

APPLICATION FOR CERTIFICATION OR VALIDATION APPROVAL

This form is applicable to applications for Type Certificates (TC), Restricted Type Certificates (RTC), Supplemental Type Certificates (STC), Statements of Technical Satisfaction (SOTS), Major Changes/Repairs, Minor Changes/Repairs, MRBR, UKTSOA, Validations, and Transfer of Certificates within UK.

For best results please download the form to your computer and open it in Adobe Acrobat.

Submission instructions can be found at the end of the form.



FALSE REPRESENTATION STATEMENT

It is an offence under the UK Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, license, approval, permission or other document. This offence is punishable on summary conviction by a fine, and on conviction on indictment with an unlimited fine or imprisonment or both.

0. Application Form Instructions

Applicants must fill in Sections 1, 8, 9.

In addition, applicants must fill in Section 2 AND only the relevant section (3/4/5/6/7) for the project. Only one application per form, e.g. domestic certification or foreign approval validation.

The following breakdown is included to help applicants navigate and fill in the form.

1 Applicant's Details

2 Products and Articles Application Details

3 Validation of Third Country Approvals

4 CAA Certification Support for Validation

5 Application for Transfer of Certificate

6 Transfer of Certificates within UK

7 Application for Approval of Maintenance Review Board Report (MRBR), Manufacturer Recommended Maintenance Program, Supplement to MRBR and revisions thereto

1. Applicant's Details *(The Applicant is the person responsible for payment of CAA charges)*

NOTE: Complete either 1a) for applications submitted by individual(s) OR 1b) for applications submitted by companies.

1a) This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.

Individual (including sole traders and partnerships)

Title: Forename: Surname:
Address:
Country: Postcode:
Telephone: Fax:
E-mail: Mobile Telephone:
Trading Name: (if applicable)
Website address:

In the case of a partnership, please complete details of all partners. Continued on a separate sheet (if necessary).

1b) This application will be considered in respect of and, if appropriate, granted to, the Company Name as registered under the Company Number provided on this form.

Company

Registered Company Name (in full):
Registered Company Number:
Country of Company Registration:
Registered Office Address:
Postcode: E-mail:
Telephone: Fax:
Trading Name: (if applicable)
Trading Address (primary site):
Country: Postcode:
Website address:

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.

2. Products and Articles Application Details

NOTE: Complete 2a) AND either 2b) for applications for new products/articles OR 2c) for applications for changes to existing products/articles AND, IF APPLICABLE, 2c).

2a) Is the design subject to Commission Regulation (EU) No. 748/2012 as retained (and amended in UK domestic law) under the European Union (Withdrawal) Act 2018?

Part 21 ☐ Non-Part 21 (Annex I) ☐

2b) New Products or Articles

NOTE: Please tick the only one applicable.

Type Certificate (TC) ☐ Restricted Type Certificate (RTC) ☐

UK Technical Standard Order Authorisation (UKTSOA) ☐

Maintenance Review Board Report (MRBR) ☐

Product/Article Type: Product/Article Model:

Description:

Restrictions (of RTC) (if applicable):

2c) Change to existing Products or Articles

NOTE: Please tick the only one applicable.

Major Change ☐ Major Repair ☐ Supplemental Type Certificate ☐ Major Change to Supplemental Type Certificate ☐

Minor Change ☐ Minor Repair ☐ Statement of Technical Satisfaction (SOTS) ☐

Maintenance Review Board Report (MRBR) ☐ UK Technical Standard Order Authorisation (UKTSOA) ☐

Other (please specify):

Product/Article Type: Product/Article Model:

TCDS/(UK)TSOA Ref. (if applicable):

Aircraft Registration (if applicable):

Aircraft Serial Number (if applicable): STC Number (if applicable):

Change Title:

Description:

Change No.:

Justification (including whether the change is intended for military application/SOTS):

2d) Organisation's approvals details (if applicable)

Design Organisation: DOA Ref:

Production Organisation: POA Ref:

3. Validation of Third Country Approvals

NOTE: Complete 3 AND either 3a) for sequential validations OR 3b) for concurrent validations AND, IF APPLICABLE, either 3c) for ANAC or TCCA Major Level 1 design change classification OR 3d) for other CA validation classifications

For applicants seeking validation in the UK when the CAA is the Validating Authority (VA) for designs certificated by a Foreign Certifying Authority (CA). Prior to completing this section, refer to the details of the Implementation Procedures that support the applicable Bilateral Aviation Safety Agreement (BASA) between the UK and the Third Country or the Working Arrangement (WA) or Memorandum of Understanding (MoU) between the Third Country Authority and the UK CAA.

