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| **A. Introduction** |
| The AOC Applicant /Operator’s Electronic Flight Bag (EFB) approval is a key safety assurance document and shall be submitted to the Authority together with the completed Statement of Compliance Checklist during the initial certification and subsequent amendments of the Electronic Flight Bag (EFB) requirements/approvals whenever there is a change, in States Laws and Regulations, management, operations specific approvals, change in facilities, Airworthiness Directives (AD), services or equipment, technology or procedures of an Operator in compliance with the requirements.The statement is in a form of a complete listing of all parts of the Civil Aviation Authority applicable CAR OPS, CAR M regulations and any other CAA directives. In the case of new Applicant for an Electronic Flight Bag (EFB) Approval, the Statement of Compliance Checklist shall be completed and submitted together with the formal application for operators’ manual approvals. The Statement of Compliance Checklist completed by the operator shall indicate in the Manuals how the relevant applicable Regulations to the proposed operations have been addressed. All supporting documents related to Application for statement of compliance with CAR OPS, shall be submitted to CAA Flight Safety Department/ Airworthiness Section.The operator in compliance with other provisions promulgated in the regulations may require additional compliance with other regulations or specific approvals (e.g. ETOPS/EDTO, RVSM, CAR-100 Safety Management System, Quality Management System etc.). It is therefore the CAA requirement for an applicant of an AOC or AOC holders to complete and sign the relevant comprehensive sets of compliance checklists and forms.All supporting documents related to Application for statement of compliance with CAR OPS and CAR-M shall be submitted to CAA Flight Safety Department/ Airworthiness Section including a copy of the latest versions of the applicable documents and manuals. |
| **B. Instructions** |
| 1. Operator (Post Holder Operations) is required to fill the Followings:
2. Column **C.** Organisation Details, Column **D**. Aircraft Fleet, **E**. Type of Approval Requested,
3. Column **F.** Operator's Manual Ref No.,
4. Sign and date column **N.** to Certify that Operation Manuals are in compliance with Civil Aviation Laws and Regulations (CARs).
5. Operations Inspector(s) to fill column **J.** S/US column (**S - satisfactory; US - \*unsatisfactory; N/A-Not applicable**).
6. Airworthiness Inspector(S) to fill column **K.** S/US column (**S - satisfactory; US - \*unsatisfactory; N/A-Not applicable**) for CAR MEL and CAR OPS.
7. For the Electronic Flight Bag (EFB) Approval fee please refer to CAN 1-06.

***\*Note-1:*** *If unsatisfactory, Inspector(s) shall mark the box* ***Q.*** *not approved and fill and sign the Deficiency Tracking and Review form (AOC-109), and send to the operator for corrective action. A signed copy Must be retained by the FSD for the records with a review number/Version.****\*Note 2****: For reference and guidance Refer to CAR OPS-1 Commercial Air Transportation (Aeroplanes).* |
| **C. Organisation Details** |
| **Name:** |  | **AOC Number:** |  |
| **Address:** |  |
| **Contact person:** |  |
| **Email:** |  | **Tel:** |  |
| **D. Aircraft Fleet (Use continuation sheet if required)** |
| **Aircraft Type** | **Registration** | **Aircraft S/N** | **Manufacturer’s STC Portable system** | **Installed system** | **Remarks** |
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| **E. Type of Approval Requested:** |
| Installed EFB system | YES ☐ NO ☐ | Portable EFB system integrated into the cockpit/aircraft |  YES ☐ NO ☐ |
| New aircraft operator | YES ☐ NO ☐ | Upgraded equipment on existing aircraft | YES ☐ NO ☐ |
| **F. Application is based on the following Published Manuals:** |
| MMEL Revision Number: |  | Revision Date: |  |
| MEL Revision Number: |  | Revision Date: |  |
| OM Revision Number: |  | Revision Date: |  |
| AFM Revision Number: |  | Revision Date: |  |
| **G. CAA REFERENCE** | **CAR OPS-1** | **Operator’s Manual Ref:** | **CAA USE ONLY** |
| **FOI****S/US/NA** | **AWI** **S/US/NA** | **Remarks** |
| CAR OPS-1.135para (b) | Additional information and forms to be carried |  |  |  |  |
| AMC to CAR OPS-1.135(b) | Additional information and forms to be carried |  |  |  |  |
| CAR OPS-1.137 | Electronic Flight Bag Approval |  |  |  |  |
| CAR OPS-1.138 | Electronic Flight Bag |  |  |  |  |
| **G. CAA REFERENCE** | **CAR OPS-1** | **Operator’s Manual Ref:** | **FOI****S/US/NA** | **AWI** **S/US NA** | **Remarks** |
| AMC to CAR OPS-1.138 | Electronic Flight Bag |  |  |  |  |
| AMC Appendix 1 to CAR OPS-1.625(a) | Mass & Balance Documentation for Class B Aeroplanes |  |  |  |  |
| CAR-100 | Safety Management Systems |  |  |  |  |
| **G. CAA Reference** | **CAR M & CAR-21** | **Operator’s Manual Ref:** | **FOI****S/US/NA** | **AWI** **S/US/NA** | **Remarks** |
| CAR-M.A.301 | Continuing Airworthiness Tasks |  |  |  |  |
| CAR-21.012 | Airworthiness Standards |  |  |  |  |

