by the holder of the ODA.
- (d) In case of level one or level two findings, the ODA may be subject to a partial or full suspension or revocation under the applicable administrative procedures established by the Director-General. The holder of the ODA shall provide confirmation of receipt of the notice of suspension or revocation of the ODA in a timely manner.

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**SECTION 2 - ACCEPTABLE MEANS OF COMPLIANCE (AMC)**1 *GENERAL*

- 1.1 This Section contains Acceptable Means of Compliance that has been agreed by the Director-General for inclusion in HKAR-183.
- 1.2 Where a particular HKAR-183 paragraph does not have an Acceptable Means of Compliance, it is considered that no supplementary material is required.

2 *PRESENTATION*

- 2.1 The Acceptable Means of Compliance are presented on loose pages, each page being identified by the date of issue and the issue number under which it is issued.
- 2.2 A numbering system has been used in which the Acceptable Means of Compliance uses the same number as the HKAR-183 paragraph to which it refers. The number is introduced by the letters AMC to distinguish the material from the HKAR itself.
- 2.3 The acronym AMC also indicate the nature of the material and for this purpose the material is defined as follows:

*Acceptable Means of Compliance (AMC)* illustrates a means, or several alternative means, but not necessarily the only possible means by which a requirement can be met.
- 2.4 Explanatory Notes not forming part of the AMC text appear in a smaller typeface.
- 2.5 New, amended or corrected text is indicated by a marginal line.



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**SUBPART A GENERAL**

There are no AMC items associated with this Subpart.

**(SUBPART B)**

(RESERVED FOR 'CERTIFICATION OF REPRESENTATIVES')

**(SUBPART C)**

(RESERVED FOR 'KINDS OF DESIGNATIONS: REPRESENTATIVES')

**SUBPART D ORGANISATION DESIGNATION APPROVAL****AMC 183.49(a)2****Reports for new and used aircraft**

Appendix 2 provides an acceptable format for an Aircraft Report in support of recommendation for Certificate of Airworthiness Issuance.

**AMC 183.51(b)****Continuation training**

1. Continuation training is a two way process to ensure that ODA staff remain current in terms of procedures, human factors and technical knowledge and that the ODA receives feedback on the adequacy of its policies and procedures. Due to the interactive nature of this training, consideration should be given to the possibility that such training has the involvement of the QAM to ensure that feedback is actioned. Alternatively, there should be a procedure to ensure that feedback is formally passed from the Administrator to QAM to initiate action.
2. Continuation training should cover changes in relevant requirements (such as the Order, HKAR-183, HKAR-21, HKAR-1, HKAR-2, Airworthiness Notices, CAD Forms, etc.), changes in organisation procedures and the build standard of the products being delivered plus human factors issues identified from any internal or external analysis of incidents. It should also address instances where staff failed to follow procedures and the reasons why particular procedures are not always followed. In many cases the continuation training will reinforce the need to follow procedures and ensure that incomplete or incorrect procedures are identified to the ODA in order that they can be corrected. This does not preclude the possible need to carry out a quality audit of such procedures.
3. Continuation training should be of sufficient duration in each 24 month period to meet the intent of HKAR 183.51(b) and may be split into a number of separate elements. HKAR 183.51(b) requires such training to keep ODA staff updated in terms of relevant technology, procedures and human factors issues which means it is one part of ensuring quality. Therefore sufficient duration should be related to relevant quality audit findings and other internal / external sources of information available to the ODA on human errors in compliance and conformity findings. This means that in the case of an ODA with few relevant quality audit findings, continuation training could be limited to days rather than weeks, whereas a similar organisation with a number of relevant quality audit findings, such training may take several weeks. For an ODA that performs functions for small aircraft, the duration of continuation training would follow the same philosophy but should be scaled down to reflect the more limited nature of the

activity. The content of continuation training should be related to relevant quality audit findings and it is recommended that such training is reviewed at least once in every 24 month period.

4. ODA unit personnel requiring HKIE membership or equivalent should receive a minimum of 45 hours continuation training in every 24 month period.
5. The method of training is intended to be a flexible process and could, for example, include aeronautical college courses, short duration courses, seminars, briefing, etc. The elements, general content and length of such training should be specified in the PM unless such training is undertaken by the Director-General or an external organisation for which its training is recognised by the Director-General.
6. Classroom training is considered the most effective form of training. Other forms of training may include briefing, electronic learning (e-learning) and on-job-training.

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**SECTION 3 - GUIDANCE MATERIAL (GM)**1 *GENERAL*

- 1.1 This Section contains Guidance Material that has been agreed by the Director-General for inclusion in HKAR-183.
- 1.2 Where a particular HKAR-183 paragraph does not have a Guidance Material, it is considered that no supplementary material is required.

2 *PRESENTATION*

- 2.1 The Guidance Material are presented on loose pages, each page being identified by the date of issue and the issue number under which it is issued.
- 2.2 A numbering system has been used in which the Guidance Material uses the same number as the HKAR-183 paragraph to which it refers. The number is introduced by the letters GM to distinguish the material from the HKAR itself.
- 2.3 The acronym GM also indicates the nature of the material and for this purpose the material is defined as follows:  
  
*Guidance Material (GM)* helps to illustrate the meaning of a specification or requirement.
- 2.4 Explanatory Notes not forming part of the GM text appear in a smaller typeface.
- 2.5 New, amended or corrected text is indicated by a marginal line.



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**SUBPART A GENERAL**

There are no GM items associated with this Subpart.

**(SUBPART B)**

(RESERVED FOR ‘CERTIFICATION OF REPRESENTATIVES’)

**(SUBPART C)**

(RESERVED FOR ‘KINDS OF DESIGNATIONS: REPRESENTATIVES’)

## SUBPART D ORGANISATION DESIGNATION APPROVAL

### GM 183.3

#### Scope

HKAR-183 ODA should perform a physical aircraft inspection on new and used aircraft to determine aircraft compliance and conformity. The aircraft inspection is for the purpose of issuing aircraft reports.

#### 1. Inspection

##### 1.1 Aircraft inspection

An aircraft must be determined as eligible for the issuance of a certificate of airworthiness under AN(HK)O Article 8, including but not limited to performing a physical inspection of the aircraft. The following conditions must be met:

- a. The aircraft must conform to its type certificate (TC) (design, construction, workmanship and materials of the aircraft). This is attained when the aircraft (including any engines and/or propeller fitted therein), and any equipment carried in the aircraft that are necessary for the airworthiness of aircraft are consistent with the drawings, specifications, and other data that are part of the TC. This includes any Supplemental Type Certificate (STC) and repairs and modifications incorporated into the aircraft.
- b. The aircraft must comply with relevant Hong Kong airworthiness requirements, including but not limited to AN(HK)O and Hong Kong Airworthiness Notices.
- c. The aircraft must be in a condition for safe operation. This refers to the condition of the aircraft relative to wear and deterioration. e.g. skin corrosion, fluid leaks, tire wear and etc.

The physical inspection of the aircraft, such as General Visual Inspection (GVI), is one of the visual examinations of the interior and exterior areas of the aircraft to evaluate and detect obvious damage, failure, or irregularity.

- 1.2 In particular, the inspection of used aircraft, considering the aircraft condition, maintenance record review and in-service history. It is the responsibility of HKAR-183 ODA to determine the scope of inspection and to develop the respective inspection checklists, and coordinate with the operator for the inspection arrangement. The ODA may make use of maintenance inputs

opportunity to perform the aircraft inspection, such as C-check, bridging check, or other scheduled maintenance visits where extensive open-up would facilitate the completion of structural inspection as required. The inspections may also be divided and carried out in different locations at different occasions.

Note: If the aircraft has been in-service for 15 years or more, to supplement the inspection mentioned above, additional survey of structural items may be required.

#### 1.2.1 Aircraft Records Review

The records review usually will be accomplished separately from the aircraft inspection. The record verification is to confirm the modification/repair records received matches the actual status of the subject aircraft as much as feasible and practicable, or there is no unrecorded modification/repair, including but not limited to the following areas.

- a. Temporary (Time-Limited) Repair.
- b. Airworthiness Directives (AD).
- c. Major Repairs and Alterations.
- d. More than one repair on the same affected area/location.
- e. A repair is close to the modification area. e.g. the repair adjacent to the AD's affected area.
- f. In-house repairs/ modifications.

#### 1.2.2 Aircraft inspection

Based on the above aircraft records review, in-service history, maintenance and other technical records of the aircraft, HKAR-183 ODA will select structural inspections, corrosion prevention and control program tasks, and/or major repairs/modifications for inspection and review. Consideration may be given to FAA Order 8900.1 Volume 10 Chapter 9 Section 1 when developing the inspection checklist.

Note: When arranging inspections, HKAR-183 ODA is recommended to coordinate with the operator for possible additional access to the aircraft based on its records review and findings during the aircraft inspection.

## GM 183.43 Application

### 1. Pre-application communication

A prospective ODA applicant should discuss with the Director-General its desire to obtain an ODA before formal application. The Director-General issues ODA at his discretion. Each prospective applicant should confirm whether the Director-General needs to approve the organisation as an ODA and whether the Director-General has the resources to manage its organisation. The prospective ODA applicant should begin discussions with the Director-General before preparing the application contents. The Director-General will inform the applicant if he does not need the approval or if he does not have the resources to manage the approval. The Director-General will give applicants feedback on their proposed organisational structure to determine if it is adequate before they submit the application.

### 2. Application

Each application should include:

- a. CAD Form 183-1 (DCA 544), *Application for Organisation Designation Approval*, duly executed by the accountable manager of the organisation.
- b. A covering letter stating the authority and limitations request for the approval. It should also contain a brief statement describing the applicant's eligibility under HKAR 183.47.
- c. A compliance report detailing how each relevant requirement, acceptable means of compliance and guidance material (down to each sub-paragraph level) is complied with. Following format is suggested with a few examples:

Item No.	Requirement/AMC/GM Paragraph No.	Description	Text of Requirement/AMC/GM	Summary of Compliance	Reference in ODA Procedure Manual	CAD Use
1	HKAR 183.47(a)	Qualifications	To qualify for consideration as an ODA, the applicant shall (a) have sufficient facilities, resources, and personnel, to perform the activities for which approval is requested.	<i>Brief description of compliance with this requirement.</i>	[PM 1.3.2]	
2	GM 183.47(1)	Integrity	The applicant's ODA management and its ODA Unit staff should possess demonstrated integrity in their experience with the Director-General.	<i>Brief description of compliance with this requirement.</i>	[PM 1.3.2.1(a)]	
3	etc.					

- d. CAD Form Four (DCA 192), *Details of Management Personnel*, for the nominated accountable manager, the ODA administrator, the associate ODA administrator and the ODA quality assurance manager.
- e. CAD Form 183-5 (DCA 563), *Application & Approval for ODA Unit Member / Associate Unit Member*, for nominated unit members (UM) and associate unit members (AUM-B and AUM-C only).

Note: (AUM-A shall be assessed and authorised by ODA)

- f. A draft procedures manual (PM) that includes the information required under HKAR 183.53 and the associated acceptable means of compliance and guidance materials.
- g. A copy of the Companies Register.
- h. Confirmation of deposit payment for the application fee.

### GM 183.47 Qualifications

#### 1. Integrity

The applicant's ODA management and its ODA unit staff should possess demonstrated integrity in their experience with the Director-General.

#### 2. Organisational Model

One key to the success of the ODA system is that the ODA Holder's executive management fully supports the ODA Unit. The ODA Unit also should be free to do its duties. The organisational model for ODA will vary significantly depending on the ODA Holder's functions, size, and corporate structure. The model should meet the following:

- a. The **accountable manager** should have corporate authority and financial resources for ensuring that all activities are carried out to the required standard. This function may be carried out by the chief executive officer or by another person in the organisation, nominated by the chief executive officer to fulfil the function provided his or her position and authority in the organisation permits to discharge the attached responsibilities. The nominated accountable manager should be identified with the credentials furnished to the Director-General on CAD Form Four (DCA 192).
- b. The **ODA administrator (including associate administrator)** should ensure that the organisation performs all approved functions in accordance with the regulations and applicable requirements. The ODA administrator should also ensure that the organisation always complies with its ODA PM. The ODA administrator should be in a position that is provided with authority to act in the Director-General's



interest. The nominated administrator should be identified with the credentials furnished to the Director-General on CAD Form Four (DCA 192).

