



HONG KONG CIVIL AVIATION DEPARTMENT

RECORD OF EXPERIENCE

- Notes:*
- (1) Record of Experience is used to record work experience in operating aircraft. It is intended being recorded and updated on a regular basis.
 - (2) Entries must be made, endorsed and certified within a reasonable time of task being carried out.
 - (3) The person in charge should endorse and certify each item when he is satisfied that the applicant has participated in, or satisfactorily carried out the work / inspection. The status of the person in charge must be in an authoritative position e.g. Quality Manager, Licensed Engineer in appropriate category, Instructor, etc. of the company.
 - (4) Applicants are encouraged to maintain a personal logbook in which to record details of work carried out. The personal log book may consist of this front page and continuation sheets of second page of DCA 35B.
 - (5) A **CAD approved** log book can be used as substitute of the form DCA 35B.
 - (6) The authenticity of entries is vital and therefore any false statements made in this Record of Experience may be liable for suspension of licence or licensing examination.

I hereby declare that the information given on this form is true in every aspect.

Signature : _____

Date : _____

Name : _____ ATA Chapter No. _____ Page No. _____				
Aircraft Registration & Type	item	Details of Work Undertaken	Date(s) & Place Work Undertaken	Signature, position & name of person in-charge, name of organisation & company stamp

Name : _____ ATA Chapter No. _____ Page No. _____

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If necessary add continuation sheets and number in sequence.

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.