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| **TO BE FILLED BY APPLICANT**The following has to be completed by Applicant during initial application accompanied with documentation in relation to contents of CAR OPS-1, CAR-M, and CAR-21. The operator shall provide additional evidence when required to show how compliance is being met. |

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| **SN** | **Item Description** | **Operator’s Manual Ref:** | **CAA USE ONLY** |
| **FOI****S/US/NA** | **AWI** **S/US/NA** | **Remarks** |
|  | **Definition of Electronic Flight Bags (EFB).** EFB is an information system for flight deck crew members which allows storing, updating, delivering, displaying, and/or computing digital data to support flight operations or duties. |  |  |  |  |
|  | **System Description and Classification of EFB Systems.** This section is divided into two parts. The first part deals with the host platform (e.g. the hardware and operating system) used to run the EFB software suite. |  |  |  |  |
|  | 1. EFB Systems hardware – this can be further divided into portable and installed:
 |  |  |  |  |
|  | 1. A Portable EFB – is a portable EFB host platform, used on the flight deck, which is not part of the certified aircraft configuration.
 |  |  |  |  |
|  | * A portable EFB can be operated inside and outside the aircraft.
 |  |  |  |  |
|  | * + A portable EFB hosts type A and/or type B EFB software applications. In addition, it may host miscellaneous (non-EFB) software applications.
 |  |  |  |  |
|  | * + A portable EFB is a portable electronic device (PED).
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| **SN** | **Item Description** | **Operator’s Manual Ref:** | **CAA USE ONLY** |
| **FOI****S/US/NA** | **AWI** **S/US/NA** | **Remarks** |
|  | ***Note:****PEDs are defined as being any kind of electronic device, typically but not limited to consumer electronics, brought on board the aircraft by crew members, passengers, or as part of the cargo and that are not included in the approved aircraft configuration. All equipment that is able to consume electrical energy falls under this definition. The electrical energy can be provided from internal sources as batteries (chargeable or non-rechargeable) or the devices may also be connected to specific aircraft power sources.* |  |  |  |  |
|  | * + The mass, dimensions, shape, and position of the portable EFB should not compromise flight safety
 |  |  |  |  |
|  | * + A portable EFB may be provided with aircraft power through a certified power source.
 |  |  |  |  |
|  | * + If mounted, the portable EFB is easily removable from its mounting device or attached to it, without the use of tools by the flight crew. If mounted, the attachment or removal does not constitute a maintenance action.
 |  |  |  |  |
|  | * + A portable EFB may be part of a system containing EFB installed resources which are part of the certified aircraft configuration.
 |  |  |  |  |
|  | * + The installed EFB components are part of the certified aircraft configuration with the intended function to mount the EFB to the aircraft and/or connect to other systems
 |  |  |  |  |
|  | * When a portable EFB is a T-PED, the conditions for use of its transmitting capability are established in the approved Aircraft Flight Manual (AFM). In absence of information in the AFM, the EFB transmitting capability may be allowed during non-critical phases of the flight.
 |  |  |  |  |
|  | * Portable EFBs may be used in all phases of the flight if secured to a certified mount or securely attached to a viewable stowage device in a manner which allows its normal use.
 |  |  |  |  |
| **SN** | **Item Description** | **Operator’s Manual Ref:** | **CAA USE ONLY** |
| **FOI****S/US/NA** | **AWI** **S/US/NA** | **Remarks** |
|  | 1. Portable EFBs not meeting the above characteristic, should be stowed during critical phases of the flight.
 |  |  |  |  |
|  | 1. Portable EFBs are controlled PEDs.
 |  |  |  |  |
|  | 1. Any EFB component that is either not accessible in the flight crew compartment by the flight crew members or not removable by the flight crew, should be installed as ‘certificated equipment’ covered by a Type Certificate (TC), changed TC or Supplemental (S)TC.
 |  |  |  |  |
|  | The second part deals with this software suite which includes the EFB applications installed to provide the relevant functionality. |  |  |  |  |
| 2a.  | **Installed EFB.** An EFB host platform installed in the aircraft and considered as an aircraft part, covered, thus, by the aircraft airworthiness approval.An installed EFB is managed under the aircraft type design configuration. In addition to hosting Type A and B applications, an installed EFB may host certified applications, provided the EFB meets the certification requirements for hosting such applications, including assurance that the non-certified software applications do not adversely affect the certified application(s). e.g. a robust partitioning mechanism is one possible means to ensure the independence between certified applications and the other types of applications. |  |  |  |  |
| 2b.  | **Software applications for EFB.** The functionality associated with the EFB system depends, in part, upon the applications loaded on the host platform. The classification of the applications, based on respective safety effects, is intended to provide clear divisions among such applications and, therefore, the assessment process applied to each. |  |  |  |  |
|  | If an application is not listed below, or it presents a high degree of novelty, the classification should be established using the provided definitions. For the purpose of the following definitions, ‘malfunction or misuse’ means any failure, malfunction of a “Type B” application, or design-related human errors that can be reasonably expected in service. |  |  |  |  |