- c. Each **ODA unit member (including associate unit member)** should be in a position that is provided with enough authority and time to perform duties without pressure or influence from other parts of the organisation. An ODA unit member should have no conflicting restraints while performing approved functions. Additionally, an ODA unit member should not have responsibilities that conflict with those of the ODA Unit. The nominated UM/AUM-B/AUM-C should be identified with the credentials furnished to the Director-General on CAD Form 183-5 (DCA 563). The AUM-A is assessed and authorised by the ODA.
- d. The **ODA quality assurance manager** should have direct access to the accountable manager. The ODA quality assurance manager is responsible for independent monitoring the ODA Unit's compliance with the regulations and applicable requirements and requesting remedial action as necessary by the ODA administrator or the accountable manager as appropriate. The nominated quality assurance manager should be identified with the credentials furnished to the Director-General on CAD Form Four (DCA 192).
- e. Each **ODA quality assurance auditor** should be in a position that is provided with enough authority and time to perform independent self-audits without pressure or influence from other parts of the organisation. The quality assurance auditor is appointed by the ODA. The Director-General holds the right to reject the quality assurance auditor if found to have inappropriate experience or not to otherwise comply with the qualification requirements specified in subparagraph 2 of GM 183.51(a)2

### 3. Experience

Each applicant should have experience and a thorough working knowledge of the regulations, requirements, methods of compliance, policy, processes, and procedures applicable to the approved functions sought. Newly formed organisations should complete projects under standard procedures prescribed in their proposed PM in order to be eligible for ODA even if the ODA members are experienced individuals.

### 4. Resources

Each applicant should have sufficient administrative and technical resources to satisfy all the requirements of the requested approval. It should employ an ODA administrator and have available an ODA Unit consisting of the appropriate personnel capable of performing the approved functions.

### 5. Facilities

Each ODA Holder should have adequate facilities appropriate for the ODA sought.

**GM 183.49(a)****Privileges**

The ODA personnel may be entitled to perform activities under HKAR-183 and within his/her scope of approval.

**1. ODA administrator**

The ODA administrator may:

- a. Make recommendation for Certificate of Airworthiness issuance by means of CAD Form 183-3 (DCA 556);

Note: Upon receipt of CAD Form 183-3 (DCA 556) 'Recommendation for Certificate of Airworthiness Issuance' issued by the HKAR-183 organisation, the Director-General will consider and process the Form following the established procedures in an expeditious manner. Subject to satisfactory review of required documents submitted by the HKAR-183 organisation, and with advance preparation and coordination effected by the HKAR-183 organisation with the Director-General, the Director-General may facilitate the request of the HKAR-183 organisation and arrange for the endorsement of the Form within one working day.

- b. Nominate Project Coordinator (PC) and Deputy Project Coordinator (DPC) for an aircraft delivery project by means of Form DCA 46D.
- c. Verify data made in DCA 46D 'Application for Certificate of Airworthiness'.

**2. ODA associate administrator**

The ODA associate administrator may:

- a. Co-sign CAD Form 183-3 (DCA 556);
- b. Nominate PC and DPC for an aircraft delivery project by means of Form DCA 46D.
- c. Verify data made in DCA 46D 'Application for Certificate of Airworthiness'.

**3. ODA UM**

The ODA UM may:

- a. Act as a PC for an aircraft delivery project;
- b. Chair certification meetings;
- c. Verify data (such as AMS, MEL, AFMSI, Safety Card, etc) prepared by operators for compatibility of aircraft configuration;
- d. Issue Letter of Acceptance;
- e. Issue Waiver Letter;

- f. Issue Aircraft Report;
- g. Verify data made in CAD Form 183-3 (DCA 556) 'Recommendation for Certificate of Airworthiness Issuance';
- h. Verify data made in DCA 141A 'Application for Approval of Aircraft Radio Installation';
- i. Issue Aircraft Inspection Report;
- j. Approve Bilingual Placard List for series aircraft and recommend approval of Bilingual Placard List for other than series aircraft;
- k. Verify data made in DCA 300 'Application for Noise Certificate';
- l. Issue report to recommend compliance with Hong Kong certification basis;
- m. Represent the Director-General for on-site delivery activities;
- n. Make recommendation for Certificate of Airworthiness issuance by means of CAD Form 183-3 (DCA 556) for new series aircraft only.

Note: New series aircraft includes new series (modified) aircraft.

#### **4. ODA AUM-A**

The ODA AUM-A may:

- a. Verify data (such as AMS, MEL, AFMSI, Safety Card, etc) prepared by operators for compatibility of aircraft configuration;
- b. Prepare Aircraft Report;
- c. Verify data made in DCA 141A 'Application for Approval of Aircraft Radio Installation';
- d. Verify data made in DCA 300 'Application for Noise Certificate'.

#### **5. ODA AUM-B**

In addition to the activities may be entitled to perform by the ODA AUM-A, the ODA AUM-B may:

- a. Act as a DPC for aircraft delivery project for new series aircraft;
- b. Chair certification meetings for new series aircraft;
- c. Prepare Aircraft Inspection Report.

#### **6. ODA AUM-C**

In addition to the activities may be entitled to perform by the ODA AUM-B, the ODA AUM-C may:

- a. Issue Aircraft Inspection report for new series aircraft;
- b. Represent the Director-General for on-site delivery activities for new series aircraft.

### **GM 183.51(a)1 ODA manager**

The ODA Unit should have at least two qualified ODA managers. The management team should consist of at least one ODA administrator and one quality assurance manager. Additional ODA associate administrator may be employed.

#### **1. ODA administrator and ODA associate administrator**

The ODA administrator, in conjunction with the ODA associate administrator<sup>#</sup>, should have technical experience with the functions performed under the ODA and a broad range of management experience. This experience should enable the ODA administrator to manage the entire ODA Unit activities effectively. The ODA administrator should satisfy the following criteria:

- a. Be a full-time employee of the ODA Holder and have a managerial position in a technical discipline;
- b. Reserved;
- c. Hold a membership of the Hong Kong Institution of Engineers (HKIE) in Aircraft Discipline<sup>^</sup>:
  - i. Fellowship; or
  - ii. Corporate membership or fellowship for organisations performing the functions for small aircraft;

Note: ODA associate administrator should at least be in application for such membership.

- d. Have progressively more responsible related aeronautical engineering experience on projects similar to those activities sought:
  - i. Not less than twenty years; or
  - ii. Not less than fifteen years for organisations performing the functions for small aircraft;
- e. Have not less than six-year working relationship, satisfactory to the Director-General, in which the ODA administrator was actively involved in tasks leading to the issuance of airworthiness certificates or approvals;
- f. Have successfully completed the following training courses:
  - i. Hong Kong Airworthiness Course;
  - ii. HKAR-183 Course;

- iii. a training course given by the ODA Unit to attain a satisfactory level of knowledge of ODA policies and procedures; and
- iv. an aircraft type course or an aircraft general familiarisation course;
- g. Reserved.
- h. Have sufficient training, skill and experience for the type of activities sought. An ODA administrator need not be qualified to perform all approved functions but should possess at least a basic understanding of all of the functions performed;
- i. Have a thorough knowledge in Hong Kong regulations, requirements and procedures applicable to the ODA functions; and
- j. Have demonstrated sound judgment and integrity.

<sup>#</sup>Note: If an ODA administrator does not meet all of the above requirements, an ODA associate administrator may be employed by the ODA such that the combined qualifications of the ODA administrator and the ODA associate administrator fulfil the above requirements. In this case, each of the persons should meet at least the requirements specified in subparagraphs a, c, f(ii and iii), i and j.

## 2. ODA quality assurance manager

The ODA quality assurance manager (QAM) should have auditing experience and a broad range of management experience. This experience should enable the ODA QAM to manage the ODA quality assurance activities effectively. The ODA QAM should satisfy the following criteria:

- a. Have a managerial position in quality assurance;
- b. Be a corporate member of HKIE in Aircraft Discipline<sup>A</sup>;
- c. Be a qualified auditor;
- d. Have not less than fifteen years of progressively more responsible related aeronautical engineering experience on projects similar to those activities sought;
- e. Have not less than six-year working relationship, satisfactory to the Director-General, in which the ODA QAM was actively involved in tasks leading to the issuance of airworthiness certificates or approvals;
- f. Have not less than four years of progressively more responsible related aviation auditing experience;
- g. Have successfully completed the following training courses:
  - i. Hong Kong Airworthiness Course;
  - ii. HKAR-183 Course;
  - iii. a training course given by the ODA Unit to attain a satisfactory level of knowledge of ODA policies and procedures; and

- iv. an auditing technique course.

## **GM 183.51(a)2**

### **ODA unit staff**

#### **1. ODA unit member**

The ODA unit member (UM) should have relevant technical experience with the functions performed under the ODA. This experience should enable the UM to carry out the approved activities effectively. Each UM should satisfy the following criteria with respect to the functions approved to perform:

- a. Be an employee of the ODA Holder and have a technical position;
- b. Reserved;
- c. Be a corporate member or a fellow of HKIE in Aircraft Discipline<sup>^</sup>;

Note: Subject to approval by the Director-General, any ODA AUM may apply for UM by demonstrating that equivalent or higher academic qualifications have been attained under this sub-paragraph.

- d. Have not less than fifteen years or equivalent years of progressive more responsible related aeronautical engineering experience on projects similar to those activities sought.

Note: Each aircraft delivery project is considered as two years of related experience and a maximum of eight years (four projects) equivalent experience can be claimed.

- e. Have not less than four-year working relationship, satisfactory to the Director-General, in which the nominated person was actively involved in tasks leading to the issuance of airworthiness certificates or approvals;
- f. Have successfully completed the following training courses:
  - i. Hong Kong Airworthiness Course;
  - ii. HKAR-183 Course;
  - iii. a training course given by the ODA Unit to attain a satisfactory level of knowledge of ODA policies and procedures; and
  - iv. an aircraft type course;
- g. Have passed in the HKAR-66 Licensing of Maintenance Personnel examination of the following subject modules<sup>†</sup>:
  - i. One of the following modules:
    - Module 11: Aeroplane Aerodynamics, Structures and Systems
    - Module 12: Helicopter Aerodynamics, Structures and Systems

- Module 13: Aircraft Aerodynamics, Structures and Systems;
- and
- ii. One of the following modules:
    - Module 15: Gas Turbine Engine
    - Module 16: Piston Engine;
  - h. Have sufficient training, skill and experience for the type of activities sought;
  - i. Have a thorough knowledge in Hong Kong regulations, requirements and procedures applicable to the ODA functions; and
  - j. Have demonstrated sound judgment and integrity.

## 2. ODA associate unit member - A

The ODA associate unit member - A (AUM-A) should have relevant technical experience with the functions performed under the ODA. This experience should enable the AUM-A to carry out the approved activities effectively. Each AUM-A should satisfy the following criteria with respect to the functions approved to perform:

- a. Be an employee of the ODA Holder and have a technical position;
- b. Reserved;
- c. Have not less than five years of progressively more responsible related aeronautical engineering experience on projects similar to those activities sought;
- d. Have successfully completed a training course given by the ODA Unit to attain a satisfactory level of knowledge of ODA policies and procedures;
- e. Have sufficient training, skill and experience for the type of activities sought;
- f. Have a thorough knowledge in Hong Kong regulations, requirements and procedures applicable to the ODA functions; and
- g. Have demonstrated sound judgment and integrity.

## 3. ODA associate unit member - B

The ODA associate unit member - B (AUM-B) should have relevant technical experience with the functions performed under the ODA. This experience should enable the AUM-B to carry out the approved activities effectively. In addition to the criteria required for AUM-A, each AUM-B should satisfy the following criteria with respect to the functions approved to perform:

- a. Be an associate member, a corporate member or a fellow of HKIE in Aircraft Discipline<sup>^</sup>;

- b. Have not less than six years of progressively more responsible related aeronautical engineering experience on projects similar to those activities sought;
- c. Have not less than one year working relationship or not less than three aircraft delivery projects, satisfactory to the Director-General, in which the nominated person was actively involved in tasks leading to the issuance of airworthiness certificates or approvals;
- d. Have successfully completed the following training courses:
  - i. HKAR-183 Course; and
  - ii. An aircraft type course or a general familiarisation course;
- e. Have passed in the HKAR-66 Licensing of Maintenance Personnel examination on one of the following subject modules<sup>†</sup>:
  - Module 11: Aeroplane Aerodynamics, Structures and Systems
  - Module 12: Helicopter Aerodynamics, Structures and Systems
  - Module 13: Aircraft Aerodynamics, Structures and Systems;
- f. Have sufficient training, skill and experience for the type of activities sought;
- g. Have a thorough knowledge in Hong Kong regulations, requirements and procedures applicable to the ODA functions; and
- h. Have demonstrated sound judgment and integrity.

