

**APPLICATION & APPROVAL FOR ODA UNIT MEMBER / ASSOCIATE UNIT MEMBER****Important Note: Please read the Completion Instructions before filling this form.****1. Application Type**

1.1 Application	<input type="checkbox"/> Initial	<input type="checkbox"/> Amendment of existing approval dated
1.2 New/Revised	<input type="checkbox"/> New Application	<input type="checkbox"/> Revised application superseding application form (CAD Form 183-5) dated
1.3 Remarks		

2. Applicant

2.1 ODA	Name				Approval #		
2.2 Applicant individual particulars	Title	<input type="checkbox"/> Ir <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name			Other name	
	Job Title			Email			
	Phone			HKID #	Date of Birth (d/m/y)		

3. Scope applied for

3.1 Type	<input type="checkbox"/> Unit Member (UM)	<input type="checkbox"/> Associate Unit Member (AUM-B)	<input type="checkbox"/> Associate Unit Member (AUM-C)
3.2 Scope	<input type="checkbox"/> New Aircraft	<input type="checkbox"/> Used Aircraft	<input type="checkbox"/> Aeroplane <input type="checkbox"/> Helicopter
3.3 Limitation	<input type="checkbox"/> Small aircraft only <input type="checkbox"/> Series aircraft only <input type="checkbox"/> English placards/markings only <input type="checkbox"/> Other:		

4. Privileges applied for

#	Privilege	UM	AUM
A	Act as a project coordinator (PC) for an aircraft delivery project	<input type="checkbox"/>	N/A
B	Act as a deputy project coordinator (DPC) for an aircraft delivery project	<input type="checkbox"/>	<input type="checkbox"/>
C	Chair certification meetings	<input type="checkbox"/>	<input type="checkbox"/>
D	Verify data (such as AMS, MEL, AFMSI, etc) prepared by operator for compatibility of aircraft configuration	<input type="checkbox"/>	<input type="checkbox"/>
E	Issue Letter of Acceptance	<input type="checkbox"/>	N/A
F	Issue Waiver Letter	<input type="checkbox"/>	N/A
G	Issue Aircraft Report	<input type="checkbox"/>	N/A
H	Prepare Aircraft Report	<input type="checkbox"/>	<input type="checkbox"/>
I	Verify data made in CAD Form 183-3 'Recommendation for Certificate of Airworthiness Issuance'	<input type="checkbox"/>	N/A
J	Verify data made in DCA 141A 'Application for Approval of Aircraft Radio Installation'	<input type="checkbox"/>	<input type="checkbox"/>
K	Issue Aircraft Inspection Report	<input type="checkbox"/>	<input type="checkbox"/>
L	Prepare Aircraft Inspection Report	<input type="checkbox"/>	<input type="checkbox"/>
M	Approve Bilingual Placard List (BPL) for series aircraft and recommend approval of BPL for other than series aircraft	<input type="checkbox"/>	N/A
N	Verify data made in DCA 300 'Application for Noise certificate'	<input type="checkbox"/>	<input type="checkbox"/>
O	Issue report to recommend compliance with Hong Kong certification basis	<input type="checkbox"/>	N/A
P	Represent Director-General for on-site delivery activities	<input type="checkbox"/>	<input type="checkbox"/>

5. Evaluation by Advisor

5.1 Qualification evaluation

I hereby confirm that the applicant fully meets the qualification criteria specified in:

GM 183.51(a)2 1. for UM

GM 183.51(a)2 3. for AUM-B

GM 183.51(a)2 4. for AUM-C

and in Section _____ of the ODA PM Ref. _____ Issue / Rev. _____ HKCAD approved _____ (d/m/y) as evident in the attached compliance report (Attachment A) in which all references are included and verified with following exceptions for which the justifications and alternative means of compliance are provided herewith:

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5.2 Interview:

The interview with the applicant was conducted on _____ (d/m/y) and found satisfactory. I agree to the scope, limitation and privileges being applied for and recommend to the ODA Evaluation Panel for further considerations.

