



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 SIGNIFICANT CHANGES TO DESIGN ORGANISATION APPROVAL (DOA)

1. Applicant	
1.1	Approval reference number
1.2	Company Name
1.3	Company registration number
1.4	Address (registered business & postal address, if different)
1.5	Contact Person
1.6	Telephone
1.7	Fax
1.8	E-mail
1.9	Location(s)
1.10	Financial Contact (if applicable)
1.10.1	Complete Address
1.10.2	Telephone
1.10.3	Fax
1.10.4	E-mail

2. Identification of significant changes(s)	
2.1. Changes to the organisation (ref. HKAR 21.247 and EASA GM 21A.247)	
2.2 Changes to the scope	
2.2.1. Product Type (1)	
2.2.1.1 Activity (1)	
2.2.1.1.1 Technical fields (1)	
2.2.1.1.2 Technical fields (2)	
2.2.1.1.3 Technical fields (...)	
2.2.1.1.4 Technical fields (n)	
2.2.1.2. Activity (2)	
2.2.1.2.1. Technical fields (1)	
2.2.1.2.2. Technical fields (2)	
2.2.1.2.3. Technical fields (...)	
2.2.1.2.4. Technical fields (n)	
2.2.2. Product Type (2)	
2.2.2.1. Activity (1)	
2.2.2.1.1. Technical fields (1)	
2.3. Changes to the list of product types	
2.4. Changes to limitations	
2.5. Changes to the privilege(s)	

3. Other information		
4. Outline of data required under HKAR 21.243		
<p>The applicant shall provide the draft revised handbook, or an outline, with the information related to the significant changes, including company flow-charts and, as relevant, description and information on design activities and organisation of partners or subcontractors.</p>		
5. Fees information		
<p>The applicant will be charged in accordance with Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub. leg. D), Schedule, paragraph 8(2).</p> <p>A deposit is not required for this application.</p> <p>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.</p>		
6. Applicant's declaration		
<p>I confirm that the information contained herein is correct and complete. I agree to pay the fees levied by the Hong Kong SAR Government in respect of any surveillance activities related to my DOA certificate.</p>		
7. Signature		
Date	Name of Chief Executive or Authorised Representative	Signature
	(Printed Name)	

Completion Instructions

The **original** completed application 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: Senior Airworthiness Officer (Certification)

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

The use of this form is required to enable HKCAD to process applications without undue delay. The individual fields of the application form may be varied in size to allow entry of all required information.

Field 1.1: Enter your HKCAD DOA number

Field 1.2: Enter the name of the legal entity making the application

Field 1.3: Enter company registration number and provide copy of Hong Kong Business Registration Certificate or applicable national companies register

Field 1.4: Enter complete registered business address and add postal address if different e.g. for mailing or billing purposes

Field 1.5-1.8: Enter name, telephone, fax and e-mail of contact person for this application

Field 1.9: Enter locations covered by this application for significant changes to DOA

Field 1.10: Enter name, address, telephone, fax and e-mail of financial contact for this application

Fields 2.1: Add description of changes to the organisation. See Hong Kong Aviation Requirements HKAR-21 “Certification of Aircraft and Related Products, Parts and Appliances, and of Design and Production Organisations” as last amended for acceptable means of compliance and guidance material (AMC and GM to HKAR-21), which is available under the link of HKCAD website: <http://www.cad.gov.hk>

Fields 2.2: Identify the product type, the activity/ies for each product type and the related technical field(s) for each activity, in accordance with the lists 1 to 3, add lines as appropriate depending on number of activities and related technical fields; fill in a separate table (section 2.1-2.3) for each product type (copy and paste section as necessary)

Fields 2.2.1:

List 1 - Product types	• Large aeroplane
	• Small aeroplane
	• Sailplane/powered Sailplane
	• Very light aeroplane
	• Small rotorcraft
	• Large rotorcraft
	• Very light rotorcraft
	• Gyroplane
	• Airship
	• Balloon
	• Turbine engine
	• Piston engine
	• Auxiliary Power Unit
	• Propeller

Field 2.2.1.1:

List 2 - Activity	• Type Certificates/HTSOA for APU
	• Supplemental Type Certificates/HTSOA for APU
	• Changes to type design by TC holders and continued airworthiness
	• Repairs
	• Minor changes only
	• Minor repairs only

Field 2.2.1.1.1:

List 3 - Technical fields	• All (in case of Type Certificates)
	• Avionics
	• Installation of avionics equipment
	• Structure
	• Performance
	• Environmental systems
	• Hydro mechanical systems
	• Electrical systems
	• Cabin interiors
	• Galleys or other interiors equipment
	• Powerplant/Fuel system
	• Software
	• Transmissions
	• Noise
	• FADEC (Full Authority Digital Engine Control)
	• Non critical engine parts
• Thrust reversers	

Field 2.3: Indicate new product(s) to be added

Field 2.4: Indicate changes in limitations

Field 2.5: Indicate new privilege(s) to be added

- Field 3: Add information on schedule for Type Certificate, STC or other design approval
- Field 4: See Hong Kong Aviation Requirements HKAR-21 “Certification of Aircraft and Related Products, Parts and Appliances, and of Design and Production Organisations”, as last amended, which is available under the link of HKCAD website: <http://www.cad.gov.hk>

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.