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| **SN** | **Item Description** | **Operator’s Manual Ref:** | **CAA USE ONLY** |
| **FOI****S/US/NA** | **AWI** **S/US/NA** | **Remarks** |
|  | 1. A non-exhaustive list of possible Type B software applications, that are to be evaluated, is provided below:
 |  |  |  |  |
|  | 1. Document Browser displaying the following documents, interactive or not, or not in pre-composed format, and not driven by sensed aircraft parameters:
 |  |  |  |  |
|  | * + The manuals and additional information and forms required to be carried by Regulations such as:
 |  |  |  |  |
|  | * + The Operations Manual (including the MEL and CDL)
 |  |  |  |  |
|  | * + The Aircraft Flight Manual;
 |  |  |  |  |
|  | * + The Operational Flight Plan
 |  |  |  |  |
|  | * + The aircraft continuing airworthiness records, including the technical Log;
 |  |  |  |  |
|  | * + Meteorological information including with graphical interpretation;
 |  |  |  |  |
|  | * + ATS Flight Plan;
 |  |  |  |  |
|  | * + Notices to Airmen (NOTAMs) and aeronautical information service (AIS) briefing documentation;
 |  |  |  |  |
|  | 1. Electronic aeronautical chart applications including en route, area, approach, and airport surface maps; these applications may offer features such as panning, zooming, scrolling, and rotation, centring and page turning, but without display of aircraft/own-ship position.
 |  |  |  |  |
|  | 1. Use of Airport Moving Map Displays (AMMD) applications that are compliant with the Approval processes.
 |  |  |  |  |
|  | 1. Applications that make use of the internet and/or other aircraft operational communications (AAC) or company maintenance-specific data links to collect, process, and then disseminate data for uses such as spare parts and budget management, spares/inventory control, unscheduled maintenance scheduling, etc.
 |  |  |  |  |
|  | 1. Cabin-mounted video and aircraft exterior surveillance camera displays;
 |  |  |  |  |
|  | 1. Aircraft performance calculation application that uses algorithmic data or calculates using software algorithms to provide:
 |  |  |  |  |