#### 4. ODA associate unit member - C

The ODA associate unit member - C (AUM-C) should have relevant technical experience with the functions performed under the ODA. This experience should enable the AUM - C to carry out the approved activities effectively. In addition to the criteria required for AUM-B, each AUM-C should satisfy the following criteria with respect to the functions approved to perform:

- a. Have not less than seven years of progressively more responsible related aeronautical engineering experience on projects similar to those activities sought;
- b. Have not less than two-year working relationship or not less than five aircraft delivery projects, satisfactory to the Director-General, in which the nominated person was actively involved in tasks leading to the issuance of airworthiness certificates or approvals;
- c. Have successfully completed the Hong Kong Airworthiness Course;
- d. Have sufficient training, skill and experience for the type of activities sought;
- e. Have a thorough knowledge in Hong Kong regulations, requirements and procedures applicable to the ODA functions; and
- f. Have demonstrated sound judgment and integrity.



**5. ODA quality assurance auditor**

The ODA quality assurance auditor (QAA) should have technical and auditing experience. This experience should enable the ODA QAA to carry out the self-audit activities effectively. The ODA QAA should satisfy the following criteria:

- a. Be a qualified auditor;
- b. Have not less than eight years of progressively more responsible related aeronautical engineering experience on projects similar to those activities sought;
- c. Have not less than three years of progressively more responsible related aviation auditing experience;
- d. Have successfully completed the following training courses:
  - i. Hong Kong Airworthiness Course;
  - ii. HKAR-183 Course;
  - iii. a training course given by the ODA Unit to attain a satisfactory level of knowledge of ODA policies and procedures; and
  - iv. an auditing technique course;
- e. Have sufficient training, skill and experience for the type of activities sought.

- <sup>^</sup>Note:
1. For organisations located in Hong Kong, equivalent professional engineers registered in the Engineers Registration Board under the Engineers Registration Ordinance are acceptable to the Director-General.
  2. For organisations located outside Hong Kong, equivalent membership of national engineering institutions/authorities may be acceptable to the Director-General.

- <sup>†</sup>Note:
1. Subject to approval by the Director-General, equivalent qualifications (e.g. have successfully completed a training acceptable to the Director-General and/or relevant working experience) may be considered acceptable.

**GM 183.51(b)  
Continuation Training**

1. The ODA Holder should develop continuation training programme and arrange continuation training for its staff. Refer to AMC 183.51(b) for acceptable means of continuation training.
2. The programme for continuation training should include all ODA staff and support staff and consist of the schedule, means, content, etc. Such information should subsequently be transferred to the training records as required by HKAR 183.61(a)6.

### **GM 183.53**

#### **Procedures manual (PM)**

Each ODA Holder should perform all approved functions in accordance with its PM approved by the Director-General. The PM should be available to all members of the ODA Unit.

#### **1. Content**

The PM should address all procedures and limitations regarding functions performed by the ODA Holder. The PM should contain at least the following (See appendix 1) for format:

- a. Signature blocks for the ODA administrator(s).
- b. General table of contents and a method for maintaining configuration control such as complete revision control or a log of revisions/list of effective pages.
- c. Procedure for revising the PM and obtaining approval of revisions.
  - i. Definition of manual changes which don't require approval of the Director-General.
  - ii. Method of documenting approval of changes.
  - iii. Method of documenting and determining approval requirements for changes in facilities or organisational structure.
- d. Preface and introduction, including procedures for communications between the Director-General and ODA Holder.
- e. Approved functions and limitations. Limitations section must identify the products and/or articles addressed by the ODA Holder's authority.
- f. Description of the ODA Holder and ODA Unit organisational structure and responsibilities.
- g. ODA administrator(s) and unit member duties and responsibilities.
- h. Required capabilities and ODA Unit positions.
- i. Unit member listing information (see GM 183.61(a)(4)).
- j. Procedures to select ODA unit members, and coordinate ODA unit member selections with the Director-General.
- k. Description of the training courses each ODA unit member and ODA administrator should complete including new appointment, recurrent, and in-house training.
- l. Self-audit procedures and responsibilities.
- m. Duration and renewal of the ODA.
- n. Maintenance of eligibility.

- o. Acknowledgement of the Director-General's right to inspect the ODA Holder or unit.
- p. Procedures for performing continued airworthiness functions, including investigation and resolution of service problems and potentially unsafe, or non-compliant conditions.
- q. Procedures for performing approved functions.
- r. Records maintenance and submittal requirements.
- s. Corrective action procedures.
- t. Procedures for obtaining and maintaining related regulatory and guidance material.
- u. Appendices:
  - i. ODA approval certificate issued by the Director-General.
  - ii. Organisation charts of the ODA Holder and the ODA Unit indicating their interface.
  - iii. Facility descriptions and addresses of ODA unit members, including remote locations.
  - iv. ODA Unit position descriptions and required qualifications.
  - v. Sample forms used within the ODA system.
  - vi. ODA QAA listing
  - vii. ODA contacts

### **GM 183.53(b)**

#### **Changes to PM**

When changes to the organisation occur, the PM is required to be kept up to date per the procedure laid down in the PM. Significant changes to the organisation (as defined in GM 183.55(a)) should be approved by the Director-General prior to the update of the PM.

### **GM 183.53(c)5**

#### **Self-audit**

The ODA Holder should perform self-audits that evaluate the ODA unit members, the ODA processes, and compliance with all applicable regulations and requirements. A self-audit should be performed at least once every 12 months, and as requested by the Director-General. The self-audit does not replace the inspection or audit performed by the Director-General. The PM should contain the ODA Holder's audit procedures.

**1. Personnel**

The self-audit should include evaluation of each ODA unit member. The self-audit should include review of individual ODA unit member's work for accuracy. This includes ODA unit members located at other locations away from the ODA Holder's main facility.

**2. Procedures**

The self-audit should include evaluation of the procedures used to perform all approved functions and the other requirements of the approval, including ODA Unit appointment and training, and service difficulty support.

**3. Compliance with Procedures**

The self-audit should evaluate whether the ODA Holder complies with its PM.

**4. Self-Audit Records**

The ODA Holder should maintain records of its self-audits and submit copies to the Director-General within 14 calendar days of completion.

**5. Corrective Action**

The ODA Unit will review proposed corrective actions before submittal to the Director-General.

**GM 183.55(a)****Significant changes to the organisation**

1. ODA Holder should submit CAD Form 183-4 (DCA 557) for application for significant changes to ODA. The Form should be signed by the current Accountable Manager. Where there is a change in the nomination of the Accountable Manager, the Form should be signed by the nominee for this position.
2. Significant changes to ODA include changes to:
  - a. Accountable Manager
  - b. Administrator
  - c. Associate Administrator
  - d. Location of business
  - e. Organisation structure
  - f. Scope of approval
  - g. Privileges and limitations
  - h. ODA approval certificate (CAD Form Three)

**GM 183.57****Responsibility of an ODA Holder**

ODA Holders and units should follow the Director-General's regulations, requirements, policies, guidance, and procedures as applicable to the approved functions. The responsibility for finding compliance with the regulations and applicable policy remains with the ODA Holder. The ODA Holder is responsible for the activity of the ODA Unit and ODA administrator.

**1. ODA Holder**

The ODA Holder must ensure that its ODA administrator(s) and ODA unit members remain free to perform their approved functions in accordance with Director-General's regulations and requirements, and are not subject to conflicts of interest that might impact their ODA unit responsibilities. In addition to performing their approved functions, the ODA unit members should have enough time and resources to keep up to date on the current regulations, requirements and guidance applicable to the approved functions.

**2. ODA administrator**

The ODA administrator is responsible to the accountable manager. The ODA administrator manages the ODA Unit activities and communicates with the Director-General. The ODA administrator should ensure that the ODA Unit has sufficient organisational authority and resources to perform its approved functions in accordance with regulations and requirements. The ODA administrator should report to a level of management that is senior enough to enable the ODA Unit to administer duties for the Director-General, without undue pressure or influence from other organisational segments or individuals. The ODA administrator should ensure that the organisation follows the procedures in its PM and that the processes comply with all applicable regulations and requirements. If the ODA Holder has more than one ODA administrator, a lead ODA administrator should be identified.

**3. ODA quality assurance manager**

The ODA quality assurance manager (QAM) is responsible to the ODA administrator and has direct access to the accountable manager. The ODA QAM is responsible for effective management of the independent quality assurance functions of the ODA Unit so as to provide a continuing assurance of compliance with the related regulations and requirements. The ODA QAM should monitor compliance with, and adequacy of, the documented procedures of the quality system. This monitoring should include a feedback system to the ODA administrator and ultimately to the accountable manager. The ODA QAM should be independent from the functions being monitored. This required independence relates to the lines of reporting, authority and access within the

organisation and assumes an ability to work without technical reliance on the monitored functions.

**4. ODA unit member and associate unit member**

Each ODA unit member and associate unit member should:

- a. Be responsible to the ODA administrator.
- b. Comply with the procedures in the approved PM.
- c. Meet the qualifications for specific functions under the ODA.
- d. Cooperate with the Director-General when the Director-General oversees the ODA Holder.

**5. ODA quality assurance auditor**

Each ODA quality assurance auditor should be responsible to:

- a. The ODA QAM.
- b. Perform audit of the ODA in accordance with the established audit programme.
- c. Compile audit report.
- d. Follow up on corrective actions.
- e. Recommend closure of audit report to ODA QAM.
- f. Maintain audit records.

**GM 183.61(a)(4)**

**ODA unit personnel listing**

The ODA Holder should maintain a listing of active ODA unit personnel. The listing may be in any format acceptable to the Director-General. The Director-General should be notified if the removal of a unit personnel from the active listing was based on ODA-related performance.

1. For each ODA personnel holding privileges under GM 183.49(a), the listing should contain at least:
  - a. Name (per Hong Kong Identity Card);
  - b. Specimen signature;
  - c. Specimen stamp;
  - d. Location and name of the company for any unit member located at facilities other than the main facility;

- e. Authority, privileges, functions and limitations corresponding to the organisation's approval and functions defined in Appendix D of the ODA PM; and
  - f. Active and inactive dates.
2. The PM should describe:
- a. How the unit personnel listing will be updated and maintained.
  - b. The format of the listing.
  - c. Description for coordinating changes to the listing with the Director-General along with the information the organisation will provide to the Director-General while unit personnel appointment decisions are under review by the Director-General.

**GM 183.67(a)****Duration**

1. The ODA approval has a normal duration of two years. The ODA should designate a manager to apply for renewal to the Director-General.
2. Application for renewal should be submitted to the Director-General no earlier than eight months and no later than six months prior to the approval expiration date respectively.
3. Application materials should include:
  - a. A covering letter;
  - b. CAD Form 183-2 (DCA 555) 'Application for Renewal of ODA'; and
  - c. A report summarising since last report date:
    - i. significant changes to organisation
    - ii. work activities
    - iii. audit findings and corrective actions
    - iv. need for renewal
    - v. occurrence reports
    - vi. continuation trainings

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**APPENDIX 1**

**SAMPLE ODA PROCEDURES MANUAL**

**Note:** This appendix identifies the content and arrangement of an ODA procedures manual. Additional information, procedures, and entries are subject to review and approval by the Director-General. Within each section, sample language that is acceptable for use by any ODA holder is shown in regular case. *Clarifying or explanatory text is provided in italics.* (PLACEHOLDERS FOR ODA HOLDER DEVELOPED PROCEDURES IS PRESENTED AS ALL CAPS).

**(INSERT COMPANY NAME)**

**(INSERT ODA APPROVAL NUMBER)**

**(INSERT COMPANY ADDRESS)**

**ORGANISATION DESIGNATION APPROVAL  
PROCEDURES MANUAL**

**(INSERT PROCEDURES MANUAL REF. NO. & REVISION NO.)**

APPROVED BY:

APPROVAL DATE:

---

(INSERT NAME)  
ODA Administrator

---

(d/m/y)

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- II.** List of Effective Pages
- III.** Manual Control
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  - 2. Approved Functions and Limitations
  - 3. Organisational Structure and Responsibilities
  - 4. ODA Personnel Responsibilities
  - 5. Required Capabilities and ODA Unit Positions
  - 6. ODA Unit Listing
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- APPENDIX B - ODA Holder and Unit Organisational Chart
- APPENDIX C - ODA Facilities
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**APPENDIX 1**

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**I. LOG OF REVISIONS**

Revision No.	Page Numbers	Revision Description	CAD Approval Date (d/m/y)

[INSERT COMPANY NAME, ODA NUMBER]  
ODA Procedures Manual [INSERT REF. NO.]

