



香港特別行政區政府

民航處

Civil Aviation Department

The Government of the Hong Kong Special Administrative Region

飛行標準及適航部 Flight Standards and Airworthiness Division

Application for

Initial Grant

Renewal

Variation

APPLICATION FOR HKAR-145 APPROVAL

1. Applicant Data Legal name and seat of the company as it appears on the Business Registration or similar legal document		
1.1 Registered Name and Address (registered name and legal seat of the company)	Registered Name	
	Trading Name	
	Address	
1.2 Date of Business Registration (BoR)		
1.3 Postal Data (addresses may be left blank, if same as 1.1 Applicant Data)		
1.3.1 Billing Address (For the receipt of CAD Fees and Charges Invoices. CAD invoices are issued to the address provided here)	Company Name	
	Address	
1.3.2 Postal Address (For the shipping of original CAD documents, if requested; when different from 1.1)	Company Name	
	Address	
2. Need and Readiness for Initial or Variation of the Approval (for organisation outside the territories of Hong Kong only)		
2.1 Supporting Organisation	Company Name	
	Address	
2.2 Supporting Document	<input type="checkbox"/> Supporting letter from Hong Kong based organisation	
	<input type="checkbox"/> Assessment report from Hong Kong based organisation	

Technical Application Data

3. References

3.1 HKAR-145 Approval

Number:

(for Renewal/Variation application)

4. Addresses of site (s) requiring approval

4.1 Principal place of business

(may be left blank, if same as 1.1 Applicant Data)

Address

4.2 Base, Engine and Component Maintenance Site(s)

4.2.1 Facility/Site 1

Address

4.2.2 Facility/Site 2

Address

4.2.3 Facility/Site 3

Address

4.3 Line Maintenance Location(s): Enter "Not applicable" in the case the Maintenance Site is the same as **4.1 Principle Place of Business**

4.3.1 Facility/Site 1

Address

4.3.2 Facility/Site 2

Address

4.2.3. Facility/Site 3

Address

4.2.4. Facility/Site 4

Address

4.2.5. Facility/Site 5

Address

5. Contacts	
5.1 Accountable Manager	Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms
	Surname
	First name
	Job title/Position
	Phone/Fax
	Email
5.2. Quality Manager	Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms
	Surname
	First name
	Job title/Position
	Phone/Fax
	Email
6. Identification of Activity	
6.1 Application Type	<input type="checkbox"/> Initial application
	<input type="checkbox"/> Revision of initial application
	<input type="checkbox"/> Organisation name <input type="checkbox"/> Rating(s) <input type="checkbox"/> Address data <input type="checkbox"/> Contact detail(s) <input type="checkbox"/> Nominated persons <input type="checkbox"/> Others: _____
	<input type="checkbox"/> Application for change
	<input type="checkbox"/> Organisation name <input type="checkbox"/> Rating(s) <input type="checkbox"/> Address data <input type="checkbox"/> Contact detail(s) <input type="checkbox"/> Nominated persons <input type="checkbox"/> Others: _____
	<input type="checkbox"/> Notification of surrender
6.2 Scope of HKAR-145	

7. SCOPE OF HKAR-145 APPROVAL AVAILABLE (See also HKAR-145 AMC 145.20)

CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT	<input type="checkbox"/> A1 Aeroplanes above 5,700 kg			
	<input type="checkbox"/> A2 Aeroplanes 5,700 kg and below			
	<input type="checkbox"/> A3 Helicopters			
	<input type="checkbox"/> A4 Aircraft other than A1, A2 and A3			
ENGINE	<input type="checkbox"/> B1 Turbine			
	<input type="checkbox"/> B2 Piston			
	<input type="checkbox"/> B3 APU			
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	<input type="checkbox"/> C1 Air Cond & Press			
	<input type="checkbox"/> C2 Auto Flight			
	<input type="checkbox"/> C3 Comms and Nav			
	<input type="checkbox"/> C4 Doors – Hatches			
	<input type="checkbox"/> C5 Electrical Power & Lights			
	<input type="checkbox"/> C6 Equipment			
	<input type="checkbox"/> C7 Engine – APU			
	<input type="checkbox"/> C8 Flight Controls			
	<input type="checkbox"/> C9 Fuel			
	<input type="checkbox"/> C10 Helicopter – Rotors			
	<input type="checkbox"/> C11 Helicopter – Trans			
	<input type="checkbox"/> C12 Hydraulic Power			
	<input type="checkbox"/> C13 Indicating/Recording Systems			
	<input type="checkbox"/> C14 Landing Gear			
	<input type="checkbox"/> C15 Oxygen			
	<input type="checkbox"/> C16 Propellers			
	<input type="checkbox"/> C17 Pneumatic & Vacuum			
	<input type="checkbox"/> C18 Protection ice/rain/fire			
	<input type="checkbox"/> C19 Windows			
	<input type="checkbox"/> C20 Structural			
	<input type="checkbox"/> C21 Water Ballast			
	<input type="checkbox"/> C22 Propulsion Augmentation			
SPECIALISED SERVICES	<input type="checkbox"/> D1 Non Destructive Testing	<i>Please select as appropriate:</i>		
		<input type="checkbox"/> Eddy Current Inspection	<input type="checkbox"/> Liquid Penetrant Inspection	
		<input type="checkbox"/> Magnetic Particle Inspection	<input type="checkbox"/> Radiography Inspection	
		<input type="checkbox"/> Shearography Inspection	<input type="checkbox"/> Thermography	
		<input type="checkbox"/> Ultrasonic Inspection	<input type="checkbox"/> Other method, please specify: _____	
SPECIALISED ACTIVITIES				