5.3 Signature by ODA Advisor:

Name		Signature and Stamp
UM No.		
Date (d/m/y)		

6. Evaluation Panel Review

6.1 The evaluation panel hereby: <input type="checkbox"/> confirms the Advisor's recommendation <input type="checkbox"/> denies the application <input type="checkbox"/> reduces the authority	6.2 Remarks by the evaluation panel:		
	Panel member (Optional)	Panel member	Panel chairperson
Position in ODA	UM	ODA QAM	ODA Administrator
Name			
Date (d/m/y)			
Signature & stamp			

7. Recommendation to CAD

I declare that nomination process adheres to HKAR-183 and the ODA Procedures Manual. I hereby submit the nominated (Associate) Unit Member to CAD for approval.

7.1 Attachments

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

Attachment No.	Documentation	Reference No. / Revision Status / Date	Field No. Reference
(A) <input type="checkbox"/>	Compliance Report		5.1
(B) <input type="checkbox"/>	Interview record		5.2
(C) <input type="checkbox"/>	Experience in privileges applied for		4
(D) <input type="checkbox"/>			

7.2 Signature

Name:		Signature & Stamp
Position in ODA:	Administrator	
Date (d/m/y):		

8. CAD Approval

<p>8.1 The Director-General hereby:</p> <p><input type="checkbox"/> confirms the Administrator's nomination</p> <p><input type="checkbox"/> denies the application</p> <p><input type="checkbox"/> reduces the authority</p> <p><input type="checkbox"/> imposes additional limitation</p>	<p>8.2 Remarks:</p>						
<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Name of CAD officer</td> <td></td> </tr> <tr> <td style="width: 20%;">Post</td> <td></td> </tr> <tr> <td style="width: 20%;">Approval Date (d/m/y)</td> <td></td> </tr> </table>	Name of CAD officer		Post		Approval Date (d/m/y)		<p>Signature & Stamp</p> <p>_____</p> <p>for the Director-General of Civil Aviation</p>
Name of CAD officer							
Post							
Approval Date (d/m/y)							

9. Authorisation by ODA Administrator

I hereby authorise the applicant to be an Unit Member / Associate Unit Member of the ODA with following details:

Date (d/m/y): _____

Signature & Stamp: _____

Authorisation Number	Stamp	Specimen Signature

Completion Instructions

This 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 to enable the Hong Kong Civil Aviation Department (HKCAD) to process applications without undue delay. This section provides instructions and guidance necessary to complete this Application. The individual field of the application form may be varied in size to allow entry of all required information.

Important notes:

1. **Fill in the form with Adobe Acrobat Reader DC ONLY. (Do NOT use Adobe Acrobat Standard/Pro).**
2. **Complete all Fields in a clear legible way. Enter 'N/A' for those fields that are not applicable to this application.**
3. **All dates shall be in format of d/m/y.**
4. **Information is collected for the purpose of HKAR-183 *Representatives of the Director-General*. It will not be disclosed to other person(s) without the consent of the applicant.**

Field #	Completion Instructions
1.1	Indicate whether this is an application for an initial new UM/AUM or for amendment of an existing UM/AUM. If this application is for amendment of existing UM/AUM, provide the date of existing approval.
1.2	Indicate whether this is a new application or a revised application. If this is a revised application, provide the date of the previous application form CAD Form 183-5.
1.3	This Field is optional. The applicant may provide any additional information as necessary.
2.1	Enter the ODA organisation name and its approval number.
2.2	Enter the individual particulars of the applicant. Enter the 'name' exactly shown on HKID. 'Other name' which is not shown on HKID may be provided, such as any name by which the applicant is commonly known. Provide the HKID number. For applicant without HKID, enter the passport number and provide its details in Field 1.3.
3	Select the appropriate type, scope and limitation.
3.3	Refer to HKAR 183.4(f) for definition of 'small aircraft'.
4	Select the appropriate privileges.
5.1	The applicant shall fully meet the requirements specified in HKAR-183 and the ODA PM. Any non-compliance must be clearly identified and justified.
6	The evaluation panel shall consist of at least the Administrator and QAM. A third panel member which is an UM may be included.
7.1(C)	A report must be submitted to summarise the experience and qualifications for the privileges being applied for.
9	This field shall be dated and signed by the Administrator. Assign an authorisation number and a stamp for the (A)UM and provide a specimen signature of the (A)UM. Upon completion of Field 9, the ODA shall keep the original copy of CAD Form 183-5 in the (A)UM personal file and forward a copy to certification@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.