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| **SN** | **Item Description** | **Manual Ref No.** | **CAA USE ONLY** |
| **FOI****S, U/S, N/A** | **AWI****S, U/S /NA** | **Comments** |
|  | * take-off, en-route, approach and landing, missed approach, etc. performance calculations providing limiting masses, distances, times and/or speeds;
 |  |  |  |  |
|  | * + power settings, including reduced take-off thrust settings;
 |  |  |  |  |
|  | * mass and balance calculation application used to establish the mass and centre of gravity of the aircraft and to determine that the load and its distribution is such that the mass and balance limits of the aircraft are not exceeded.
 |  |  |  |  |
|  | 1. Airport Moving Map Displays (AMMD) applications not covered by an approval
 |  |  |  |  |
|  | **EFB Policy and Procedures Manual.** These are the typical contents of an EFB policy and procedures manual that can be part of the OperationManual. The proposed outline is very extensive. It may be adapted to the specific EFBs system and to the size and complexity of the operations in which the operator is involved. |  |  |  |  |
|  | 1. Revision history
 |  |  |  |  |
|  | 1. List of effective pages or paragraphs
 |  |  |  |  |
|  | 1. Table of contents
 |  |  |  |  |
|  | 1. Introduction
 |  |  |  |  |
|  | 1. Glossary of terms and acronyms
 |  |  |  |  |
|  | 1. EFB general philosophy, environment and dataflow
 |  |  |  |  |
|  | 1. EFB system architecture
 |  |  |  |  |
|  | 1. Limitations of the EFB system
 |  |  |  |  |
|  | 1. Hardware description
 |  |  |  |  |
|  | 1. Operating system description
 |  |  |  |  |
|  | 1. Detailed presentation of the EFB applications
 |  |  |  |  |
|  | 1. EFB application customisation
 |  |  |  |  |
|  | 1. Data management
 |  |  |  |  |
|  | * Data administration
 |  |  |  |  |
|  | * Organization & workflows
 |  |  |  |  |
|  | * Data loading
 |  |  |  |  |
|  | * Data revision mechanisms
 |  |  |  |  |
|  | * Approval workflow
 |  |  |  |  |
|  | * Data publishing & dispatch
 |  |  |  |  |
|  | * Customization
 |  |  |  |  |
|  | * How to manage the airline specific documents
 |  |  |  |  |
|  | * Airport data management
 |  |  |  |  |
| **SN** | **Item Description** | **Manual Ref No.** | **CAA USE ONLY** |
| **FOI****S, U/S, N/A** | **AWI****S, U/S /NA** | **Comments** |
|  | * Aircraft fleet definition
 |  |  |  |  |
|  | 1. Data authoring
 |  |  |  |  |
|  | * Navigation and customization
 |  |  |  |  |
|  | 1. Hardware and operating system control and configuration
 |  |  |  |  |
|  | 1. Purpose and scope
 |  |  |  |  |
|  | 1. Description of the following processes:
 |  |  |  |  |
|  | * Hardware configuration and part No control
 |  |  |  |  |
|  | * Operating system configuration and control
 |  |  |  |  |
|  | * Accessibility control
 |  |  |  |  |
|  | * Hardware maintenance
 |  |  |  |  |
|  | * Operating system updating
 |  |  |  |  |
|  | 1. Responsibilities and accountabilities
 |  |  |  |  |
|  | 1. Records and filing
 |  |  |  |  |
|  | 1. Documentary references
 |  |  |  |  |
|  | 1. Software application control and configuration
 |  |  |  |  |
|  | * 1. Purpose and scope
 |  |  |  |  |
|  | * 1. Description of the following processes:
 |  |  |  |  |
|  | * + - Part No control
 |  |  |  |  |
|  | * + - Software configuration management
 |  |  |  |  |
|  | * + - Application updating process
 |  |  |  |  |
|  | * 1. Responsibilities and accountabilities
 |  |  |  |  |
|  | * 1. Records and filing
 |  |  |  |  |
|  | * 1. Documentary references
 |  |  |  |  |
|  | 1. Flight crew
 |  |  |  |  |
|  | * 1. Training
 |  |  |  |  |
|  | * 1. Operating procedures (normal, abnormal, and emergency)
 |  |  |  |  |
|  | 1. Maintenance considerations
 |  |  |  |  |
|  | 1. EFB security policy
 |  |  |  |  |
|  | * 1. Security solutions and procedures
 |  |  |  |  |
|  | **System description and classification of EFB system**1. A general description of the proposed EFB system.
 |  |  |  |  |
|  | 1. EFB system (hardware and software applications) proposed.
 |  |  |  |  |

