



**APPLICATION FOR OPERATIONAL APPROVAL/ PERMISSION**

**DCA 4010**

**SECTION I PARTICULARS OF APPLICANT**

Name of Operator

Correspondence Address

(not required for AOC holder)

**SECTION II DETAILS OF APPLICATION**

This application is (check one only):

an initial application; or

a renewal application<sup>C</sup>; or

a variation application;

} of Approval / Permission numbered

which expires on (date)

This application requests for the grant of Approval / Permission of (check one only):

Aerodrome Operating Minima (AOM)

Aircraft Tracking Capability

Automatic Dependent Surveillance – Broadcast  
(ADS-B) Out Operations<sup>2</sup>

Carriage of Baggage in Passenger Compartment

Carriage of Lesser Number of Cabin Crew

Course of Training

Electronic Flight Bag (EFB)<sup>23 B</sup>

Extended Diversion Time Operations (EDTO)<sup>3 B</sup>

Flight Manual Not Required to be Carried in  
Aircraft

GBAS Landing System (GLS) Operations<sup>2</sup>

In-flight Fuel Management

Low Visibility Operations (LVO)<sup>3 B</sup>

Minimum Navigation Performance  
Specification (MNPS) Operations

Minimum Safe Altitudes (MSA)

Navigational Equipment

Performance Based Communication and  
Surveillance (PBCS) Operations<sup>2B</sup>

Reduced Vertical Separation Minima (RVSM)  
Operations<sup>2</sup>

Regulation of Flight Times<sup>3</sup>

Required Navigation Performance (RNP)  
and Area Navigation (RNAV) Operations<sup>2B</sup>

<sup>2</sup> Note (2) applicable; <sup>3</sup> Note (3) applicable; <sup>B</sup> Section III (B) applicable; <sup>C</sup> Section III (C) applicable.

**NOTES TO APPLICANT**

- (1) This form is for use by operators of a Hong Kong registered aircraft applying for the grant of an operational Approval or Permission pursuant to the Air Navigation (Hong Kong) Order 1995 (CAP. 448C) and/or the Air Operator's Certificates (AOC) Requirements Document (CAD 360);
- (2) This form shall be used in conjunction with the dedicated application forms or job aids for the initial application or application of variation for certain types of operational Approvals / Permissions;
- (3) In addition to the provisions as stated therein CAP. 448C and/or CAD 360, compliance to the detail provisions in dedicated requirements documents for certain types of operational Approvals / Permissions may also be required;
- (4) The interval between application and grant of Approval / Permission will depend primarily upon matters within the control of the applicant and no undertaking can be given that the HK CAD will be able to reach a decision within a particular period. The application may be rejected or refused by the HK CAD if the applicant is unable to progress after a substantive period; and
- (5) Any personal data provided by means of this form and the associated documents provided in support of this application will be used by the HK CAD for the purposes mentioned in the Personal Data Collection Statement at Appendix I of this form.

**SECTION III PARTICULARS OF REQUESTS**

(A) This request for the grant of Approval / Permission is applicable to the:

aircraft type(s) of \_\_\_\_\_; and/or  
 aircraft bearing registration mark(s) of \_\_\_\_\_  
*(mandatory for non-AOC holder)*

(B) This request for the grant of Approval / Permission can be further specified as follow:

*(For EFB, please specify the requested hardware and software applications)*  
*(For EDTO, please specify the requested rule time and rule distance)*  
*(For LVO, please specify the requested category of operations and the associated take-off / landing RVR)*  
*(For PBCS operations, please specify the requested RCP and RSP capabilities)*  
*(For RNP / RNAV operations, please specify the requested navigation performance capabilities)*

Specifications	for	Aircraft Type(s) / Registration Mark(s)
_____	for	_____
_____	for	_____
_____	for	_____
_____	for	_____

(C) This request for the renewal of Approval / Permission:

- does not involve amendments pertinent to the approved / permitted operations.
- involves the following amendments pertinent to the approved / permitted operations:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION IV PARTICULARS OF OPERATING PROCEDURES**

The operating procedures in associate with this request for the grant of Approval / Permission are described in the sections / paragraphs contained therein the operations manuals (OM) as follow:

Designator / Title of OM	Section / Paragraph No.	Description of Procedures in brief
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

In support of this request, copy of the afore-listed sections / paragraphs of the OMs (*check one only*):

- is attached herewith; or
- can be found in the latest revisions / editions of the OMs previously furnished to the HK CAD, the latest revision / edition numbers of the relevant OMs are: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

In support of this request, additional documents, as follow, are attached herewith (*check as applicable*):

- duly completed dedicated application form(s) / job aid(s); and/or
- other documents, as deemed appropriate by the applicant and/or the HK CAD, such as: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

## SECTION V DECLARATION AND SIGNATURE

I, being the post holder or a person delegated by the post holder of the operator as stated thereunder Section I of this form, hereby declare that:

- i) The operating procedures in associate with this request for the grant of Approval / Permission as stated therein the operations manuals are in compliance with the relevant provisions stipulated in CAP 448C; CAD 360 and the dedicated requirements documents, application forms and job aids;
- ii) The operations, if approved / permitted, will be conducted in accordance with the relevant policy, procedures and requirements as stated therein the operations manuals and the information hereby furnished;
- iii) No amendments, revisions or additions pertinent to the operations, if approved / permitted, shall be made to the operations manuals without prior agreement of the HK CAD;
- iv) No person will be allowed to perform the duties in relation to the operations, if approved / permitted, unless the holder has satisfied himself that such person is competent to perform such duties; and
- v) All particulars given on this form and the associated documents provided in support of this application are truthful to the best of my knowledge and any false representation with the intent of deceive for the purpose of procuring the grant of any Approval / Permission may render the applicant liable on summary conviction to a fine and on conviction on indictment to a fine or imprisonment as specified in Article 91 of CAP. 448C.

Signature

Date

Name

Post Title

## APPENDIX I PERSONAL DATA COLLECTION STATEMENT

### (A) 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 HK CAD for the following purposes:

- a. Processing of your application in this form;
- b. Carrying out relevant provisions of the Civil Aviation Ordinance (CAP. 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 HK CAD and yourself;
- e. For validation and verification of authenticity of your supporting documents in association with the application; and
- 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.

### (B) 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 (A) above;
- b. Other Contracting States of the International Civil Aviation Organisation and Civil Aviation Authorities for the purpose mentioned in paragraph (A) above; and
- c. Other organisations or agencies for execution of their duties as required by HK CAD.

### (C) 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.

### (D) Enquiries

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

Flight Standards and Airworthiness Division  
Civil Aviation Department Headquarters  
1 Tung Fai Road  
Hong Kong International Airport  
Lantau, Hong Kong  
(Attn: Safety Officer (Technical Support))

## 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.

