

Application for Approval of a Maintenance Programme (Initial Issue, Amendment or Temporary Amendment) or Notification of the Indirect Approval of a Maintenance Programme



Please complete this form online (preferred method) then print, sign and submit as instructed.

Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

FALSE REPRESENTATION STATEMENT

It is an offence under Article 256 of the Air Navigation Order 2016 to make, with intent to deceive, any false representation the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine and or up to two years imprisonment.

1a. Applicant Details - An Individual (including sole traders and partnerships)

Title: Forename: Surname:

Date of birth (dd/mm/yyyy): Nationality:

Town of birth: Country of birth:

Permanent Address:

Country Postcode:

Telephone: Mobile telephone:

E-mail:

Trading Name: (if applicable)

Website address:

A certified copy of your Passport, EAA/EU National Identity Card or Full Photographic Driving Licence must accompany your application as proof of identification if this is your FIRST application.

In the case of a partnership, please provide complete details of all partners in Box 10.

1b. Applicant Details - A Registered Company

Registered Company Name (in full):

Registered Company Number:

Country of Company Registration:

Registered Office Address:

Postcode:

Telephone: Fax:

E-mail:

Trading Name: (if applicable)

Trading Address (primary site):

Postcode:

Authorised Representative of Company

This application is to be signed by either a Director or Company Secretary or a person authorised by the Board to act on behalf of the Company.

Title: Forename: Surname:

Position in Company:

Telephone No: E-mail:

If you are not a Director or Company Secretary and have been authorised to sign the application form on behalf of the Company, proof of that authority must be provided with the completed application form.

This application will be considered in respect of and, if appropriate, granted to, the company registered under the Company number provided on this form.

1.c Applicant Details - An Unincorporated Association or other body

Name of Unincorporated Association or other body:
Address:
.....
Country: Postcode:
Telephone: Fax:
E-mail:
Website address:.....

Authorised Representative of Unincorporated Association or other body

This application is to be signed by a person or persons authorised by the body named above to act on behalf of it. This should normally be a member or members of the managing committee of the association or other body. Evidence of the authorisation to act on behalf of the association or body should be provided with the application.

Title: Forename: Surname:
Position in Company:
Telephone No: E-mail:
Charity Number (if applicable):

This application will be considered in respect of and, if appropriate, granted to, the company registered under the Company number provided on this form.

2. Application Details

Application for the Direct Approval of a Maintenance Programme by the CAA:

Initial Issue Amendment Temporary Amendment

Or, notification of Indirect Approval by a UK CAMO holding applicable privilege, (Complete sections, 1, 2, 5 and 6 only):
By ticking this box, you are declaring that the amendment does not exceed the scope of your indirect approval limitations.

CAA Maintenance Programme Number:

Operator / Owner Name:

Is this Maintenance Programme for commercially operated (AOC) aircraft or privately operated aircraft?

Commercial (AOC) AOC Approval Number: Private

CAMO Name: CAMO Approval Number:

Note: Non-UK CAMO's must provide copies of their EASA Form 14 and Scope from their CAME.

Does the CAMO have the aircraft type on their Approval Certificate and included within the scope of their CAME?

Yes No

For all applications and indirect approval notifications, please supply an electronic copy of the full programme. (Please ensure that the electronic copy contains the complete programme - not just the amended pages).

For an initial application where you only require the maintenance programme number to be generated, - as a minimum, please complete sections 1 and 2 followed by the declarations in sections 6 and 7.

3. For amendments only, a brief overview of any changes (please continue in Box 10 if required)

4. Maintenance Requirement Details

Does this Maintenance Programme (MP) include and comply with all the type certificate holder recommendations

Yes No

If No, please provide description of justification:

Does this MP include all tasks relevant to the configuration and / or modification standard of the aircraft?

Yes No

If No, please provide description of reason why:

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

Yes No

Does this MP include all applicable, repetitive Airworthiness Directives?

Yes No

Does this MP include all service life limitations and overhaul limitations for components?

Yes No

Does this MP include all Airworthiness Limitation Items (ALI) / Certification Maintenance Requirements (CMR) Mandatory tasks?

Yes No

If you have answered No to any of the above questions, please update the programme accordingly and re-submit when complete, otherwise your application may not be accepted.

Does the maintenance programme 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 - SRG1724.

5. Aircraft added to or removed from the Maintenance Programme

Is any aircraft already on a different maintenance programme?

Yes No

If yes, please provide confirmation that the aircraft is being or has been removed from the other programme.

