



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 APPROVAL OF A MAINTENANCE SCHEDULE  
(INITIAL ISSUE, TEMPORARY AMENDMENT OR AMENDMENT)**

**Important Note: Please read the Completion Instructions before filling this form.**

**1. Application Type**

1.1 Application	<input type="checkbox"/> Initial Amendment to Maintenance Schedule Maintenance Schedule reference number: Issue number:                      Revision number:                      Dated:	
	<input type="checkbox"/> Temporary Amendment <input type="checkbox"/> Amendment to Issue number <input type="checkbox"/> Amendment to Revision number	
1.2 New / Revised	<input type="checkbox"/> New Submission <input type="checkbox"/> Revised submission supplementing submission dated:	
1.3 Remarks		

**2. Applicant**

2.1 Aircraft Registered Owner	Name					
	Address					
2.2 Maintenance Schedule Owner/Keeper	Name					
	Address					
2.3 Contact person	Title	<input type="checkbox"/> Ir <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name		Phone	
	Job Title		Email			

**3. Application Details**

3.1 CAD Approved Maintenance Schedule Reference Number	
3.2 Operator / Owner / Keeper Name	
3.3 Is this Maintenance Schedule for aircraft maintained by the HKAR-145 maintenance organisation or the operator? <input type="checkbox"/> HKAR-145 <input type="checkbox"/> non HKAR-145 <input type="checkbox"/> operator	
<b>For all applications, please submit an electronic copy of the maintenance schedule via email <a href="mailto:awo@cad.gov.hk">awo@cad.gov.hk</a>.</b>	

**4. Brief Overview of Any Changes** (for temporary amendment / amendment only)

Note: Appendix I of CAD 452 shall be submitted with this form.

**5. Maintenance Requirement Details**

Does this Maintenance Schedule (MS) application package include and comply with all the type certificate holder recommendations

Yes                       No

If No, please provide a description for justification:

  

Does this MS application package include the tasks relevant to the configuration and/or modification standard of the aircraft?

Yes                       No

If No, please provide a description for justification:

  

Are all mandatory tasks/items clearly identified in this MS?

Yes                       No

Does this MS application package include the applicable, repetitive Airworthiness Directives?

Yes                       No                       Others \_\_\_\_\_

Does this MS application package include the service life limitations and overhaul limitations for components?

Yes                       No

Does this MS application package include the Airworthiness Limitation Items (ALI) / Certification Maintenance Requirements (CMR) Mandatory tasks?

Yes                       No                       Others \_\_\_\_\_

Does the maintenance schedule require a reliability programme?

Yes                       No

For initial applications or amendments containing significant changes please complete and attach a copy of the latest issue of the Operators Maintenance Programme Compliance Check List – Appendix A of CAD 452.

## 6. Aircraft Applicability

Is any aircraft already on a different maintenance schedule approved by the CAD?			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Other Schedule Owner:		Other Schedule ref number:	
Aircraft Manufacturer:		Aircraft Type:	
Operator's Schedule Reference:			
Aircraft Registration	Aircraft Serial Number	Addition or Removal	
a.)		<input type="checkbox"/> Addition	<input type="checkbox"/> Removal
b.)		<input type="checkbox"/> Addition	<input type="checkbox"/> Removal
c.)		<input type="checkbox"/> Addition	<input type="checkbox"/> Removal
d.)		<input type="checkbox"/> Addition	<input type="checkbox"/> Removal
e.)		<input type="checkbox"/> Addition	<input type="checkbox"/> Removal
f.)		<input type="checkbox"/> Addition	<input type="checkbox"/> Removal
g.)		<input type="checkbox"/> Addition	<input type="checkbox"/> Removal
h.)		<input type="checkbox"/> Addition	<input type="checkbox"/> Removal
i.)		<input type="checkbox"/> Addition	<input type="checkbox"/> Removal
j.)		<input type="checkbox"/> Addition	<input type="checkbox"/> Removal

## 7. Applicant's Declaration

I hereby declare that I am authorised by the applicant's company (Field 2.1) to sign this form and all information provided in this application form is correct and complete.			
7.1 Attachments			
I am submitting this application form, together with the following applicable documents:			
Attachment No.	Documentation	Reference	Field No. Reference
(A) <input type="checkbox"/>	Appointment Letter	Letter ref. #: _____ Dated: _____ <input type="checkbox"/> Not required. The applicant is the aircraft registered owner / <input type="checkbox"/> Maintenance Schedule owner	2.2
(B) <input type="checkbox"/>	Confirmation of Aircraft Removal from another schedule	Confirmation ref. #: _____ Dated: _____ <input type="checkbox"/> Not required. No aircraft is on another maintenance schedule	6
(C) <input type="checkbox"/>			
(D) <input type="checkbox"/>			
(E) <input type="checkbox"/>			
(F) <input type="checkbox"/>			
7.2 Signature			
Name		Signature	
Job Title			
Date	(d/m/y)		

## 8. Additional Information

## Completion Instructions

The completed application package shall be emailed to [awo@cad.gov.hk](mailto:awo@cad.gov.hk)

The use of this form is to enable the Hong Kong Civil Aviation Department (CAD) to process applications without undue delay. This section provides instructions and guidance necessary to complete this Application.

### Important notes:

1. **Fill in the form with 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. **Enter the dates in (d/m/y) format.**

Field#	Completion Instructions
1.1	Indicate whether this is an application for an initial maintenance schedule approval, amendment of an existing maintenance schedule, or temporary amendment of an existing maintenance schedule. If this application is for amendment or temporary amendment of an existing maintenance schedule, provide the reference number, issue number, revision number, and the date of the maintenance schedule.
1.2	Indicate whether this is a new application or a revised submission. If this is a revised submission, provide the date of the previous submission.
1.3	This field is optional. The applicant may provide any additional information as necessary.
2.1	Enter the name of the aircraft registered owner. This item should correspond with the information on the Certificate of Registration (DCA 559) or the Application for Registration of Aircraft (DCA 99).
2.2	Enter the name and address of the person making the application. In case of the applicant is not the owner of the registered aircraft, an appointment letter by the registered aircraft owner must accompany the application to authorise the applicant to act on behalf of the registered aircraft owner in relation to the subject application.
2.3	Enter the contact details of the person responsible for this application. This person would be the main contact responsible for coordinating the application. All official correspondences and original CAD documents will be sent to this contact person.
3.1	Enter the CAD Approved Maintenance Schedule reference number.
3.2	Enter the name of the operator or the owner of the aircraft included in the maintenance schedule.
3.3	Indicate whether this is a maintenance schedule for aircraft maintained by the HKAR-145 maintenance organisation or the operator.
4	(For temporary amendment or amendment of an existing maintenance schedule only) Indicate changes to the existing maintenance schedule.
5	Mark the box for the corresponding maintenance requirement details. Provide the description for justification if necessary.
6	Indicate whether any aircraft is already on a different maintenance schedule. If yes, provide confirmation that the aircraft is being or has been removed from the other schedule, and provide the aircraft registered owner's name and the reference number of the schedule. Enter the aircraft manufacturer, aircraft type, aircraft registration, aircraft serial number, and operator's schedule reference of the aircraft. Indicate whether the aircraft is added to or removed from the maintenance schedule.
8	This field is optional. The applicant and/or the operator may provide any additional information as necessary.

## **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 the 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 the Civil Aviation Department.

### **3. Access to Personal Data**

You have a right to 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](mailto:awo@cad.gov.hk)

### **Anti-bribery Reminder**

Anyone, while having dealings of any kind with the CAD, should not offer an 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.