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**II. LIST OF EFFECTIVE PAGES**

This list is a record of each page of subject revision and each previously issued page that is still current. Pages that are no longer current do not appear on this list. If there is any question about the currency of the manual, check each page in the manual against this list of effective pages. Remove any page that does not appear on the list of effective pages.

Page Number	Revision Number	Approval Date (d/m/y)

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### III. Manual Control

#### a. CHANGES REQUIRING CAD APPROVAL:

Revisions to this manual, except those identified here, shall be approved by the CAD before implementation.

(INSERT TYPES OF CHANGES THAT MAY BE INCORPORATED WITHOUT CAD APPROVAL, SUCH AS CORRECTION OF TYPOGRAPHICAL ERRORS, UPDATE OF APPROVAL CERTIFICATE, ETC.)

(INSERT METHOD OF DOCUMENTING AND DETERMINING APPROVAL REQUIREMENTS FOR CHANGES IN FACILITIES OR ORGANISATIONAL STRUCTURE.)

#### b. CAD CONTROL:

All revisions to this manual requiring CAD approval shall be submitted by the ODA Administrator and approved by the CAD prior to incorporation into the manual.

#### c. (COMPANY NAME) CONTROL:

(1) The ODA Administrator is responsible for manual revisions and distribution. If a manual revision needs CAD approval, the ODA Administrator shall submit the revision, along with the Log of Revisions and List of Effective Pages, to the CAD for approval. Revised text shall be indicated by a marginal line and the revision level for the change noted on each revised page. The CAD approval is indicated by signing and dating the front cover page by the CAD. A consolidated copy of the manual with CAD approval shall be sent to CAD for record.

(2) (INSERT COMPANY'S PROCEDURE FOR MANUAL CONTROL)

(3) (INSERT A LIST OF PERSONS TO RECEIVE THE MANUAL AND MANUAL UPDATES)

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## 1. PREFACE & INTRODUCTION

- 1.1 This procedures manual establishes the responsibilities and procedures to be followed when performing the functions approved by the CAD under the ODA procedures of HKAR-183 subpart D.
- 1.2 All formal communications with the CAD shall be conducted with (INSERT THE NAME AND CONTACT INFORMATION OF THE ODA ADMINISTRATOR.)
- 1.3 (INSERT PROCEDURES FOR COMMUNICATING WITH CAD OFFICE).

## 2. APPROVED FUNCTIONS AND LIMITATIONS

### 2.1 APPROVED FUNCTIONS

(INSERT COMPANY NAME) is approved to perform the following functions under HKAR-183, subpart D:

(INSERT APPROVED FUNCTIONS)

### 2.2 LIMITATIONS

(INSERT COMPANY NAME) shall not exceed the following limitations when perform the approved functions:

(INSERT LIMITATIONS)

## 3. ORGANISATIONAL STRUCTURE AND RESPONSIBILITIES

*This section should explain the organisational structure and responsibilities of ODA holder management including a description of the ODA unit location within the organisation. This section should also describe the reporting paths up through management for the unit member's ODA duties, as well as any other duties a unit member may have. The management is responsible for establishing corporate policies that shall not conflict with CAD regulations or requirements. The management is responsible to remain independent of, and not interfere with, the findings and activities conducted under the ODA authority. The management is responsible to provide and maintain adequate qualified personnel to*

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*accomplish the ODA activities. The management is responsible to provide the necessary support and personnel when internal and CAD audits are being accomplished. The Management is responsible to ensure all personnel receive the training required by.*

(INSERT ORGANISATIONAL STRUCTURE AND RESPONSIBILITIES)

#### 4. ODA PERSONNEL RESPONSIBILITIES

##### 4.1 Accountable Manager

(INSERT ODA ACCOUNTABLE MANAGER NAME) is the accountable manager who is responsible and has corporate authority for ensuring that all activities are carried out to the required standard.

*This function may be carried out by the Chief Executive or by another person in the organisation nominated by him/her to fulfil the function provided his/her position and authority in the organisation permits to discharge the attached responsibilities.*

The accountable manager is responsible for ensuring that all necessary resources are available and properly used in order to carry out the approved functions in accordance with HKAR-183 Subpart D.

##### 4.2 ODA Administrator

(INSERT ODA ADMINISTRATOR(S) NAME) is the ODA Administrator. The ODA Administrator is the focal point for the organisation and has the primary responsibility and authority for assuring compliance with CAD regulations, requirements and guidance materials. All forms the ODA Administrator is approved to sign are listed in Appendix D. The ODA Administrator is responsible for managing the performance of all approved functions, including the incorporation of corrective action for all deficiencies identified by the CAD. All formal incoming and outgoing CAD correspondence should be directed to and from the ODA Administrator.

*If additional Administrators with unique titles or responsibilities are needed, include additional paragraphs for each.*



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#### **4.3 ODA Quality Assurance Manager**

(INSERT ODA Quality Assurance Manager NAME) is the ODA Quality Assurance Manager (QAM). *Refer to GM 183.47(2)(d) and GM 183.57(3) for ODA QAM responsibilities.*

#### **4.4 ODA Unit Member/Associate Unit Member**

These individuals are responsible for approving substantiation data and reports, determining conformity, appending issue dates to the applicable Certificates/Permissions, and performing other CAD approved functions. Certain statements, forms and certificates shall be signed by the ODA Administrator or appointed ODA unit members. All forms the ODA unit members are approved to sign are listed in Appendix D. Each ODA unit member's authority and limitations is maintained in the ODA unit listing. To have official CAD approval status, the documents shall be signed by the individual along with his/her ODA Unit Member/ODA Associate Unit Member authorisation number and the ODA number. The manner and form of these reports, documents and forms shall be in accordance with current CAD requirements. Each individual within the ODA unit is identified in the ODA unit listing in Section 6 of this procedures manual by name, authority, functions and limitations

#### **4.5 ODA Quality Assurance Auditor**

The ODA Quality Assurance Auditor (QAA) is responsible for performing independent self-audits without pressure or influence from other parts of the organisation. *Refer to GM 183.57(5) for ODA QAA responsibilities.* Each QAA within the ODA unit is identified in the ODA QAA listing in Appendix F of this procedures manual by name, ODA QAA number, active and inactive dates.

### **5. REQUIRED CAPABILITIES AND ODA UNIT POSITIONS**

(INSERT COMPANY NAME) shall ensure the ODA unit is staffed with personnel approved to perform the functions of the organisation as described in Appendix D. The ODA Administrator shall notify the CAD at any time the ODA unit is not capable of performing a function described in Appendix D.

(SPECIFY QUALIFICATION REQUIREMENTS)

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## 6. ODA UNIT LISTING

(INSERT THE ORGANISATION'S METHOD FOR MAINTAINING THE LIST OF ODA UNIT MEMBERS. INCLUDE REQUIREMENTS AND METHOD TO COORDINATE CHANGES TO THE LIST WITH THE CAD. SEE GM 183.61(a)(4) FOR ODA UNIT LISTING)

## 7. ODA UNIT SELECTION PROCEDURES

(INSERT COMPANY NAME) shall determine that proposed ODA unit members are qualified to perform the approved functions described in Section 5. (INSERT COMPANY NAME) shall evaluate the proposed ODA unit members using the following process.

*The basic unit member selection and appointment process is as follows:*

### 7.1. Initial administrative processing of application

*This ensures the application is complete before forwarding the application to the advisor. An organisation's corresponding step would be to make sure that the information required to be documented for the proposed staff member is completed. In this part of the process, the organisation shall notify the CAD of the proposed staff member. The procedures manual also needs to define exactly what information is documented, how coordination with the CAD shall occur and the expected timeframe for CAD response. All forms used to document this process should be listed in Appendix E.*

*(INSERT PROCEDURES TO HANDLE APPLICATION AND INITIAL ADMINISTRATIVE PROCESSING OF APPLICATION)*

### 7.2 Evaluation by Advisor

*The ODA administrator appoints an ODA unit member to act as an advisor. The advisor conducts a preliminary review of the application for general qualifications. The advisor is responsible to determine the appropriate authority and limitations, may interview the applicant and check the applicant's references. An organisation's process needs to identify who is responsible to act the role of the advisor and how interviews are accomplished.*

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*(INSERT PROCEDURES TO IDENTIFY ADVISOR & FOR EVALUATION BY ADVISOR)*

### 7.3 Evaluation Panel Review

*Consisting of at least two people, the evaluation panel shall include the ODA Administrator. The rest of the panel may include the advisor or quality assurance personnel. The people selected shall be technical experts, should be of the similar technical discipline of the proposed unit member and should be familiar with the selection and nomination process. The evaluation panel can confirm the advisor's recommendation, reduce their authority, or deny the application. An organisation's procedures manual needs to identify the people, not necessarily by name, but by position that may serve on the evaluation panel. The procedures manual should specify any forms used as part of the evaluation panel process.*

*(INSERT PROCEDURES TO CONDUCT EVALUATION PANEL REVIEW)*

### 7.4 CAD Approval.

*The ODA Administrator shall submit the nominated unit member to CAD for approval. The CAD may interview the applicant and verify the applicant's references. The CAD can confirm the Administrator's nomination, reduce the authority, impose additional limitation or deny the application.*

*(INSERT PROCEDURES TO SUBMIT NOMINATION TO CAD)*

### 7.5 Authorisation by ODA Administrator.

*Upon receipt of the CAD approval of the nominated ODA unit member, the ODA Administrator shall authorise the ODA unit member, assign ODA unit member authorisation number.*

*(INSERT PROCEDURES TO AUTHORISE ODA UNIT MEMBER)*

### 7.6 Administrative Requirements

*The organisation should retain completed records to document the nomination and authorisation of staff members.*

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*After authorising the unit member, the organisation would follow the process defined in Section 6 to update the unit member listing and the procedures manual as applicable.*

*(INSERT PROCEDURES FOR ADMINISTRATION OF UNIT MEMBER LISTING AND PROCEDURE MANUAL)*

## 8. TRAINING

The ODA Administrator and unit personnel shall receive the following ODA holder provided training and CAD provided training: *This section shall define the training required for each ODA unit member depending on the functions they perform and how often training is required. This section shall outline the content of the ODA holder provided training, including a description of the format of the training, and the people responsible for developing the training. If in a classroom format, this section shall also define who is responsible for presenting the training. The overall responsibility of training for ODA personnel shall be rest on the ODA Administrator.*

*(INSERT TRAINING REQUIREMENTS FOR THE ODA ADMINISTRATOR AND UNIT PERSONNEL, AND A DESCRIPTION OF IN-HOUSE TRAINING)*

ODA holder provided training material shall be made available for CAD review.

## 9. SELF AUDIT RESPONSIBILITIES

*The self-audit is an ODA holder audit of their ODA responsibilities. This section shall define who is responsible for conducting the self-audit, the forms used to document the audit and the reporting requirements associated with the self audit. The qualifications for people conducting the audit shall be provided. Audit of unit member's performance shall require people with similar technical expertise as the ODA unit member's. Although the evaluation criteria in appendix C of this order is a good starting point for the self-audit, there are other aspects of the organisation's performance that should be evaluated, such as evaluation of the ODA unit member's performance. That portion of the self audit that reviews the ODA staff shall follow the general guidelines and documentation. This means that the organisation should document and evaluate the performance of their staff members using internal forms and criteria.*

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- a. *Self audits shall be performed (INSERT FREQUENCY OF SELF AUDIT, NOT TO EXCEED ONE YEAR) to evaluate the personnel, procedures and records used to perform approved functions and all administrative procedures followed by the organisation.*
- b. *Self audits shall consist of (INSERT DETAIL PROCEDURES AND REQUIREMENTS FOR SELF AUDIT). The self audit report shall consist of (INSERT CONTENT OF SELF AUDIT DOCUMENTATION AND REPORT).*
- c. *Follow-up of audit corrective action shall be performed as specified in the self-audit report.*

## 10. GUIDANCE MATERIAL

(INSERT COMPANY NAME) shall obtain and maintain CAD regulations, requirements and guidance materials related to the approved functions. *This section shall describe how the organisation shall stay apprised of changes to CAD regulations and requirements and how those changes shall be communicated to the ODA unit members.* (INSERT COMPANY PROCEDURES TO OBTAIN AND MAINTAIN GUIDANCE MATERIAL)

## 11. DURATION AND RENEWAL OF ODA

(INSERT COMPANY NAME) ODA issued under HKAR-183 Subpart D is effective until the expiration date listed on the approval certificate and is not transferable. The CAD may revoke or suspend the ODA at any time for any reason including those identified in HKAR 183.67.

The ODA is issued for duration of two years. Application for renewal shall be submitted by the ODA Administrator to CAD no earlier than eight months and no later than six months prior to the expiration date respectively.

