

# Part-CAO Change Notification Form

This form is designed to be completed on screen and submitted to the CAA together with any attachments to [apply@caa.co.uk](mailto:apply@caa.co.uk) with a copy to your assigned surveyor



**Important:** This form is to be completed for notifiable changes only, as detailed in CAO.A.105(a). It is not to be used where changes affect the content of the approval certificate or terms of approval. In such cases, a variation application must be made. This form should not be completed where changes can be managed and approved internally by the approved organisation, as detailed in CAO.A.105(b).

<b>Applicant Details:</b>		
<b>Organisation Name</b>		
<b>Approval Reference</b>	<b>UK.CAO.</b>	<b>Date:</b>
<b>Change Request:</b>		
<b>1</b>	CAA acceptance of airworthiness review staff (CAO.A.45 b).	
<b>2</b>	Changes of nominated staff CAO.A.35 (a) & (b).	
<b>3</b>	Changes in aircraft types within the scope of Part-M	
<b>4</b>	Changes in the scope of approval related to complete turbine engines.	
<b>5</b>	Changes in the control procedure set out in the CAE, Section A5.	
<b>6</b>	Approval of Alternative Means of Compliance to AMC (CAO.A.17)	
<b>7</b>	Other change not listed above.	
<b>Details of Changes:</b>		
<b>1</b>	<b>CAA acceptance of airworthiness review staff (CAO.A.45 b).</b>	
<b>a.</b>	Name	
<b>b.</b>	Part 66 License Number and expiry date. *	
<b>c.</b>	No. of years' experience in continuing airworthiness. *	
<b>d.</b>	Details of appropriate aeronautical maintenance training. *	
<b>e.</b>	Details of satisfactory Airworthiness Review under supervision. *	Date: Reg: A/C Type:
<b>f.</b>	Declaration  I confirm that the person proposed meets the requirements of CAO.A.045 and has completed a satisfactory review under my supervision  .....  Name: _____ Date _____	
* Attach a copy of the Part-66 Licence, summary of experience, training certificates as appropriate.		

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<b>Details of Changes (continued):</b>			
<b>2-7</b>	<b>Changes other than CAA acceptance of airworthiness review staff</b>		
For items 2-7 above as applicable, give a description of the change and action taken to ensure that the change meets relevant requirements. Attach CAE amendments, internal audit reports and supporting documents as applicable			
<b>CAE Amendment Ref:</b>			
<b>Internal Audit Ref:</b>			
<b>Checklist (before you submit the change request)</b>			
<b>Action</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Has a CAE amendment been compiled, approved internally, and attached?			
Has the form been fully completed and signed?			
Is the person signing on behalf of the organisation the Accountable Manager or a nominated person authorised by the Accountable Manager?			
It is acknowledged that this change is not approved until this form has been returned, signed on behalf of the UK CAA. <b>Note:</b> In some cases, an onsite audit will be required.			
<b>Compliance Statement:</b>			
I confirm that the change detailed above has been assessed and through the introduction of that change, the organisation maintains compliance with Part-CAO and related applicable regulation.			
Signature:			
Date			
Name:		Position	

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## CAA USE ONLY

The change detailed above is approved in accordance with CAO.B.065 (a).

Supporting audit reference (if applicable):

Notes:

Name:

Position:

Signature / Stamp:

Date:

Digital Signature: