

Application for Approval of a Maintenance Task to be Performed by an Authorised Pilot under UK Part 145.A.30(j)4

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.



1. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges)		
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.		

2. Details of maintenance task to be performed

3. Initial task details		
Aircraft Type:		
	Yes	No
Is the task related to an Airworthiness Directive (AD)?		
Does the Airworthiness Directive state a pilot can carry out the task?		
Is the task to be carried out as part of a pre-flight inspection?		
Is the task related to an Airworthiness Limitation Item (ALI) or Certification Maintenance Requirement (CMR)?		
Does the Type Certificate Holder (TCH) support the task to be performed by a pilot?		

4. Supporting Documentation
Airworthiness Directive Reference:
Type Certificate Holder Documentation References (e.g. ALS, MPD, MSM, SB/SIL, AMM, etc.)
.....

5. Task complexity		
Tooling/equipment required?	Yes	No
Test equipment required?	Yes	No
Independent inspection required?	Yes	No
Removal/opening of Cowls or Access Panels?	Yes	No
Removal of Components?	Yes	No
Parts or Material Required?	Yes	No
Type of Inspection Required (e.g. GVI, DVI, etc.)		
Task Frequency		

6. Justification/substantiation to support approval

7. FEES
<p>The fee(s) required 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.</p> <p>NB: This application will not be processed until the applicable fees have been received.</p> <p>Total fees included are: £</p> <p>IMPORTANT NOTES:</p> <p>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.</p> <p>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.</p> <p>In the event that this application is withdrawn by the applicant, a cancellation charge may be levied. The cancellation charge reflects the work carried out by the CAA on behalf of the applicant up to the point of cancellation. Please see the CAA Refunds Policy at www.caa.co.uk/refunds for more information. Where sufficient funds remain from the original application fee, this charge will be deducted from any refund made in respect of the application following cancellation.</p>

8. FINANCIAL DECLARATION

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

I enclose 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:
(as shown in 1)

Signature of Applicant (named in 1):

or Signature of Authorised Representative (named in 1):

Date:

9. SUBMISSION INSTRUCTIONS

When you have completed this Form, please send it with copies of all supporting documentation to:

Maintenance Task
Continuing Airworthiness Section
Airworthiness
2SE Aviation House, Gatwick Airport South, West Sussex, RH6 0YR

Or E-mail it to us (attaching copies of all supporting documentation) by clicking this button.

CAA USE ONLY

Date received:	Charge:
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Allocated Type Liaison Surveyor:

Details of Review carried out:

Surveyor Decision:

Accepted	Rejected
Signature:	

Airworthiness Manager Decision:

Accepted	Rejected
Signature:	

Administration completed:

Signature:

Administration Checklist:

Applicant informed: Yes No	Letter reference:.....
Published internally: Yes No	Sharepoint location:
Published externally: Yes No	Webpage upload date:

PLEASE ENTER PAYMENT DETAILS ON FOLLOWING PAGE

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:

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 your credit/debit card details by email. Email is inherently insecure and hence it is not possible to guarantee the security of card details sent this way.