*Application materials should include a covering letter, an application form and a report justifying the renewal. The report may include significant changes of the organisation, facilities, personnel, work activities, audit findings and corrective actions, etc since approval issue date or last renewal date.*

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*(INSERT PROCEDURES TO MONITOR APPROVAL EXPIRY AND APPLICATION FOR RENEWAL)*

## **12. MAINTENANCE OF ELIGIBILITY**

(INSERT COMPANY NAME) is required to continually meet the requirements of this authorisation or to notify the CAD within 48 hours of any change that could affect the company's ability to meet the requirements of HKAR-183. A notification due on Saturday, Sunday, or a holiday may be delivered on the next working day.

## **13. INSPECTION**

Upon request, (INSERT COMPANY NAME) shall allow the CAD to inspect the facilities, products, and records related to the functions performed under this approval.

## **14. SERVICE DIFFICULTIES.**

(INSERT COMPANY NAME) shall report failures, malfunctions, errors and defects in accordance with HKAR 183.63 and other applicable reporting requirements. For airworthiness documents issued or obtained under the ODA, (INSERT COMPANY NAME) shall:

- a. Monitor reported service problems related to airworthiness documents (INSERT COMPANY NAME) holds.
- b. Notify the CAD of any potentially unsafe condition in a product or article.
- c. Notify the CAD of any product article not meeting the applicable airworthiness requirements.
- d. Notify the CAD of any error made or non-compliance.
- e. Investigate suspected unsafe or non-compliant conditions as required by the CAD, and report on the results and proposed corrective actions.
- f. Submit the information necessary to implement corrective action needed for safe operation of the product or article.

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- g. Suspend issuance of airworthiness documents when directed by the Director-General.

*This section shall address how the organisation defines "service problems" that are monitored and how they are monitored. This section shall also define how often service difficulties are monitored and the person(s) responsible for monitoring service difficulties. The requirements of this section apply to the ODA holder, not specifically to the ODA unit. Therefore, depending on the organisational structure it may be appropriate for the ODA unit to perform these functions. In other organisations, it may be personnel outside the ODA unit. In either case, the ODA unit shall review and agree to the proposed corrective action. (INSERT COMPANY'S PROCEDURES TO PERFORM THE ABOVE)*

## 15. PROCEDURES.

*A good procedures section detailing out all approved functions shall follow the proper sequence of the certification process to the extent that those unfamiliar with CAD certification processes shall understand it.*

## 16. RECORDS

(INSERT COMPANY NAME) shall ensure records are maintained as required by HKAR 183.61. Records shall be available for CAD review upon request. Records normally kept at other locations shall be made available at the ODA primary facility as requested for inspections and oversight. These records shall be provided (INSERT TIME FRAME FOR DELIVERY OF RECORDS FROM OTHER LOCATIONS). All records shall be submitted to the CAD upon surrender or revocation of the ODA.

- a. Content of records. (INSERT SPECIFIC RECORDS RETENTION REQUIREMENT)
- b. Location of records. Records shall be maintained at (INSERT LOCATIONS WHERE RECORDS SHALL BE MAINTAINED, INCLUDING ALL SUPPLIERS).
- c. Submittal of Records. Records shall be submitted as required by the procedures defined in this manual. (INSERT SPECIFIC RECORD SUBMITTAL REQUIREMENTS)

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**17. CORRECTIVE ACTION**

(INSERT COMPANY NAME) shall identify root cause(s) for each finding made by self-audit or CAD audit; develop and implement corrective action(s) to resolve any problems with the ODA procedures or personnel. *This section shall also identify those responsible in the organisation that shall be involved in the development and internal review of proposed corrective actions and those responsible for follow up to ensure corrective action was effective.*

(INSERT COMPANY PROCEDURES FOR DEVELOPMENT, COORDINATION, AND IMPLEMENTATION OF CORRECTIVE ACTIONS)

**APPENDIX A - Approval Certificate**

(INSERT A COPY OF THE APPROVAL CERTIFICATE ISSUED BY CAD)

**APPENDIX B - ODA Holder and Unit Organisational Chart**

*This appendix should contain the company organisational chart. It should clearly outline the ODA unit's relationship to other organisational entities and lines of management responsibility. It may be in any form convenient to the ODA holder.*

**APPENDIX C - ODA Facilities**

(INSERT A DESCRIPTION OF THE FACILITIES AND LOCATIONS USED IN PERFORMING THE APPROVED FUNCTIONS INCLUDING OTHER LOCATIONS WHERE UNIT MEMBERS PERFORM FUNCTIONS).

(INSERT A DESCRIPTION OF THE LOCATION AND FACILITY WHERE ANY OFFSITE ACTIVITY ARE PERFORMED)



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### **APPENDIX D - Required ODA Unit Capabilities and Positions**

*This appendix defines the required ODA unit capabilities and positions and the qualifications for each position. This appendix shall define each of the approved functions of the ODA unit. The ODA holder is responsible to ensure that ODA unit members capable of performing the functions are continuously available. The ODA holder shall notify the CAD if ODA unit changes impact its ability to perform any function described here.*

*ODA unit positions should be defined here with general authority and duties of each type of ODA unit member as well as a general number of ODA unit members of each type.*

*This section should identify the forms which personnel are approved to sign.*

### **APPENDIX E - Forms**

*This appendix shall contain a list and provide representative copies of all forms used in administration of the ODA or CAD functions. CAD forms shall be used unless an equivalent form is approved through the procedures manual. Completion instructions shall be provided for all non-CAD forms.*

*Sample forms should be provided for the following areas:*

*ODA Unit Selection and Appointment  
ODA Self Audit Documentation  
Approved Functions and Related Documentation*

### **APPENDIX F – ODA QAA Listing**

*This appendix shall contain a list authorised ODA quality assurance auditor QAA. The list should contain the QAA name, signature, active and inactive dates.*

### **APPENDIX G – ODA Contacts**

*This appendix shall contain the contact information of each ODA unit personnel. The list should contain at least the name, position, phone number and email address of each ODA personnel.*

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## APPENDIX 2

## SAMPLE AIRCRAFT REPORT FOR C OF A ISSUE

**Aircraft Report Layout**

This appendix identifies the content and arrangement of an aircraft report in support of issuance of a certificate of airworthiness. The report should have proper document and page control, such as showing the document holder, document number, revision status, effective pages, names/signatures of the author/verifier/approver as applicable etc.

All documents referenced in the aircraft report should also have proper document control as above and be attached in appropriate appendices.

The Table of Content shows all the relevant chapters in order to gather all the required information for an aircraft report. There are 9 chapters plus appendices. Examples are provided in attachments for some chapters/sections.

**Table of Content**

1. Introduction
  
2. Aircraft Build Standard
  - a. Technical Description
  - b. TCDS Production Definition
  - c. Production Deviation List
  - d. Optional TCH Mod
  - e. Modifications
    - i. STC
    - ii. Introduced by current operator
    - iii. Introduced by previous operator(s)
  - f. Repairs
  
3. Basis of Certification
  - a. Basic Design
  - b. Environmental Requirements
    - i. Noise
    - ii. Emission
  - c. CAD Design Requirements
    - i. AN(HK)O (Markings & Equipment Requirements)
    - ii. Airworthiness Notices

- iii. CAD Certification Review Items
  - d. Design Requirements Associated with Specific Approvals
    - i. EDTO
    - ii. LVO
    - iii. EFB
    - iv. PBN
    - v. RVSM
    - vi. PBCS
  - e. Deviations
    - i. Variations
    - ii. Exemptions
4. Compliance with Basis of Certification
- a. Basic Design
  - b. Environmental Requirements
    - i. Noise
    - ii. Emission
  - c. CAD Design Requirements
    - i. Circumstances of Flight & AN(HK)O
    - ii. Airworthiness Notices
    - iii. CAD Certification Review Items
  - d. Design Requirements Associated with Specific Approvals
    - i. EDTO
    - ii. LVO
    - iii. EFB
    - iv. PBN
    - v. RVSM
    - vi. PBCS
5. Compliance with Airworthiness Procedures
6. Flight Test for C of A
- a. Approved Flight Test Schedule for C of A Issue
  - b. Approved Test Pilot
  - c. Flight Test Report & Certificate

7. Aircraft Manuals
  - a. Aircraft Flight Manual
  - b. Placard/Marking
  - c. Electrical Load Analysis
  - d. Instructions for Continued Airworthiness (ICA)
  - e. MMEL / MEL
  - f. Weight and Balance Schedule
  - g. TC/TCDS
  
8. Continued Airworthiness
  - a. Airworthiness Directives
  - b. Maintenance Schedule
  - c. Airworthiness Limitations
  - d. Contacts for Continued Airworthiness
    - i. Airframe TC holder & Primary Certification Authority
    - ii. Engine TC holder & Primary Certification Authority
    - iii. STC holder & Primary Certification Authority
  
9. Aircraft Inspection
  
10. Appendices
  - A. Airworthiness Equipment List
  - B. Radio/Navigation Equipment List
  - C. Circumstance of Flight
  - D. Software Criticality List
  - E. Compliance Matrix for Airworthiness Procedures
  - F. Compliance Matrix for AN(HK)O
  - G. Compliance Matrix for AN
  - H. Compliance Matrix for AN 17A
  - I. Referenced documents (List of Annexes)

## Guidance for the preparation of Aircraft Report

### Chapter 1 - Introduction

This chapter should state clearly the objectives of this Aircraft Report. It should also explain any kind of interpretation applied for this report. It should also detail out the process for deriving the aircraft build standard and continued airworthiness.

This chapter may contain general information, such as the purpose for which the Aircraft Report is being issued; the scope and coverage of the Aircraft Report; related Aircraft Report(s) and previously issued Airworthiness Approval Notes (AAN), aircraft history and CoA delegation process.

The related Aircraft Report(s) should include the aircraft for first of type (Hong Kong Type Certificate), the head of version and the one being compared for difference.

For used aircraft, the aircraft history should be described in sufficient detail.

If aircraft delivery is delegated to an ODA, the process of issuing CoA (temporary & full year) should be described along with the final CAD inspection as applicable.

Some examples:

- 1.1 *An application has been made by Hong Kong Airways Limited (HKAL) for Type Certification and issuance of Certificate of Airworthiness (C of A) in Transport Category (Cargo) for a Boeing 737-332 aircraft, serial number 29999 and block number PQ888. This is the first aircraft of the type registered in Hong Kong.*
- 1.2 *This aircraft was manufactured in November 1993 and first delivered to China Xinhua Airlines Limited, Hainan Group. It was registered in the People's Republic of China with registration number B-2345, and issued with a Standard Airworthiness Certificate in the Public Transport (Passenger) Category.*
- 1.3 *Before being registered in Hong Kong, a cargo conversion modification has been carried out on this aircraft by Taikoo (Shandong) Aircraft Engineering Company Limited (STAECO). The Civil Aviation Authority of China (CAAC) issued a Standard Airworthiness Certificate in Transport (Cargo) Category on 29 June 2010. This aircraft, in full cargo configuration, was then delivered to HKAL.*
- 1.4 *Since this was an used aircraft, HKAL ODA compiled the aircraft report, ref. HKAL/ODA/AR/101 Issue 3 dated 1 July 2012, to support the application.*
- 1.5 *The purpose of this Aircraft Report is to record the build standard, certification basis and its compliance status for the issue of a C of A in Transport (Cargo) category.*

## Chapter 2 - Aircraft Build Standards

This paragraph briefly describes the build standard or configuration of the aircraft (technical description) and precise description of the configuration control.

Aircraft Build Standards should be defined clearly with all the relevant information and approval granted. It should include technical description, Type Certificate Data Sheet (TCDS) production definition, production deviation list, optional Type Certificate Holder (TCH) mods incorporated, STC's, mods and repairs, etc.

Comparison should also be made against an aircraft of the same series that was previously registered in Hong Kong, preferably the most recent one of the same operator.

For series aircraft, a comparison should be made against the aircraft previously delivered to the operator. The aircraft report need not repeat the detail build standards but should address the difference in build standards. The difference in build standards may be provided in a list showing the modifications incorporated in the aircraft and the one being compared with. The Aircraft Report should summarise any major changes.

For first of type aircraft, comparison is not possible or necessary. For head of version, a comparison with the previous head of version should be compared as far as possible. In either case, detail build standards should be provided.

### Section 2a - Technical Description

This section briefly describes the basic aircraft configuration with words with highlights on important design features for the first of type.

