



香港特別行政區政府

民航處

Civil Aviation Department

The Government of the Hong Kong Special Administrative Region

APPLICATION FOR THE RENEWAL OF A CERTIFICATE OF AIRWORTHINESS

1. Applicant			
1.1. Operator			
1.2. Registered owner			
1.3. Contact person	Address		
	Name	Phone	
	Job Title	E-mail	

2. Aircraft Details			
2.1. Nationality and registration marks			
2.2. Manufacturer			
2.3. Manufacturer's designation of aircraft			
2.4. Aircraft serial number			
2.5. Certificate of Airworthiness	Certificate number	Category	
	Last due date	(D/M/Y)	
2.6. Maximum take-off mass	kg		
2.7. Total flying hours		since new as of date	(D/M/Y)
2.8. Total flight cycles			(D/M/Y)
2.9. Radio apparatuses are installed in accordance with Form DCA 141 dated			(D/M/Y)
2.10. The aircraft was last weighed on			(D/M/Y)

3. Reports			
3.1. Approved maintenance schedule	Reference		
	Issue/Revision*	Date	(D/M/Y)
3.2. Flight manual / Pilot's operating handbook*	Reference		
	Issue/Revision*	Date	(D/M/Y)
	Change sheet / Temporary revision*	Date	(D/M/Y)
3.3. Weight & Balance Schedule	Reference		
	Issue/Revision*	Date	(D/M/Y)
3.4. Hong Kong Airworthiness Notices	Issue	has been complied with.	
3.5. EASA Airworthiness Directives bi-weekly report			has been complied with.
3.6. FAA Airworthiness Directives bi-weekly report			has been complied with.
3.7. The following non-EASA and non-FAA Airworthiness Directives have been complied with since last C of A issue/renewal:			
Issuing Authority	Airworthiness Directives reference	Issue	

*Delete as appropriate

4. Supporting Documents

Attachment

Please submit this application form, together with the following applicable documents with each document numbered accordingly. Any application with incomplete submission of documents and/or attachments may be rejected.

No.	Documentation	Reference No. and revision status or issue date / Remark	Field No. Reference
HKAR-181 Process			
<input type="checkbox"/> A.	HKAR-181 Aircraft report		N/A
<input type="checkbox"/> B.	Form 181-4 – Recommendation for Certificate of Airworthiness Renewal		N/A
Other than HKAR-181 Process			
<input type="checkbox"/> C.	A record of the work accomplished since the last renewal of the Certificate of Airworthiness		3.1
<input type="checkbox"/> D.	A record showing details of major checks carried out since the last renewal of the Certificate of Airworthiness.		3.1
<input type="checkbox"/> E.	The total flying hours/cycles for the airframe since new and the flying hours since the last renewal of the Certificate of Airworthiness.		2.7 / 2.8
<input type="checkbox"/> F.	The total flying hours/cycles for the engine(s) since new and the flying hours since the last overhaul.		N/A
<input type="checkbox"/> G.	The total flying hours for the propeller(s) since new and the flying hours since the last overhaul.		N/A
<input type="checkbox"/> H.	A record showing compliance with Service Bulletins and modifications including the Modification Record Book when required.		N/A
<input type="checkbox"/> I.	A record showing compliance with airframe Airworthiness Directives.		3.5 / 3.6 / 3.7
<input type="checkbox"/> J.	A record showing compliance with engine Airworthiness Directives.		3.5 / 3.6 / 3.7
<input type="checkbox"/> K.	A record showing compliance with appliance Airworthiness Directives.		3.5 / 3.6 / 3.7
<input type="checkbox"/> L.	A record of major component changes.		N/A
<input type="checkbox"/> M.	A weight and balance report, which should include a copy of the weight determination record, the weight and centre of gravity schedule and a list of the basic equipment.		3.3
<input type="checkbox"/> N.	A copy of the Certificate of Maintenance Review issued for the review of maintenance accomplished since the last renewal of Certificate of Airworthiness		N/A
<input type="checkbox"/> O.	A summary of compliance status of the Definitive List of Hong Kong Airworthiness Notices.		3.4

5. Applicant's Declaration and Signature

I declare that I am authorised by the company to sign this form and all information provided in this application form is correct and complete.

I hereby certify that the particulars given in this form are true in every respect. I further declare that all documents submitted in support of this application are true in every respect.

Name		Signature	
Job Title			
Company		Date	(D/M/Y)

6. Submission Method

The completed application and associated reference documents shall be emailed to the Flight Standards and Airworthiness Division (FSAD) of the CAD at coarenew@cad.gov.hk. All attachment should be in PDF format. Additional information may be required and further conditions may be imposed depending on the particular circumstances of the proposed operations. Incomplete or insufficient information may delay the application process.

7. Notes for Attention

1. Applicable fees and charges must be settled in accordance with Cap. 448D Hong Kong Air Navigation (Fees) Regulations.
2. A cover letter on the applicant's company letterhead with unique reference number shall always accompany the application form.
3. Do not enter ambiguous information such as "to be determined" or "TBD" in any field. Application form with ambiguous information will be rejected.
4. Complete all fields in a clear legible way. Enter "N/A" for those fields that are not applicable to this application and justify with reason.

8. Completion Instructions

All fields are self-explanatory except the following fields.

Field #	Remarks
3.7.	If space is insufficient, the applicant can provide the information in a separate sheet of paper and make clear reference in section 4.
5	The applicant's declaration shall be signed by an AOC delegated person, such as engineering quality manager. For non-AOC operators, it shall be signed by the operator or its delegated person responsible for the technical management of the aircraft.

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 awo@cad.gov.hk.

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.