8. Fee Information

The applicant will be charged in accordance with Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub. leg. D), Schedule, paragraph 8(2). For details of the deposit fee, please refer to Field 8 of the "Completion Instructions" of this form.

In the case of withdrawal or other cases of termination of the application, the expenditure incurred in the investigation will be recovered. The expenditure includes working hours and specific costs and, if applicable, transport costs outside Hong Kong.

The deposit will be returned to the applicant after deducting all expenditure. If the deposit is insufficient, the applicant shall pay the outstanding balance prior to issuance of the certificate or upon termination of the application.

Should the approval remain in force, the applicant will be charged in accordance with Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub. leg. D), Schedule, paragraph 8(5).

9. Applicant's declaration

I declare that the information provided in this application form is correct and complete. I agree to pay the fees levied by the Hong Kong SAR Government in respect of this application.

9.1 Attachments

I am submitting this application form together with the following applicable documents:

Attachment No.	Documentation	Reference	Field No. Reference
(A) <input type="checkbox"/>	Business Registration Certificate		1
(B) <input type="checkbox"/>	Supporting Letter		2.1
(C) <input type="checkbox"/>	Assessment Report		2.2
(D) <input type="checkbox"/>	Deposit fee	Amount: HK\$ _____ Date: _____ Bank _____ *Payment Reference/Cheque #: _____ * delete whichever not applicable	8
(E) <input type="checkbox"/>	CAD Form Four (DCA 192)		
(F) <input type="checkbox"/>	Maintenance Organisation Exposition		
(G) <input type="checkbox"/>	Safety Management System Manual		
(H) <input type="checkbox"/>	HKAR-145 Compliance Matrix		
(I) <input type="checkbox"/>	Internal Audit Report		
(J) <input type="checkbox"/>	Others e.g. Capability List		

9.2 Signature

Name	Accountable Manager	Signature	Date (d/m/y)

Completion Instructions

The **original** completed application, the **deposit** and **required documents** shall be sent to:

Airworthiness Office, Flight Standards and Airworthiness Division
 Civil Aviation Department
 Civil Aviation Department Headquarters
 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong
 Attention: Chief, Airworthiness Standards

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

Important notes:

1. For application from an organisation which is located, in whole or in part, outside the territories of Hong Kong, Before proceeding to submit an application by using this form, the application shall provide the followings from an organization based in Hong Kong.
 - (i) Evidence that such organisation would like to use the applicant's facilities to support the maintenance of an aircraft/aircraft component.
 - (ii) An assessment report demonstrating that the applicant is readily in compliance with HKAR-145.
2. Complete all Fields in a clear legible way. Enter 'N/A' for those fields that are not applicable to this application.
3. Within one Field, mark only one box with where appropriate.

1. Applicant Data	
1.1 Registered Name and Address	<ul style="list-style-type: none"> • Registered Name: Please enter the full name of the company as it appears on the <u>Certificate of Incorporation/Business Registration</u> or similar legal document stating name of the company. • Trading name: if you are using a Trade name differing from the registered company name, please indicate it here, otherwise enter "Not applicable". • Address: Address of the company as it appears on the <u>Certificate of Incorporation/Business Registration</u> or similar legal document stating the seat of the company.
1.2 Date of the Business Registration	<ul style="list-style-type: none"> • Please provide the date of the Business Registration or similar legal document stating name and seat of the company. A copy of the Business Registration or similar legal document stating name and seat of the company shall be provided together with an Initial application or an application for name change. Additional translation in English language of this document should be submitted.
1.3.1 Billing Address	The (company) name and address specified in this section will be printed on the invoice/s CAD will issue. A (company) name different from the one entered in section 1 "Applicant Registered Name" can only be accepted by CAD upon justified request. Please leave blank if the Billing Address is the same as the registered name and address.
1.3.2 Postal Address	The (company) name and postal address specified in this section is where CAD will send the original certificate/approval, if requested. Please leave blank if the Postal Address is the same as the registered address.
2. Need and Readiness for Approval (for organisation outside the territories of Hong Kong)	
2.1	Refer HKAR-145 Section 4 Appendix 5 paragraph 1.2 for requirements of supporting document from Hong Kong based organisation
2.2	Refer HKAR 145 Section 4 Appendix 5 paragraph 1.2 for assessment report from a Hong Kong based organisation
3. References	
3.1 HKAR-145 Reference	Please enter your HKAR-145 Approval number. If you do not hold a HKAR-145 Approval number, enter "Not applicable".