Other Programme Owner: Other Programme Number:

Aircraft Manufacturer: Aircraft Type:

Aircraft Registration		Aircraft Serial Number		Addition or Removal	
				Addition	Removal
a)		Addition	Removal
b)		Addition	Removal
c)		Addition	Removal
d)		Addition	Removal
e)		Addition	Removal
f)		Addition	Removal
g)		Addition	Removal
h)		Addition	Removal
i)		Addition	Removal
j)		Addition	Removal
k)		Addition	Removal
l)		Addition	Removal
m)		Addition	Removal
n)		Addition	Removal

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6. Technical Declaration

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate and a true statement of all the aircraft on this maintenance programme.

I declare that I hold the necessary aircraft data such as Aircraft Maintenance Manuals, Service Bulletins, Mandatory Permit Directives and Airworthiness Directives as applicable and necessary to support this maintenance programme.

I understand that the CAA may conduct sample checks upon aircraft, the location of the maintenance and aircraft records.

Name of person holding technical responsibility:

Position of person holding technical responsibility:

Signature of person holding technical responsibility:

Date:

The information submitted will be stored on a database and is restricted to authorised persons in accordance with the Data Protection Act 1998.

7. Financial Declaration

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I enclosed the charges payable on application in accordance with the scheme of Charges (www.caa.co.uk/ors5).

I agree to pay any additional charges which may become payable in respect of this application under the scheme of charges.

Name of Applicant (named in 1):

Position of Applicant (named in 1):

Signature of Applicant (named in 1):

Or Signature of Authorised Representative (named in 1):

Date:

The information submitted will be stored on a database and is restricted to authorised persons in accordance with the Data Protection Act 1998.

8. Submission Instructions

When you have completed this Form, please send it together with the appropriate fee to:

Approvals and Certification
Shared Service Centre
Aviation House
Gatwick Airport South
West Sussex
RH6 OYR

Email: apply@caa.co.uk

9. Fees

The fee(s) required are as calculated in accordance with the CAA Airworthiness Scheme of Charges (published in CAA Official Record Series 5) to be paid on application are enclosed herewith.

NB: This application will not be processed until the applicable fees have been received.

Total fees included are: £

IMPORTANT NOTES:

Where the cost of the CAA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges.

If the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates and the section entitled 'Additional charges where functions are performed abroad.' All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.

10. Additional Information (if required)

Payment Authorisation



This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink

1. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges)
Application for:..... Dated:.....
Original Applicant's Name:
Application Submission Number (ASN):.....or, Application form number (i.e SRGxxxx).....
Registered Company or Trading Name: (if applicable)
Contact Telephone Number(s):

2. PAYMENT DETAILS

a) Payment type (please tick your chosen method of payment).
Visa Mastercard Debit Card Cheque/Banker's Draft Bank Transfer Cash (max.£1000)
The maximum single transaction using a Visa/Mastercard or Debit Card is limited to £25,000.
We do not accept American Express, Diners Club or JCB cards. Cash payments will only be accepted in person at Aviation House, Gatwick. Please do not send cash by post.
Cheques shall be made payable to ' Civil Aviation Authority '. Please write the CAA Application Form No. on the reverse of your cheque.
National Westminster Bank plc Bloomsbury Parr's Branch PO Box 158 214 High Holborn London WC1V 7BX
Account Name: Civil Aviation Authority Account Number: 36029769 Sort Code: 60-30-06 Swift Code: NWBK GB 2L IBAN: GB90 NWBK 6030 0636 0297 69
Please supply the following information:
Amount: £ BACS/CHAPS/ASN Reference*:
* When making a bank transfer please instruct your bankers to quote, i) in relation to an offline application, the CAA Application Form number followed by the application date (i.e. SRGXXXX ddmmyyyy) or ii) in relation to an online application, the Automatic Submission Number (ASN) (i.e. CAI-123).
Payer: Payers Email: Date of Transfer:

b) Card Details (for payment by Credit/Debit Card)

Card number:
Expiry date: / Security Code (last 3 digits on signature strip on reverse of card)
Debit cards only: Start date: / Amount: £
Issue No: (if applicable)
Name (as written on card): (BLOCK CAPS)
Full postal address of card holder: Postcode:.....
Card holder's signature:
Please tick box if paying with Company Card Company Name:

Do not send credit card details by email. If sending this form electronically, please leave this section blank and we will call you to confirm your card details at the time.