



## APPLICATION FOR ELECTRONIC FLIGHT BAG OPERATIONAL APPROVAL

Please complete the form in BLOCK CAPITALS using black or dark blue ink after reading the attached guidance.

This form is designed to elicit all the required information from those operators requiring the Electronic Flight Bag (EFB) operational approval. Completed form should be submitted to the Flight Standards and Airworthiness Division (FSAD), Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong.

The assessment to the application of EFB Operational Approval is based on CAD 562.

### 1. SCOPE & GENERAL INFORMATION

1.1 <sup>△</sup>	<b>EFB</b>	EFB Type: <input type="checkbox"/> Portable <input type="checkbox"/> Installed Software application(s) type: <input type="checkbox"/> A <input type="checkbox"/> B
2 <sup>△</sup>	<b>Operator Name</b>	
	<b>Flight OPS Manager</b>	Tel:
	<b>EFB Administrator</b>	Tel:
	<b>EFB Administrator e-mail contact</b>	
1.3	<b>Aircraft Registration(s)</b>	
	<b>Manufacturer</b>	
	<b>Type/Model(s)</b>	
	<b>Serial No(s)</b>	

<sup>△</sup>See Paragraph 8



## 2. HARDWARE PLATFORM

2.1	<b>Hardware Type No.</b>	
2.2	EFB to be used	<input type="checkbox"/> on ground <input type="checkbox"/> in-flight cruise only <input type="checkbox"/> in-flight all phases
	EFB to be used by	<input type="checkbox"/> Cockpit crew <input type="checkbox"/> Cabin crew
2.3 <sup>Δ</sup>	<b>Data Storage Device</b>	<input type="checkbox"/> HD <input type="checkbox"/> CD <input type="checkbox"/> DVD <input type="checkbox"/> FD <input type="checkbox"/> Other
	Remark	
2.4 <sup>Δ</sup>	<b>Data Transfer Device</b>	Bluetooth IR USB Firewire Serial Parallel Other
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Remark	
2.5 <sup>Δ</sup>	<b>Cursor Navigation</b>	Touch screen Touch pad Mouse Track ball Keyboard Other
	Installed and used	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Remark	
2.6	<b>Lithium Battery Used</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
	<i>If yes</i> →	<input type="checkbox"/> Specific items are addressed and regulations are included in the operational documentation.
2.7	<b>Onboard Power Used</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
	<i>If yes</i> →	Power source certified to be used <input type="checkbox"/> in-flight <input type="checkbox"/> on ground



### 3. SOFTWARE APPLICATION(S)

3.1 <sup>△</sup>	<b>Operating System Description</b>	(e.g. MS Windows, MAC, Linux or Android)
	Remark	
3.2 <sup>△</sup>	<b>Program(s) Based on</b>	<input type="checkbox"/> MS Office <input type="checkbox"/> Adobe PDF <input type="checkbox"/> Html <input type="checkbox"/> Manufacturer Application
	Remark	
3.3	<b>Kind of Software</b>	<input type="checkbox"/> Data presentation <input type="checkbox"/> Data processing
	Remark	
3.4	<b>Program Settings</b>	handled by <input type="checkbox"/> System administrator <input type="checkbox"/> End user
	Remark	
3.5 <sup>△</sup>	<b>Intentions / Tasks to be Done by EFB</b>	
3.6 <sup>△</sup>	<b>Classification</b>	<input type="checkbox"/> Type A <input type="checkbox"/> Type B

<sup>△</sup>See Paragraph 8



香港特別行政區政府

民航處

**Civil Aviation Department**

The Government of the Hong Kong Special Administrative Region

#### 4. OPERATION & TRAINING DOCUMENTATIONS

	<b>Scope:</b>	Document Number /Chapter and Subchapter of the Relevant Manual
4.1	<b>System Administration &amp; Database Update</b>	
4.2	<b>System Description</b>	
4.3	<b>System Operation</b>	
4.4	<b>System Failure (Contingency Procedure)</b>	
4.5	<b>Crew Basic Training</b>	
4.6	<b>Crew Recurrent Training</b>	
4.7	<b>MEL Reference</b>	



## 5. AIRWORTHINESS DOCUMENTATIONS

	Scope:	Document Number /Chapter and Subchapter of the Relevant Manual
5.1 <sup>△</sup>	<b>Certification Documentation</b>	
5.2 <sup>△</sup>	<b>Instruction for Continuing Airworthiness</b>	

## 6. APPLICATION PACKAGE

Operations manual(s) extract(s) and/or checklist(s) that include EFB operating practices and procedures.

OM/A     OM/B     OM/C     OM/D     QRH     MEL     AFM     Others

EMI demonstration report                       Operational Risk Analysis

<sup>△</sup>See Paragraph 8

## 7. EFB APPLICANT'S STATEMENT

The undersigned certify the enclosed information to be complete and true and that the system installation, continuing airworthiness of systems, minimum equipment for dispatch, operating procedures and flight crew training comply with the requirements of CAD 562 for EFB systems.

Name of EFB Administrator	Signature:	Date:
Name of Flight OPS Manager	Signature:	Date:



## 8. NOTES FOR APPLICATION

Most of the fields are self-explanatory. Those probably requiring further explanations are listed below:

1.1	FB	Evaluate EFB type and software type from the criteria stated in CAD 562.
1.2	Operator	In addition to the phone contacts to the responsible persons, please provide an e-mail address for EFB Administrator as he/she is the focal point of contact.
2.3	Data storage device	If [Other] is ticked, more information shall be given under [Remark].
2.4	Data transfer device	
2.5	Cursor navigation	
3.1	Operating System	If the operating system used is not addressed in the selection, information shall be given under [Remark].
3.2	Program(s) Based on	If the program used is not addressed in the selection, information shall be given under [Remark].
3.5	Intention/Tasks to be done by EFB	List or describe all tasks, with reference to CAD 562 Attachment 3 to be handled by the proposed EFB.
3.6	Classification	State Classification according CAD 562 Chapter 2 and Attachment 3.
5.1	Certification Documentation	The Certification documentation should be demonstrated according to CAD 562 Chapter 2 and Attachment 3.
5.2	ICA Documentation	Documents such as Maintenance Schedule, Maintenance Manual and IPC.

When completed, the form should be signed by the relevant persons. The application package should comprise the following documents:

- EFB application form
- Extract of OM A/B/C/D containing any information about the EFB such as system description, limitations, operating procedures and the operator's quality system related to the EFB
- Compliance checklist(s) for revised Manual(s)
- Any certification documents of concern

**Note:** *A minimum of 60 working days will normally be required to check and confirm the information given above. If data and/or application package are missing or omitted the process may take considerably longer.*



**9. APPROVAL ASSESSMENT (FOR CAD USE ONLY)**

<b>Subject</b>	<b>Responsible</b>	<b>Signature</b>	<b>Date</b>
Application package complete	FSO		
Operational and training document reviewed and considered satisfactory	FSO		
Airworthiness document reviewed and considered satisfactory	AWO		
Demo: Simulator <input type="checkbox"/> Aircraft <input type="checkbox"/>	FSO		
Evaluation Test agreed to commence on .....	FSO		
Operator's Evaluation Test reports reviewed and considered satisfactory	FSO		
	AWO		
EFB approval issued & process completed	FSO		

**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.