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| **SN** | **Item Description** | **Manual Ref No.** | **CAA USE ONLY** |
| **FOI****S, U/S, N/A** | **AWI****S, U/S /NA** | **Comments** |
|  | ***Software applications*** |  |  |  |  |
|  | 1. List of Type A applications installed
 |  |  |  |  |
|  | 1. List of Type B applications installed
 |  |  |  |  |
|  | 1. List of miscellaneous (non-EFB) software applications installed
 |  |  |  |  |
|  | ***Hardware (relevant information or references)*** |  |  |  |  |
|  | 1. For portable EFB used without installed resources:
 |  |  |  |  |
|  | * 1. EMI compliance demonstration (paragraph
 |  |  |  |  |
|  | * 1. Lithium battery compliance demonstration
 |  |  |  |  |
|  | * 1. Depressurization compliance demonstration
 |  |  |  |  |
|  | * 1. Details of the power source for portable EFB served by installed resources:
 |  |  |  |  |
|  | * 1. Details of the airworthiness approval for the mounting device
 |  |  |  |  |
|  | * 1. Description of the placement of the EFB display
 |  |  |  |  |
|  | * 1. Details of the use of installed resources
 |  |  |  |  |
|  | * 1. EMI compliance demonstration
 |  |  |  |  |
|  | * 1. Lithium battery compliance demonstration
 |  |  |  |  |
|  | * 1. Depressurization compliance demonstration
 |  |  |  |  |
|  | * 1. Details of the power source
 |  |  |  |  |
|  | * 1. Details of any data connectivity for installed EFB:
 |  |  |  |  |
|  | * 1. Details of the airworthiness approval as installed equipment
 |  |  |  |  |
|  | ***Certification documentation*** |  |  |  |  |
|  | 1. Limitations contained within the AFM
 |  |  |  |  |
|  | 1. Guidelines for EFB application developers
 |  |  |  |  |
|  | 1. Guidelines for EFB system suppliers
 |  |  |  |  |
|  | ***Specific considerations for performance applications*** |  |  |  |  |
|  | 1. Details of performance data validation conducted
 |  |  |  |  |
|  | ***Operational assessment*** |  |  |  |  |
|  | 1. Details of the EFB risk assessment conducted
 |  |  |  |  |
|  | 1. Details of the human machine interface assessment conducted for Type A and B Software applications
 |  |  |  |  |
|  | 1. Details of flight crew operating procedures:
 |  |  |  |  |
|  | * Procedures for using EFB systems with other flight crew compartment systems
 |  |  |  |  |
|  | * Flight crew awareness of EFB software/database revisions
 |  |  |  |  |
|  | * Procedures to mitigate and/or control workload
 |  |  |  |  |
| **SN** | **Item Description** | **Manual Ref No.** | **CAA USE ONLY** |
| **FOI****S, U/S, N/A** | **AWI****S, U/S /NA** | **Comments** |
|  | * Flight crew responsibilities for performance calculations
 |  |  |  |  |
|  | 1. Details of proposed compliance monitoring oversight of the EFB system
 |  |  |  |  |
|  | 1. Details of EFB system security measures
 |  |  |  |  |
|  | 1. Details of EFB administration procedures including provision of the EFB policy and procedures manual
 |  |  |  |  |
|  | 1. Details of the electronic signatures procedure
 |  |  |  |  |
|  | 1. Details of the system for routine EFB System maintenance
 |  |  |  |  |
|  | 1. Details of flight crew training
 |  |  |  |  |
|  | * + Initial training
 |  |  |  |  |
|  | * + Differences training
 |  |  |  |  |
|  | * + Recurrent training
 |  |  |  |  |
|  | (c) Report of the operational evaluation test |  |  |  |  |
|  | * + Proposals for the initial retention of paper backup
 |  |  |  |  |
|  | * + Proposals for the commencement of operations without paper backup
 |  |  |  |  |
|  | 1. EFB platform/hardware description;
 |  |  |  |  |
|  | 1. Description of each software application to be included in the assessment;
 |  |  |  |  |
|  | 1. Risk assessment summary for each application and mitigation means put in place;
 |  |  |  |  |
|  | 1. Human factors assessment for the complete EFB system, human machine interface and all software applications;
 |  |  |  |  |
|  | * + Pilot workload in both single-pilot and multi-crew flown aircraft
 |  |  |  |  |
|  | * + Size, resolution, and legibility of symbols and text
 |  |  |  |  |
|  | * + For navigation chart display: access to desired charts, access to information within a chart, grouping of information, general layout, orientation (e.g., track-up, north-up), depiction of scale information
 |  |  |  |  |
|  | 1. Operator training;
 |  |  |  |  |
|  | 1. EFB administrator qualification.