Some examples:

*The Bombardier CL600-2B16 (Variant 604) is commercially named as Challenger 604. It is a low wing business jet with a T-tail. The principal features of the Challenger 604 are as follows:*

<i>Maximum Ramp Weight</i>	<i>21909 Kg</i>
<i>Maximum Take-off Weight</i>	<i>21863 Kg</i>
<i>Maximum Landing Weight</i>	<i>17237 Kg</i>
<i>Maximum Zero Fuel Weight</i>	<i>14515 Kg</i>
<i>Minimum Crew</i>	<i>2</i>
<i>Maximum Passenger</i>	<i>19</i>

*The aircraft is powered by two GE CF34-3B turbo-fan jet engines mounted on the rear fuselage. In addition, a Honeywell GTCP-36-100E Auxiliary Power Unit is fitted.*

### Section 2b - TCDS Production Definition

This section describes the build standard for the basic aircraft traceable to the Hong Kong type certificate data sheet. Information can be found in the TCH report, such as Letter of Definition.

Some examples:

*The aircraft definition presented for Type Certification is the unfurnished “green” aircraft as delivered by Bombardier Inc. to authorised completion centers. The Transport Canada approved build standard of the Challenger 604, (including manufacturer’s options), is defined by Bombardier Drawing List RAL-604-001 Revision B, dated September 1995, supplemented by Bombardier Service Bulletin Index Dwg. 6040000015, Revision G, dated 02 December 2005.*

### **Section 2c - Production Deviation list**

This section describes all the production deviations. Any continued airworthiness actions and/or airworthiness limitations arising from the production deviations shall be reported.

### **Section 2d - Optional TCH Modifications**

This section lists out all optional TCH modifications that have been incorporated on the aircraft but are not included in the TCDS production definition (Section 2b). It may include SB, mod number, mod kit, etc.

For series aircraft, a list showing the modifications incorporated in the aircraft and the one being compared with should be provided. Major changes should be summarised in this section of the Aircraft Report.

### **Section 2e – Non-TCH Modifications**

This section should provide details on all non-TCH modifications, including major and minor modifications. The modifications should be summarised in the Aircraft Report while details may be provided in an Appendix.

- i. Major modifications (STC)
  - Each foreign STC shall have been validated or accepted by CAD
- ii. Minor modifications introduced by current operator
  - Each modification shall have been approved under HKAR-21
- iii. Minor modification introduced by previous operator(s)
  - Each modification shall have been approved under HKAR-21 or accepted by CAD

The modification information should include the CAD approval reference, and identify those modifications that require Director-General's approval. Details of CAD approved modifications may be provided in an Appendix to the report if necessary:

- The modification title
- The modification design organisation
- The modification installation organisation
- The original modification design approval reference
- A brief description of the modification



- The CAD design approval reference, e.g. CAD STC/AAN/modification number, under which the modification was approved.
- The foreign national airworthiness authority that approved the modification, and their approval reference, e.g. EASA/FAA Supplemental Type Certificate number.
- The modification classification Minor/Major (as agreed by the Director-General).
- The Flight Manual Supplement reference(s)
- Any additional limitations introduced which compensate for a partial non-compliance with a requirement
- Any Instructions for Continued Airworthiness or additional maintenance actions required for the modification

### Section 2f – Repairs

This section should include detail on each repair embodied in the aircraft, which should include the following, as applicable. Repairs requiring Director-General's approval should be clearly identified. Details of approved repairs may be provided in an Appendix to the report if necessary:

- The repair title
- The repair design organisation
- The repair installation organisation
- The original repair design approval reference
- The CAD design approval reference
- Any Instructions for Continued Airworthiness or additional maintenance actions required for the repair
- Effect on any life limitations.
- Effect on inspection method
- Effect on inspection threshold and frequency

## Chapter 3 - Basis of Certification

### Section 3a - Basic Design

This section details, or makes reference to documents detailing the top-level certification basis with applicable amendment level. (e.g. *Hong Kong TCDS and cross refer to FAA TCDS Certification Basis FAR 25 at amdt 25-77 for B737-800*). Exceptions, voluntary compliance, equivalent safety findings, special conditions, exemptions are to be stated or made reference to the TCDS, CRI or issue paper as applicable. Hong Kong Special Conditions for Type Certification, if applicable.

**Section 3b - Environmental Requirements**

This section defines the applicable noise and emissions requirements.

Requirement	Examples of Applicable Requirements:
<i>i. Noise</i>	<i>ICAO Annex 16 Volume I Chapter 3 Aircraft Noise</i>
<i>ii. Emission</i>	<i>ICAO Annex 16 Volume II Part II, Chapter 2 (fuel venting)</i>

**Section 3c - CAD Design Requirements**

This section details the applicable CAD design requirements:

- i. AN(HK)O 1995 (Markings & Equipment Requirements)  
Articles 5, 13, 14, 16, 36, 36A, 36C, 37, 46 & 50, and Schedule 1 Part B, Schedules 5, 6 & 14(III) shall be addressed.
- ii. Airworthiness Notices  
All AN's marked with an asterisk in table of content and AN 17A shall be addressed.
- iii. CAD Certification Review Items  
This section should contain a summary list of Certification Review Items (CRIs), if any, applicable to the aircraft being investigated.

**Section 3d - Design Requirements Associated with Specific Approvals**

This section defines the applicable equipment design requirements which must be complied with in order that operational requirements can be satisfied. The intent of this section is to define the aircraft capability. Even the operator does not intend to apply for the corresponding specific approval(s), the design requirements should be addressed if the equipment is installed. Examples of some specific approvals are provided in the table below.

#	Specific Approval	Design Requirements
i	Reduced Vertical Separation Minima (RVSM)	ICAO Doc 9574
ii	Low Visibility Operations (LVO)	CAD 359
iii	Electronic Flight Bag (EFB)	CAD 562
iv	Extended Diversion Time Operations (EDTO)	CAD 513
v	Performance Based Navigation (PBN)	ICAO Doc 9613

vi	Performance-Based Communication and Surveillance (PBCS)	ICAO Doc 9869
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### Section 3e – Deviations

This section should contain a summary list of deviations from the design certification requirements, if any, applicable to the aircraft being investigated. The list should detail out, or make reference to instruments detailing the applicable Variations and Exemptions issued by Director-General.

- Brief description of the variation and exemption.
- The requirements/regulations being deviated.
- Reference number and issue date of the instrument.
- Expiry date of the instrument.

This section should contain the following two sub-sections:

- i. Variations
  - Variations are approvals for deviations to HKAR and/or AN requirements
- ii. Exemptions
  - Exemptions are approvals for deviations to AN(HK)O 1995 regulations

## Chapter 4 - Compliance with Basis of Certification

This chapter should demonstrate the compliance with Basis of Certification identified in Chapter 3.

### Section 4a - Compliance with Basic Design

Evidence (or references to evidence) demonstrates compliance with the requirements of section 3a above. It may include the TCDS issued by the State of Design, certification plan, compliance/test Reports, CRI, issue papers, as applicable.

### Section 4b – Compliance with Environmental Requirements

Evidence (or references to evidence) demonstrates compliance with the requirements of section 3b above: e.g. Specific paragraphs in AFM, airframe TCDS and/or noise TCDS for each of the following subsections:

- i. Noise
- ii. Emission

### Section 4c – Compliance with CAD Design Requirements

Evidence (or references to evidence) demonstrates compliance with the requirements of section 3c. It may include TCH Compliance Matrix, Operator Compliance Matrix, Applicant Compliance Matrix, and other reports as applicable.

**Section 4c(i) – Circumstance of Flight & AN(HK)O**

The results of required scales of equipment per Schedule 5 & Schedules 6 of the AN(HK)O should be summarised in the report. The detail substantiation is provided in Appendix C.

The summary of scales of equipment required depends on the description of the aircraft and the circumstance of flight. The circumstance of flight should be declared and specified in accordance with the operations specifications. Once the description of aircraft and circumstance of flight have been confirmed, the summary of scales of equipment required can be short listed.

Note: Appendix C only provides example for Schedule 5 of AN(HK)O 1995. In addition, the latest amendment order should be checked and included, as well as the Schedule 6.

Compliance matrix for AN(HK)O should be prepared in Appendix F showing sufficient detail compliance of each article and schedule as listed in Section 3(c)(i).

**Section 4c(ii) – Airworthiness Notices**

Compliance matrix for each AN mentioned in Section 3(c)(ii) should be prepared in Appendix G. A separate compliance matrix for AN 17A should be prepared in Appendix H. The compliance matrix should show sufficient detail compliance of each applicable requirement in each AN.

**Section 4c(iii) – CAD Certification Review Items**

This section should contain a compliance summary for Certification Review Items (CRIs), if any, applicable to the aircraft being investigated. The list should detail out and make reference to CRIs issued by the Director-General.

- Brief description of the CRI.
- The requirements/regulations being affected.
- Reference number and issue date of the CRI.
- Compliance document for each CRI

**Section 4d – Compliance with Design Requirements Associated with Specific Approvals**

The intent of this section is to define the aircraft capability. Even the operator does not intend to apply for the corresponding specific approval(s), the design requirements should be addressed if the equipment is installed.

Evidence (or references to evidence) demonstrates compliance with the requirements of Section 3d above: *e.g. Specific paragraphs in TCDS, AFM or TCH Letter of Compliance.*

Notes:

1. Aircraft Report must state that “*Airworthiness Approval does not constitute Specific Approval which shall be applied for separately.*”

2. Aircraft model may be type certified under TCDS but individual aircraft may not be equipped with the required operational equipment (options not purchased / installed).

This section should contain the following sub-sections (and add any if applicable):

- i. RVSM
- ii. LVO
- iii. EFB
- iv. EDTO
- v. PBN
- vi. PBCS

### **Chapter 5 – Compliance with Airworthiness Procedures**

Applicable sections in HKAR-1 or HKAR-21 relative to certificate of airworthiness issue should be declared in sufficient detail.

Refer to Appendix E for the recommended format. Only the relevant sections of HKAR-1 are provided. The applicant should develop the same for HKAR-21. It should be a joint effort between the TC holder and operator. The applicant should check and refer to the latest HKAR-1 or HKAR-21 requirements.

### **Chapter 6 – Flight Test for C of A**

#### **a. Approved Flight Test Schedule (AFTS) for C of A Issue**

This paragraph should identify the CAD approved flight test schedule with documents reference number and revision status. Any deviations from previously CAD approved or UKCAA airworthiness flight test schedule should be highlighted.

#### **b. Approved Test Pilot**

The CAD approved flight test pilot should be identified.

#### **c. Flight Test Report & Certificate**

The flight test results along with the flight test certificate should be identified.

### Chapter 7 - Aircraft Manuals/Data

This chapter should identify the documents reference number, revision status and form of submission. Methods for access to future amendments should also be identified.

*Note: It is the ODA's responsibility to verify the aircraft manual/data are compatible with the aircraft configuration.*

- a. Aircraft Flight Manual (AFM)
  - i) Basic AFM
  - ii) CAD Approved AFMS (Performance Charts, MAPSC, etc.)
  - iii) Other SoD approved AFMS
  - iv) Aircraft Flight Manual Supplement (AFMS) Index (approved by CAD to control all required AFMS based on the aircraft configuration)
  
- b. Placards/Markings/Safety Card
  - i) State where the English placards are located (such as AMM Ch 11 and/or IPC Section xxx)
  - ii) State the CAD approved translation of all bilingual placards (Reference AN 7)
  - iii) State the CAD approved symbolic exit signage document (Reference AN 7A)
  - iv) State the CAD approved Safety Card (Reference Article 13(5)(b) of AN(HK)O 1995)
  
- c. Electrical Load Analysis (ELA)
  - i) For new aircraft, state the ELA provided by the TCH
  - ii) For used aircraft, state the consolidated ELA traceable to the original ELA provided by the TCH and all subsequent ELA changes due to modifications
  
- d. Instructions for Continued Airworthiness (ICA)
  - i) Aircraft Maintenance Manual (AMM)
  - ii) ICA's mandated by STC's
  - iii) Maintenance Instructions
  - iv) Diagrams of access plates
  - v) Special Inspection Technique
  - vi) Protective Treatment after Inspection
  - vii) Structural fasteners' identification, discard, torque values
  - viii) Special Tools
  - ix) Airworthiness Limitations
  - x) Illustrated Parts Catalogue (IPC)
  
- e. MMEL / MEL  
*Note: Reference CAD 549*
  
- f. Weight and Balance Schedule (W&B)
  - i) Weight report (if applicable)
  - ii) CAD approved Weight Schedule

- g. Type Certificate (TC) / Type Certificate Data Sheet(s) (TCDS)
  - i) State the latest HK TC and TCDS for the aircraft model
  - ii) State the latest SoD TC and TCDS for the aircraft model

## **Chapter 8 - Continued Airworthiness**

### **Section 8a – Airworthiness Directives**

This section should incorporate a list of all applicable Airworthiness Directives promulgated by the State of Design and Hong Kong Additional Airworthiness Directives, with respect to the aircraft, engines and equipment, as required under subsection 1.6-6 of HKAR-1. Conformation and method of compliance should be stated in each case. If an Airworthiness Directive has not been complied with, a justification for acceptance should be provided (e.g. short term compensating factors). Where an Airworthiness Directive has been complied with by using an alternative means of compliance, the approval of such methods must be referenced. Where appropriate, the periodicity for initial and repetitive inspections, with respect to the applicable calendar/flight hours/cycle limits should also be stated.