4. Addresses of site (s) requiring approval	
4.1 Principal place of business	Enter the address of the Principal Place of Business (PPB) . PPB means the head office or the registered office of the undertaking within which the principal financial functions and operational control of the activities referred to in the HKAR-145 are exercised.
4.2 Base, Engine and Component Maintenance site(s)	Enter the address (es) of any additional site(s) used by the organisation, where HKAR-145 activities are exercised, except for Line Maintenance Locations to be listed in block 3.3. This block shall be used to identify site(s) in addition to the PPB, where the organisation is performing maintenance or having offices (ex. Office of the Accountable Manager, Records Archive, additional Base Maintenance facilities, etc).
4.3 Line maintenance location(s)	Enter the address (es) of the line maintenance location(s). All the line stations shall be listed. This block is only applicable for organisations applying to A1, A2, A3 & A4 ratings.
5. Contacts	
5.1. Accountable Manager	Please enter the full details of the proposed Accountable Manager. The term “proposed” only remains applicable until the application has been approved.
5.2 Quality Manager	The Quality Manager is the person in the maintenance organisation who is in charge to maintain the relationship with the Civil Aviation Department. The name and contact details specified in this section are those of the person responsible for the application. The Quality Manager will also act as the contact person in case CAD has administrative questions related to the application.
6. Identification of Activity	
6.1 Application Type	Application for initial grant: Tick this box when applying for an initial HKAR-145 approval. Revision of the Initial Application: Tick this box in the case the maintenance organisation intends to revise its’ application before the HKAR-145 approval is granted. Please select the box corresponding to the type of change(s). <ul style="list-style-type: none"> • Organisation name • Address(es) • Nominated persons • Rating(s) • Contact details • Number of staff [Multiple selection is possible].
6.2 Scope of HKAR-145 Approval relevant to <u>this</u> application	Please describe the scope of the application. In case of an initial application basically the maintenance organisation shall summarise the requested ratings without specifying the aircraft, engine/APU types e.g.: <ul style="list-style-type: none"> • A1 line and base maintenance; A2 line maintenance only • B1; C2; C14 • Specialised activities in the course of maintenance. In case of application for revision of initial application, only indicate the relevant change.
7. Scope of requested Part-145 Approval	
Scope of requested HKAR-145 approval	Please describe in detail the scope of the application. In case of application for change of the scope of work, only the parts of this table affected by the change shall be compiled.
Aircraft: Rating A limitation	A1 rating: Quote the requested aircraft type(s) as defined in Section 5 Appendix I of HKAR-66 as amended. A2 rating: Quote the requested aircraft type(s) as defined in Section 5 Appendix I of HKAR-66 as amended. A3 rating: Quote the requested aircraft type(s) as defined in Section 5