Foreign Certifying Authority (CA):

3a) For sequential validations	
CA's Design Approval Reference:	
Approval/Project Title/Description:	
Date of CA approval:	
3b) For concurrent validations	
CA's Design Project Reference:	
Project Title/Description:	
Date of application to CA:	
3c) For ANAC or TCCA Major Level 1 design change classifications	
Please specify the reason for the classification:	
.....	
3d) For other CA validation classifications, select one of the following	
Eligible for Streamlined Validation	<input type="checkbox"/>
Subject to Technical Validation	<input type="checkbox"/>
Please specify the reason for the classification:	

4. CAA Certification Support for Validation	
NOTE: Complete 4 AND either 4a) for sequential validation when the UK Certificate has already been issued OR 4b) for concurrent validation (i.e. where the UK Certificate or Approval has not yet been issued) AND, IF APPLICABLE, either 4c) for ANAC or TCCA Major Level 1 design change classification OR 4d) for other VA classifications.	
For a UK applicant seeking assistance from the CAA as the Certifying Authority (CA) for a validation by a Foreign Validating Authority (VA) - also referred to as Certification Support for Validation (CSV).	
Prior to completing this section, refer to the details of the Implementation Procedures that support the applicable Bilateral Aviation Safety Agreement (BASA) between the UK and the Third Country or the Working Arrangement (WA) or Memorandum of Understanding (MoU) between the Third Country Authority (TCA) and the UK CAA.	
Foreign Validating Authority (VA):	
4a) For sequential validation when the UK Certificate has already been issued or the approval has been accepted	
UK Certificate/ Approval No: Date of issue:	
Approval/Project Title/Description:	
Copy of the CAA approval certificate attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	
4b) For concurrent validation (i.e. where the UK Certificate or Approval has not yet been issued)	
UK Task/Project No:	
Approval/Project Title/Description:	
.....	
Date of Application to CAA: Responsible UK CAA PCM (if known):	
4c) For ANAC or TCCA Major Level 1 design change classification	
Please specify the reason for the classification:	

4d) For other VA classification, select one of the following:

NOTE: Please tick the only one applicable.

Eligible for Streamlined Validation ☐

Subject to Technical Validation ☐

Please specify the reason for the classification:

5. Application for Transfer of Certificate between countries/aviation authorities

NOTE: Prior to completing this section, refer to the details of the Implementation Procedures that support the applicable Bilateral Aviation Safety Agreement (BASA) between the UK and the Third Country or the Working Arrangement (WA) or Memorandum of Understanding (MoU) between the Third Country Authority (TCA) and the UK CAA.

Existing Design Approval Holder:

Certificate No.: Foreign Approval Reference (if applicable):

Certificate Holder:

Product/Article Type: Product/Article Model:

Title/Description:

Reason for Transfer:

Is there an attached copy of the certificate? Yes ☐ No ☐

6. Transfer of Certificates within UK

Existing Design Approval Holder:

Certificate No.:

Certificate Holder:

Product/Article Type: Product/Article Model:

Title/Description:

New Approval Holder:

Address:

Contact Person:

Telephone: Fax No:

E-mail:

Part 21 Demonstration of Capability (*if applicable*):

7. Application for Approval of Maintenance Review Board Report (MRBR), Manufacturer Recommended Maintenance Program, Supplement to MRBR and revisions thereto

NOTE: A dedicated request form is to be issued for each exercise. A single exercise may address more than one MRB Report (MRBR concurrently, where common Industry Steering Committee (ISC) implements the results into more than one MRBR). In that case although only one request is required, each aircraft type and document concerned will need to be mentioned in the following fields.

Applicability/Description

Type Certificate Number:

Type Certificate Holder:

Type(s):

Document concerned/Status (Status/MRBR issue, Rev. No, Date with Ref No. (if available))

Approval details of the current document (Date, Reference, name on Approval Statement)

Status details of the document to be approved (MRBR issue, Rev. no and planned release date of the future approval document)

Proposed Methodology (MSG) Reference/ Revision (i.e. MSG3 Revision)

Reason/Scope of exercise

Planning (Date for MRB involvement and planned submission date for approval)

Detailed activity of these (list all anticipated meetings include the nature, duration, place and dates) or submit as a separate attachment with the application form.

8. Charges
Where charges are to be paid other than by the applicant, please enter the name of the person/company who is paying:
If you want the CAA to quote a Purchase Order No. on invoices for any additional charges, please provide the reference here:" Purchase Order number:
IMPORTANT NOTES: Additional Charges: 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. Overseas Visits: If a Member or employee of 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 charge 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. Withdrawal/Cancellation of Application: In the event that this application is withdrawn or cancelled by the applicant, the application fee less the cost of any work carried out by the CAA to that date, may be refunded. Please see the CAA Refunds Policy at www.caa.co.uk/refunds for more information.

9. Declaration
I hereby declare that to the best of my knowledge the particulars entered on this application are accurate in every respect and I agree to pay any additional investigation costs associated with this application which may be notified and invoiced to me by the CAA at a later date. I understand that in the event that this application is subsequently cancelled, a cancellation fee may be applied.
Signature: Date:
Name: Position:

10. Application Form Submission Service (Submit)
Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application and supporting documentation (if applicable). You will be required to upload a copy of the completed application form as part of the submission.
The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.
After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:
Email (you will receive a secure payment link from 'noreply@payments.caa.co.uk')
SMS (you will receive a secure payment link from 'CAA PAYMENTS')
Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and provided the supporting documentation (if applicable).
The charge(s) required will be calculated in accordance with the current CAA Scheme of charges List of Official Record Series 5 - Scheme of Charges (caa.co.uk)
Important: Please save your completed form before proceeding.
Application Form Submission Service
If you prefer, you can access the service by logging onto the CAA Customer Portal via https://portal.caa.co.uk and selecting the Application Form Submission Service.