### **Section 8b – Maintenance Schedule**

A statement (or references to documents, such as AMS) defines any inspections or other actions required to maintain airworthiness in-service, including evidence of incorporating the ICA/AMM/Airworthiness Limitations into the operator's maintenance programme. ICA for modifications (STC and minor modifications) and repairs must be included.

As an aircraft in respect of which a Certificate of Airworthiness is in force, should not fly unless the aircraft is maintained in accordance with an approved Maintenance Schedule, the applicant may elect to provide the following information in the report:

- (a) A Maintenance Schedule alignment check undertaken as agreed with the Director-General.
- (b) All components with life limitations must be identified and cross referenced to the source document. The overhaul/service life remaining for each component or Out of Phase Inspection, including Certified Maintenance Requirements (CMR one star \* or two star \*\* items) must also be established.

### **Section 8c – Airworthiness Limitations**

Compliance must be established with the airworthiness limitations that are specified or referenced by the aircraft, engine, or propeller Type Certificate Data Sheets. Airworthiness Limitations may include specific inspections and maximum retirement lives.

### Section 8d – Contacts for Continued Airworthiness

A formal declaration for the contacts for continued airworthiness should be provided. It should include the holder and primary certification authority for the airframe TC, Engine TC, and STC. Name, position, telephone number, fax number, e-mail address and mailing address should be provided for each contact. Note: the HK TC and TCDS will be sent to the TC holder via the primary certification authority.

This section should contain the following sub-sections:

- i. Airframe TC holder & Primary Certification Authority
- ii. Engine TC holder & Primary Certification Authority
- iii. STC holder & Primary Certification Authority

### Chapter 9 - Aircraft Inspection

This section should include a reference to the report(s) and checklist for inspection conducted to determine aircraft compliance and conformity. Rectification and closure report(s) should also be referenced.

### Chapter 10 – Appendices

#### Appendix A – Airworthiness Equipment List (Sample Included)

This appendix is for the demonstration of the required airworthiness equipment as per HKCAD AN(HK)O Article 13 Schedule 5. The Summary of the required scale may depend on the description of aircraft and the circumstance of flight as per Chapter 4 and Appendix C.

#### Appendix B – Radio/Navigation Equipment List (Sample Included)

This appendix is for the list of required Radio and/or Navigation Equipment in accordance with HKCAD AN(HK)O Article 14 Schedule 6. The Summary of the required scale may depend on the description of aircraft and the circumstance of flight as per Chapter 4 and appendix D.

#### Appendix C – Circumstance of Flight (Sample Included)

This appendix can be cross-referenced with Chapter 4 but it should provide the information in details in terms of scale required. This appendix can demonstrate the scale of equipment required due to the specific aircraft type and the circumstance of flight.

#### Appendix D – Software Criticality List (Sample Included)

This appendix is for the list of Software Criticality for all software used in the aircraft as required per AN 17A.

#### Appendix E – Compliance Matrix for Airworthiness Procedures (Sample Included)

This appendix is for detail showing compliance with HKAR-1 and HKAR-21.

#### Appendix F – Compliance Matrix for AN(HK)O



This appendix is for detail showing compliance with applicable articles/schedules of AN(HK)O.

Appendix G – Compliance Matrix for Airworthiness Notices

This appendix is for detail showing compliance with applicable AN.

Appendix H – Compliance Matrix for AN 17A

This appendix is for detail showing compliance with AN 17A.

Appendix I – Referenced Documents

This appendix should contain a copy of all documents/data referenced in the report.

Appendix A – Airworthiness Equipment List

<i>No.</i>	<i>ATA Chapter</i>	<i>Qty</i>	<i>Description</i>	<i>Vendor</i>	<i>Type Model</i>	<i>P/N</i>	<i>AN(HK)O Schedule 5 Scale</i>	<i>Approval Type (TSO / ETSO / JTSO)</i>
1	xx-xx	12	Safety Harness				B(i)(a)	JTSO C114
2	xx-xx	3	Life Jacket – Crew				H	ETSO C13f See Note 2
3	xx-xx	28	Life Jacket - Pax				H	TSO C13f See Note 2
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

**NOTE:**

The following items of equipment shall not be required to be of a type approved:

- i. The equipment referred to in Scale A(ii).
- ii. First aid equipment and handbook, referred to in Scale A.
- iii. Time-pieces, referred to in Scale F.
- iv. Torches, referred to in Scales G, H, K and Z.
- v. Whistles, referred to in Scale H.
- vi. Sea anchors, referred to in Scales J and K.
- vii. Rocket signals, referred to in Scale J.
- viii. Equipment for mooring, anchoring or manoeuvring aircraft on the water, referred to in Scale J.
- ix. Paddles, referred to in Scale K.
- x. Food and water, referred to in Scales K, U and V.
- xi. First aid equipment, referred to in Scales K, U and V.
- xii. Stoves, cooking utensils, snow shovels, ice saws, sleeping bags and Arctic suits, referred to in Scale V.
- xiii. Megaphones, referred to in Scale Y1 and Y2.

Appendix B – Radio/Navigation Equipment List

<i>No</i>	<i>ATA</i>	<i>Qty</i>	<i>Description</i>	<i>Type Model</i>	<i>Vendor</i>	<i>Part Number</i>	<i>Software Criticality Level</i>	<i>AN(HK)O Schedule 6 Scale</i>	<i>Approval Type (TSO / ETSO / JTSO)</i>
1	xx-xx	3	VHF ANTENNA	DMC50-17	DORNE & MORGOLIN	xxx-xxx-xxxx	N/A		TSO C37d TSO C38d
2	23-12	3	RADIO TUNING PANEL			xxx-xxx-xxxx	C		TSO C37d TSO C38d
3	34-33	3	LRRA TRANSCEIVER	ALA-52B	HONEYWELL	xxx-xxx-xxxx	A		TSO-C87 JTSO-2 C87
4	34-33	6	LOW RANGE RADIO ALTITUDE ANTENNA	S67-2002	SENSOR SYSTEMS	xxx-xxx-xxxx	N/A		TSO-C87
5	34-43	1	WXR CONTROL PANEL	CP-1B	HONEYWELL	xxx-xxx-xxxx	N/A		TSO C63c SEE NOTE 4
6	34-43	2	WXR Radar Processor	RP-1	HONEYWELL	xxx-xxx-xxxx	C & E		TSO C63c SEE NOTE 4
7	34-43	2	WXR Transceiver	TR-1	HONEYWELL	xxx-xxx-xxxx	N/A		TSO C63c SEE NOTE 4
8	34-43	1	WXR Antenna Drive Unit	DA-1B	HONEYWELL	xxx-xxx-xxxx	N/A		TSO C63c SEE NOTE 4
9	34-43	1	WXR ANTENNA, X-BAND, 30-INCH	FP30-1	HONEYWELL	xxx-xxx-xxxx	N/A		TSO C63c SEE NOTE 4
10									
11									
12									

<i>No</i>	<i>ATA</i>	<i>Qty</i>	<i>Description</i>	<i>Type Model</i>	<i>Vendor</i>	<i>Part Number</i>	<i>Software Criticality Level</i>	<i>AN(HK)O Schedule 6 Scale</i>	<i>Approval Type (TSO / ETSO / JTSO)</i>
13									

NOTES:

1. xxxxxxxxxxxxxxxxxxxxxxx.
2. xxxxxxxxxxxxxxxxxxxxxxx
3. xxxxxxxxxxxxxxxxxxxxxxx
4. xxxxxxxxxxxxxxxxxxxxxxx
5. xxxxxxxxxxxxxxxxxxxxxxx.

Software criticality levels are defined in RTCA DO-178B "Software Considerations in Airborne Systems and Equipment Certification". DO-178B defines five Development Assurance Levels.

<b>Categories of Failure</b>	
<b>Failure Condition</b>	<b>Software Level</b>
Catastrophic	Level A
Hazardous/Severe - Major	Level B
Major	Level C
Minor	Level D
No Effect	Level E

Appendix C - Circumstances of Flight**Guidelines:**

Every aircraft of a description specified in the first column of the Table set forth in paragraph 4 of Schedule 5 of the AN(HK)O 1995 and which is registered in Hong Kong shall be provided, when flying in the circumstances specified in the second column of the said Table, with adequate equipment, and for the purpose of this paragraph the expression "adequate equipment" shall mean the scales of equipment respectively indicated in that Table: Provided that, if the aircraft is flying in a combination of such circumstances, the scales of equipment shall not on that account be required to be duplicated.

**The latest current version of AN(HK)O 1995 shall be used and declared.**

*Example: The purpose of this Appendix is to demonstrate compliance with schedule 5 of the AN(HK)O 1995 as amended on 1 January 2009. Based on the build standard of the aircraft and taking into consideration the most severe circumstances from an operational point of view, the circumstances of flight that have been used for determination of equipment requirements are summarised as follows:*

**1. Description of Aircraft**

Each description of aircraft specified in the first column of the said Table shall be considered and declared. Examples are listed below:

Description of Aircraft			Notes
Aircraft Type	Turbo-jet aeroplane		
Maximum Authorized	Total Weight	360,000 kg	[1]
Pressurised	Yes		
C of A Category	Transport Category (Passenger)		
Date of Type Certificate first issued	Hong Kong:	02 February 2010	[2]
	USA:	12 March 1999	[3]
Date of C of A first issued	Hong Kong:	Pending	[4]
	USA:	25 March 1999	[5]
Maximum Approved Passengers Seating Configuration (MAPSC)	142		[6]
Etc...			
Etc...			

Applicable notes:

- [1] SB 12345 incorporated. Refer to AFM Section 1.2.2
- [2] HK TCDS No. 26 Issue 3 dated 02 February 2010
- [3] FAA TCDS No. A2WE Revision 35 dated 12 March 1999
- [4] Target date for Hong Kong C of A is 30 February 2012
- [5] First C of A was issued by the FAA for this aircraft serial number. C of A number 12345.
- [6] Refer to Aircraft Flight Manual Supplement HKCAD-3.

## 2. Circumstances of Flight

Each Circumstances of Flight specified in the second column of the said Table shall be considered and declared. Refer to applicable section of Ops Manual or Ops Spec as appropriate. Examples are listed below:

Circumstances of Flight		Notes
Flying for purposes of	Public Transport	
Day/Night	Both	[1]
VFR/IFR	Both	[2]
Over water/Gliding Distance	2 km	[3]
Performance Group	A	[4]
Gradient of Climb		
Manoeuvres on water	No	
Maximum altitude	45,000 ft	[5]
Icing conditions	Yes	[6]
Tropical conditions	Yes	[7]
Polar conditions	No	[8]
Etc...		

Applicable notes:

- [1] AFM Section 2.3.1.
- [2] AFM Section 2.3.5.
- [3] AFM Section 3.1.1.
- [4] AFM Section 3.2.1.
- [5] AFM Section 5.3.1.
- [6] Ops Manual Section 3.4.1(a)
- [7] Ops Manual Section 3.4.1(b)
- [8] Ops Manual Section 3.5.2

**3. Summary of Scales of Equipment**

Based on the declaration of **Description of Aircraft and Circumstances of Flight above**, the following Scales of Equipment are required. Detail analysis is found in paragraph 4 below.

- A (i), (ii), (iii), (iv)
- AA
- B (i)(a), (c), (d), (e), (f), (ii), (iii)
- C(i), (ii), (iii)
- .....
- .....