	<p>Appendix I of HKAR-66 as amended.</p> <p>A4 rating: Quote the requested aircraft type(s) as defined in Section 5 Appendix I of HKAR-66 as amended.</p> <p>E.g.: Boeing 747-200/300/400 (RR RB211) Boeing 777-200/300 (RR RB211 Trent 800) Airbus A319/A320/A321 (IAE V2500) Airbus A330 (RR RB211 Trent 700)</p> <p>Line & Base: For each aircraft type the maintenance organisation must define the type of maintenance by putting Yes or No in the column Base and/or Line maintenance activity. The definition to be included within the column “Limitation” of the Form 2 is the one addressed within the column N° 3 “type rating endorsement” of Section 5 Appendix 1 of HKAR-66 as amended. For example, when an organisation applies for an A1 rating (A319), the limitation of the Form 2 must only address the A319 and NOT the Airbus A318/A319/A320/A321.</p>								
Engines: Rating B limitation	<p>B1 rating: Quote the requested engine type(s) as defined in the engine TCDS.</p> <p>B2 rating: Quote requested engine manufacturer or group or type as defined by the OEM</p> <p>B3 rating: Quote the requested APU type(s) as defined by the OEM.</p> <p>The B rating is required for maintenance of engines according to the Engine shop Maintenance Manual.</p>								
Components: Rating C limitation	<p>For the Cx ratings: The requested class C rating shall be ticked.</p> <p>The Cx rating is required for maintenance of components according to the Component Maintenance Manual.</p> <p>Quote aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or the maintenance task(s), cross referencing to a capability list in the exposition.</p>								
Specialised Services Rating D limitation	<p>D1 rating: The requested class NDT method(s) shall be ticked.</p> <p>Note: Holding the rating D1 enables the organisation to issue a CAD Form 1 limited to the accomplishment of the NDT inspection.</p> <p>Boroscope inspection are not considered as being listed under the D1 rating (refer AMC 145.30(f)(8)).</p>								
Specialised Activities	<p>Quote specialised activities (such as NDT, painting, welding, plating, plasma spray, heat treatment, etc.) intended to be performed in the “course of maintenance” under any rating (Ax, Bx or Cx).</p> <p>These activities do not need to be mentioned if contracted to another HKAR-145 AMO (as listed in MOE).</p>								
8. Fee Information									
	<p>Lay a deposit of HK\$50,000 covering the investigation cost of this application. The actual charge may vary regardless of the result of application. Payment can be made by:</p> <p>(i) wire transfer to the CAD account at Hong Kong and Shanghai Banking Corporation. The bank account details are as follows:</p> <table border="1"> <tr> <td>Banker’s Name</td> <td>Hong Kong and Shanghai Banking Corporation</td> </tr> <tr> <td>Bank Account No.</td> <td>002-268126-008 Swift Code: HSBC-HKHH-HKH</td> </tr> <tr> <td>Bank Account Holder</td> <td>The Government of Hong Kong SAR Treasury No. 1 Collection Account (Attn: Civil Aviation department)</td> </tr> <tr> <td>Banker’s Address</td> <td>No. 1 Queen’s Road, Central, Hong Kong</td> </tr> </table>	Banker’s Name	Hong Kong and Shanghai Banking Corporation	Bank Account No.	002-268126-008 Swift Code: HSBC-HKHH-HKH	Bank Account Holder	The Government of Hong Kong SAR Treasury No. 1 Collection Account (Attn: Civil Aviation department)	Banker’s Address	No. 1 Queen’s Road, Central, Hong Kong
Banker’s Name	Hong Kong and Shanghai Banking Corporation								
Bank Account No.	002-268126-008 Swift Code: HSBC-HKHH-HKH								
Bank Account Holder	The Government of Hong Kong SAR Treasury No. 1 Collection Account (Attn: Civil Aviation department)								
Banker’s Address	No. 1 Queen’s Road, Central, Hong Kong								

	<p>OR</p> <p>(ii) A crossed cheque or a bank draft in Hong Kong dollars payable to “The Government of the Hong Kong Special Administrative Region” and drawn on bank located in Hong Kong.</p>
9. Applicant’s declaration	
9.1(E) CAD Form Four (DCA 192)	The application shall submit all CAD Form Four for personnel as defined in HKAR 145.30(a), HKAR 145.30(b) and HKAR.30(c).
9.1(H) HKAR-145 Compliance Matrix	The application shall provide a compliance matrix for HKAR-145 requirements with cross reference to the maintenance organisation exposition.
9.2 Signatures	The signature of either the Accountable Manager or of the new proposed Accountable Manager (in case of initial HKAR-145 application) is required.

Personal Data Collection Statement

1. Purposes of Collection

The personal data provided by means of this form, including all the supporting documents included in the application, will be used by Civil Aviation Department for the following purposes:

- a. Processing of your application in this form;
- b. Carrying out relevant provisions of the Civil Aviation Ordinance (Chapter 448) and its subsidiary Orders / Regulations;
- c. Assisting in the enforcement of any other Ordinances and Regulations by other Government Bureaux and Departments;
- d. For communication purposes between Civil Aviation Department and yourself;
- e. For validation and verification of authenticity of your supporting documents in association with the application;
- f. For statistics and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects.

It is obligatory for you to supply the personal data as required in this form. If you fail to supply the required data, we may not be able to process your application.

2. Classes of Transferees

The personal data you provided by means of this form may be disclosed to:

- a. Other Government Bureaux and Departments for the purposes mentioned in paragraph 1 above;
- b. Other Contracting States of the International Civil Aviation Organisation and Civil Aviation Authorities for the purpose mentioned in paragraph 1 above;
- c. Other organisations or agencies for execution of their duties as required by Civil Aviation Department.

3. Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

4. Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to:

Airworthiness Office
Flight Standards and Airworthiness Division
Civil Aviation Department Headquarters
1 Tung Fai Road
Hong Kong International Airport
Lantau, Hong Kong

(Attn.: Senior Airworthiness Officer (Standards))

Anti-bribery Reminder

Anyone, while having dealings of any kind with the Civil Aviation Department (CAD), should not offer advantage to the CAD officers, or else he may commit an offence under section 4(1) and/or section 8 of the Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong), and be liable to a maximum penalty of a fine of \$500,000 and imprisonment for 7 years.