***Note:*** *An EFB administrator is a person appointed by the operator, held responsible for the administration of the EFB system within the company. The EFB administrator is the primary link between the operator and the EFB system and software suppliers. (Who is the Accountable Manager or Administrator and if is included in the organization structure and manuals?)* |  |  |  |  |

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| **SN** | **Item Description** | **Manual Ref No.** | **CAA USE ONLY** |
| **FOI****S, U/S, N/A** | **AWI****S, U/S /NA** | **Comments** |
|  | **Additional Safety Considerations**1. An operational approval allows an operator to use an EFB to replace traditional paper sources of information if, “an acceptable level of accessibility, usability and reliability can be assured”. Implicit in this rule is the need to provide adequate levels of cross-checking and a

methodology that ensures the identification of gross errors when using an electronic system, which is comparable to the industry best practice established for manual systems. |  |  |  |  |
|  | 1. Crew procedures for the use of traditional paper performance charts often include practices that recognize basic human factors principles associated with the influence of decisions and acceptance of the validity of information and these should be carried over to the use of electronic calculation and the presentation of this kind of data.
 |  |  |  |  |
|  | 1. The use of a single EFB on the flight deck poses the same risks with regard to the acceptance of data output as do those posed by having only one pilot on a multi-crew aeroplane determining performance data from a paper chart. Standard Operating Procedures for the use of an EFB should include procedures that utilize independent calculation by each crew member, provide for effective cross-checking and facilitate the trapping of gross errors.
 |  |  |  |  |
|  | ***RECOMMENDATION***1. Operators are recommended to modify EFB software so as to prevent:
	1. Other applications from inputting data into any field on the performance application feature when this is used to derive operational performance for a critical phase of flight, and
 |  |  |  |  |
|  | * 1. Any field in the performance application which is used to derive operational performance for a critical phase of flight from remaining populated after the EFB is shut down.
 |  |  |  |  |
|  | 1. Where these actions cannot be achieved by means of software modification, operators should ensure that crew procedures include the requirement, before any calculation is conducted, to enter or re-enter data manually in any fields in the performance application that are used to derive operational performance for a critical phase of flight,
 |  |  |  |  |
|  | * 1. Operators are recommended to establish and provide training on EFB operating procedures.
 |  |  |  |  |
|  | * 1. Crew procedures should ensure that calculations are conducted independently by each crew member before data outputs are accepted for use.
 |  |  |  |  |

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| **SN** | **Item Description** | **Manual Ref No.** | **CAA USE ONLY** |
| **FOI****S, U/S, N/A** | **AWI****S, U/S /NA** | **Comments** |
|  | (c) Crew procedures should ensure that a formal cross-check is made before data outputs are accepted for use. Such cross-checks should utilize the independent calculations, together with the output of the same data from other sources on the aircraft |  |  |  |  |
|  | 1. Crew procedures should ensure that a gross-error check is conducted before data outputs are accepted for use. Such a gross-error check may use either a “rule of thumb” or the output of the same data from other sources on the aircraft.
 |  |  |  |  |
|  | (e) Crew procedures should ensure that, in the event of loss of functionality by an EFB through either the loss of a single application, or the failure of the device hosting the application, an equivalent level of security of data output can be maintained by the use of alternative procedures |  |  |  |  |

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| **APPLICANT USE** |
| **APPLICANTS DECLARATION****E. This is to certify that the company manual(s) have addressed all CAA relevant applicable Regulations (CARs) to the proposed operations.** |
| **Name of Post Holder Operations:** | **Signature** | **Date** |
|  |  |  |
| **Name of Post Holder Maintenance & Engineering:** | **Signature** | **Date** |
|  |  |  |
| **Name of Post Holder Quality:** | **Signature** | **Date** |
|  |  |  |
| **Title and Name of CAA Inspector** | **Signature** | **Date** |
| **FOI** |  |  |  |
| **AIR** |  |  |  |

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| --- | --- | --- | --- |
| **Review No:** | **Results** | ☐ **Approved** | ☐ **Not Approved** |