**4. Analysis of Scales of Equipment**

<b>TABLE 1: CIRCUMSTANCES OF FLIGHT (CAD)</b>			
<b>Description of Aircraft</b>	<b>Circumstances of Flight</b>	<b>Scale of Equipment Required</b>	<b>Remarks</b>
(1) Gliders	(a) flying for purposes other than public transport or aerial work:—		
	and when flying by night;	A(ii)	
	(b) flying for the purpose of public transport or aerial work: and	A, B(i) and (ii), D and F(i)	
	(i) when flying by night	C and G	
	(ii) when carrying out aerobatic manoeuvres	B(iii)	
(2) Aeroplanes	(a) flying for purposes other than public transport; and	A(i) and (ii) and (iii)(a) and B(i)	
	(i) when flying by night	C, E, F and G	
	(ii) when flying under Instrument Flight Rules		
	(aa) outside controlled airspace	D	
	(bb) within controlled airspace	E with E(iv) duplicated and F	



<b>TABLE 1: CIRCUMSTANCES OF FLIGHT (CAD)</b>			
<b>Description of Aircraft</b>	<b>Circumstances of Flight</b>	<b>Scale of Equipment Required</b>	<b>Remarks</b>
	(iii) when carrying out aerobatic manoeuvres	B(iii)	
	(b) flying for the purpose of public transport; and	A, B(i) and (ii), D and F(i)	
	(i) when flying under Instrument Flight Rules except flights outside controlled airspace by aeroplanes having a maximum total weight authorized not exceeding 1150 kg.	E with E(iv) duplicated and F	
	(ii) when flying by night; and in the case of aeroplanes of which the maximum total weight authorized exceeds 1150 kg.	C and G, E with E(iv) duplicated and F	
	(iii) when flying over water beyond gliding distance from land	H	
	(iv) on all flights on which in the event of any emergency occurring during the take-off or during the landing at the intended destination or any likely alternate destination it is reasonably possible that the aeroplane would be forced to land onto water	H	
	(v) when flying over water: (aa) in the case of an aeroplane: (aaa) classified in its certificate of airworthiness as		

**TABLE 1: CIRCUMSTANCES OF FLIGHT (CAD)**

<b>Description of Aircraft</b>	<b>Circumstances of Flight</b>	<b>Scale of Equipment Required</b>	<b>Remarks</b>
	being of performance group A, C or X; or		
	(bbb) having no performance group classification in its certificate of airworthiness and of such a weight and performance that with any one of its power units inoperative and the remaining power unit or units operating within the maximum continuous power conditions specified in the certificate of airworthiness, performance schedule or flight manual relating to the aeroplane issued or rendered valid by the Chief Executive it is capable of a gradient of climb of at least 1 in 200 at an altitude of 5000 ft in the International Standard Atmosphere specified in or ascertainable by reference to the certificate of airworthiness in force in respect of that aircraft, when		

<b>Description of Aircraft</b>	<b>Circumstances of Flight</b>	<b>Scale of Equipment Required</b>	<b>Remarks</b>
	either more than 400 nautical miles or more than 90 minutes flying time* from the nearest aerodrome at which an emergency landing can be made. (36 of		

... and many more pages.....

Appendix D – Software Criticality List

<b>No.</b>	<b>ATA Chapter</b>	<b>Description</b>	<b>Type Model</b>	<b>Software Reference</b>	<b>Version</b>	<b>Date</b>	<b>Software Criticality</b>
1	xx-xx						N/A
2	23-12						C
3	34-33						A
4	34-33						N/A
5	34-43						N/A
6	34-43						C & E
7	34-43						N/A
8	34-43						N/A
9	Etc						

Software criticality levels are defined in RTCA DO-178B "Software Considerations in Airborne Systems and Equipment Certification". DO-178B defines five Development Assurance Levels.

<b>Categories of Failure</b>	
<b>Failure Condition</b>	<b>Software Level</b>
Catastrophic	Level A
Hazardous/Severe - Major	Level B
Major	Level C
Minor	Level D
No Effect	Level E

Appendix E – Compliance Matrix for Airworthiness Procedures

The relevant Hong Kong Aviation Requirements HKAR-1 (Airworthiness Procedures), are shown below as example. The latest version of HKAR-1 should be used and declared. The table shows only the sections of the HKAR-1 relevant to Approval of Type Design and issue of Certificate of Airworthiness.

Sub-section	Issue / Rev	Description	Summary of Compliance
<b>Section 1.1: General</b>			
1.1-2	Issue 2	Categories of Aircraft	State the category of C of A being applied.
<b>Section 1.3: Certificates of Airworthiness and other Provisions for Legal Flight</b>			
1.3-3	Issue 2 R23	Flight Testing for Issue of a C of A or a Permit to Fly	State the flight test certificate completed by the CAD approved flight test pilot and the associated flight test report.
1.3-11	Issue 2 R17	Aircraft Radio Installations	
<b>Section 1.5: Continued Airworthiness – Responsibilities of the Type Design Organisation</b>			
1.5-2	Issue 2 R12	Maintenance Review Board / Maintenance Type Board	
1.5-3	Issue 2 R18	Maintenance, Overhaul and Repair Manuals	
1.5-6	Issue 2	Mandatory Modifications and Inspections: Procedures for Classifications	
<b>Section 1.6: Continued Airworthiness – Responsibilities of the Operator</b>			
1.6-2	Issue 2 R24	Maintenance of Aircraft	
A1 to 1.6-2	Issue 2	Maintenance Programmes : Reliability Centred Maintenance and Condition Monitored Maintenance Programmes	

1.6-6	Issue 2 R24	Airworthiness Directives	
1.6-7	Issue 2 R15	Certification of Inspections, Overhauls, Modifications, Repairs, and Replacements	
<b>Section 1.7: Procedures for the Approval of Documents and Manuals for Operation and Maintenance of Aircraft</b>			
1.7-2	Issue 2 R24	Flight Manuals	
1.7-3	Issue 2 R17	Crew Manuals	
1.7-4	Issue 2	Maintenance, Overhaul and Repair Manuals	
A1 to 1.7-4	Issue 2	Automatic Test Equipment Software	
1.7-5	Issue 2	Approval of Maintenance Schedules	
A1 to 1.7-5	Issue 2	Maintenance Schedules	
Supplement to 1.7-5	Issue 2	Organisation Approval for the Approval of Maintenance Schedule Amendments	
1.7-8	Issue 2	Technical Logs	
1.7-9	Issue 2	Modification Record Book	

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## HKAR-183

## APPENDIX 3

**USE AND INSTRUCTIONS FOR THE COMPLETION OF THE  
RECOMMENDATION FOR CERTIFICATE OF AIRWORTHINESS ISSUANCE  
(CAD FORM 183-3)**

**1 Introduction**

This Appendix is provided as a general guide to the Recommendation for Certificate of Airworthiness Issuance ('CAD Form 183-3', of form number DCA 556) (hereinafter referred as 'Recommendation Form') required by HKAR-183.

**2 Purpose and Scope**

- 2.1 This Appendix relates to the use of the Recommendation Form by an ODA for each recommendation for Certificate of Airworthiness (C of A) issuance to the Director-General.
- 2.2 The purpose of the Recommendation Form is to identify the conformity or airworthiness status of aircraft and any associated conditions and/or exceptions after investigation by an ODA in accordance with HKAR-183.
- 2.3 The Recommendation Form is to be used for each recommendation whether:
  - 2.3.1 the aircraft is delivered in or outside Hong Kong; or
  - 2.3.2 it is for the first C of A issuance or subsequent re-issuance but not for C of A renewal.
- 2.4 The Recommendation Form may only be issued by an ODA approved under HKAR-183 within the scope of such an Approval.
- 2.5 A draft copy of the Recommendation Form, with at least Blocks 1 to 14 completed, shall be submitted to the Director-General for preparation of the C of A at least 14 days prior to the intended C of A issuance date.



### 3 General

- 3.1 The Recommendation Form shall comply with the format attached including block numbers, in that each block shall be located as per the layout. The size of each block may however be varied to suit the individual application, but not to the extent that would make the Recommendation Form unrecognisable. The overall size of the Recommendation Form may be increased or decreased so long as the Recommendation Form remains recognisable and legible. With effect from 1 October 2017, the fillable PDF form provided by the Director-General shall be used. The fillable PDF form shall be opened with Adobe Acrobat Reader DC only.
- 3.2 All printing shall be clear and legible to permit easy reading.
- 3.3 The Recommendation Form shall either be pre-printed or computer generated but in either case the printing of lines and characters shall be clear and legible. Pre-printed wording is permitted in accordance with the attached example but no other certification statements are permitted.
- 3.4 Completion of the Recommendation Form shall be in English.
- 3.5 The details to be entered on the Recommendation Form may be either machine/computer printed or hand-written using block letters and shall permit easy reading.
- 3.6 Abbreviations shall be restricted to a minimum.
- 3.7 The space remaining on the reverse side of the Recommendation Form may be used by the originator for any additional information but shall not include any certification statement.
- 3.8 A copy of the Recommendation Form shall be retained by the ODA.
- 3.9 An index shall be maintained by the ODA to control all Recommendation Forms issued.

### 4 Completion of the Recommendation Form by the Originator

Except as otherwise stated, there shall be an entry in all blocks to make the document a valid Recommendation Form. Do not leave any block blank. Enter "NIL" as appropriate.

- Block 1** Pre-printed  
'CIVIL AVIATION DEPARTMENT  
HONG KONG, CHINA'.
- Block 2** Pre-printed  
'RECOMMENDATION FOR  
CERTIFICATE OF AIRWORTHINESS  
ISSUANCE'.
- Block 3** A unique number shall be used in this block for Recommendation Form control and traceability purposes. The number format shall be: L-yy-## where L is the letter code assigned to each ODA; yy is the last two digit of the year and ## is the sequential number. For example, C-17-03 signifies the third Recommendation Form issued in year 2017 by the ODA with letter code 'C'.
- Block 4** Enter the previous Recommendation Reference Number if recommendation has previously been made to the same aircraft. It is required whether the new recommendation is to supersede the previous recommendation; or to issue new recommendation for extending the validity period for the Certificate of Airworthiness and/or change the C of A category. If this is the first recommendation for the aircraft, i.e. there is no previous Recommendation Reference Number, enter 'NIL'.
- Block 5** Enter the full name and address of the ODA as appeared on the Approval Certificate (CAD Form Three). This block may be pre-printed. Logos, etc., are permitted if they can be contained within the block.
- Block 6** Enter the name of aircraft registered owner as appeared or to be appeared on the Certificate of Registration.
- Block 7** Enter the ODA approval number. This block may be pre-printed.
- Block 8** Enter the city (capitalise the first letter of each word) and country (in upper case) where the Certificate of Airworthiness will be issued, e.g. "Hong Kong, CHINA" or "Toulouse, FRANCE"
- Block 9** Enter the Hong Kong nationality and registration marks of the aircraft, e.g. "B-LZZ".

- Block 10** Enter the name of aircraft manufacturer and manufacturer's designation of aircraft to be appeared on the C of A, e.g. "Airbus A350-999"
- Block 11** Enter the constructor's serial number (MSN) of the aircraft.
- Block 12** Enter the document reference number of the aircraft flight manual issued by the aircraft type certificate holder.
- Block 13** Mark the category of the aircraft by selecting the appropriate box with . Only one box is to be marked.
- Block 14** Enter any conditions to be recommended for printing on the reverse side of the C of A. Enter "NIL" if there are no conditions.
- Block 15** Mark the exceptions by selecting the appropriate box(es) with . This block shall indicate if any deviations, at the time of recommendation, from Hong Kong airworthiness standards not covered by exemptions or variations issued by the Director-General.
- Block 16** List all reports required to support the recommendation, such as Aircraft Report and Aircraft Inspection Report. The number of required reports varies and is prescribed in each ODA Procedures Manual. Enter the date in format of 'dd month yyyy', e.g. 05 January 2018; or 'dd MMM yyyy', e.g. 05 JAN 2018.
- Block 17** This block signifies that the data entered from Blocks 3 to 16 have been verified by the Project Coordinator (PC) to be correct. Enter the name of the PC (with last name capitalised) and the Unit Member number. Sign and stamp by the PC. Enter the date in format of 'dd month yyyy', e.g. 26 March 2018; or 'dd MMM yyyy', e.g. 26 MAR 2018.
- Block 18** Enter the recommended dates in format of 'dd month yyyy', e.g. 01 April 2018. For a normal one year C of A recommendation, the 'Valid until' date should be the 'Date of Issue' plus one year less one day, e.g. Date of Issue: 01 April 2018; Valid until: 31 March 2019. The Associate Administrator signature row may be deleted if it is not required for the ODA.
- Block 19** This block is for Hong Kong Civil Aviation Department internal use. The name of the C of A officer may be pre-entered by the ODA.

**Block 20** If additional page is required as marked in Block 14 and/or 15, enter additional information as required.

**5 Effectivity**

CAD Form 183-3 (DCA 556), latest revision shall be used for the Recommendation for C of A Issuance. CAD Form 183-3 (DCA 556) can be downloaded from CAD websites: <https://www.cad.gov.hk/english/index.html>.

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