

# 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 Satisfaction (SOS), 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.

## 1. Application Form Instructions

Applicants must complete all of the following Sections:

- 1 Applicant's Details
- 8 Charges
- 9 Declaration
- 10 Application Form Submission

Applicants must also complete **ONE** additional Section, depending on the purpose of application, as indicated in Table 0:

(Note: where an applicant deems more than one additional section from Table 0 to be applicable, separate applications are to be submitted)

Application for:	Additional Section to Complete					
	2	3	4	5	6	7
A New Product or Article <i>Where an applicant requires a new design approval certificate for a product or article that is not yet certificated by any authority.</i>	X					
A Change to an Existing Product or Article <i>Where an applicant requires a design approval certificate for a change to an existing product or article, including minor/major changes or repairs, STCs, UKTSOA etc (see Section 2 for an exhaustive list).</i>	X					
UK Validation of a Foreign Authority Design Approval Certificate <i>Where an authority other than the UK CAA has issued (or is in the process of issuing) a design approval certificate, and the applicant requires this to be validated by the UK CAA. CAA stand-alone approval of UK-specific OSD constituents (e.g. MMEL), where the Foreign Authority does not declare compliance, should be regarded as an application for design approval by the CAA rather than a validation. Section 2 should be completed instead of Section 3.</i>		X				
Certification Support for Validation (CSV) of a UK Design Approval Certificate by a Foreign Validating Authority <i>Where the UK CAA has issued (or is in the process of issuing) a design approval certificate, and the applicant requires this to be validated by a Foreign Authority.</i>			X			
Transfer of an existing Design Approval Certificate between Authorities				X		
Transfer of an existing Design Approval Certificate to another UK company or individual					X	
Application for Approval of Maintenance Review Board Report (MRBR), Manufacturer Recommended Maintenance Program, Supplement to MRBR and revisions thereto						X

Table 0 : Purpose of Application

<b>1. Applicant's Details</b> <i>(The Applicant is the person responsible for payment of CAA charges)</i>	
<b>Applying on behalf of an ORGANISATION</b> <i>(complete section 1a)</i>	<b>or</b> <b>Applying as an INDIVIDUAL</b> <i>(complete Section 1b)</i>

**1a) 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.**

<b>Company</b>	
Registered Company Name (in full): .....	
Registered Company Number: .....	
Country of Company Registration: .....	
Registered Office Address: .....	
Postcode: .....	E-mail: .....
Telephone: .....	
Trading Name: (if applicable) .....	
Trading Address (primary site): .....	
Country .....	Postcode: .....
Website address: .....	
<b>Organisation's approvals details (if applicable)</b>	
Design Organisation: .....	DOA Ref: .....
Production Organisation: .....	POA Ref: .....
<b>Authorised Representative of Company</b>	
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.	

**1b) 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: .....		
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).		
<b>Approvals details (if applicable)</b>		
Design Organisation: .....	DOA Ref: .....	
Production Organisation: .....	POA Ref: .....	

**1c) FOR ALL APPLICANTS: Please advise the anticipated Entry into Service date for the project to which this application relates:**

Anticipated ETS: .....
<i>This date is to inform the CAA for planning purposes only.</i>

**Note: Where an applicant deems more than one additional section to be applicable (refer to Table 0), separate applications are to be submitted**

Guidance notes for Section 2:

Major Changes to an STC: Where an applicant requires a Major Change to an STC, in the case that the STC has not yet been issued or accepted by the UK CAA, an application for a new Supplemental Type Certificate should be submitted.

Major Change to UKTSOA: If requiring a Major Change to a UKTSOA, this requires an application for a New UKTSOA (Section 2a).

Refer to Section 0 for further applicant Guidance Notes.

<b>2. Products and Articles Application Details</b>	
<b>Is the design subject to UK Regulation (EU) No. 748/2012?</b>	
Part 21 <input type="checkbox"/>	Non-Part 21 (Annex I) <input type="checkbox"/>
<b>Application Purpose</b>	
<b>Application for NEW PRODUCT(S)/ARTICLE(S)</b>	<i>(proceed to Section 2a)</i>
<b>OR</b>	
<b>Application for CHANGE TO EXISTING PRODUCT(S)/ARTICLE(S)</b>	<i>(proceed to Section 2b)</i>

<b>2a) New Products or Articles</b>		
<b>NOTE: Please tick the only one applicable.</b>		
Type Certificate (TC) <input type="checkbox"/>	Restricted Type Certificate (RTC) <input type="checkbox"/>	Maintenance Review Board Report (MRBR) <input type="checkbox"/>
UK Technical Standard Order Authorisation (UKTSOA) <input type="checkbox"/>		
Product/Article Type: .....		
Product/Article Model: .....		
Description:		
Restrictions (of RTC) (if applicable):		

<b>2b) Change to existing Products or Articles</b>			
<b>NOTE: Please tick the only one applicable.</b>			
Major Change <input type="checkbox"/>	Major Repair <input type="checkbox"/>	Supplemental Type Certificate <input type="checkbox"/>	Major Change to Supplemental Type Certificate <input type="checkbox"/>
Minor Change <input type="checkbox"/>	Minor Repair <input type="checkbox"/>	Statement of Satisfaction (SOS) <input type="checkbox"/>	
Maintenance Review Board Report (MRBR) <input type="checkbox"/>	Minor Change to UK Technical Standard Order Authorisation (UKTSOA) <input type="checkbox"/>		
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/SOS): .....			
.....			

Note: Where an applicant deems more than one additional section to be applicable (refer to Table 0), separate applications are to be submitted

<b>3. UK Validation of a Foreign Authority Design Approval Certificate</b>	
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) or the Working Arrangement (WA) or Memorandum of Understanding (MoU) between the UK CAA and the Foreign Authority.	
Foreign Certifying Authority (CA): .....	
<b>Application Purpose</b>	
<b>Application for SEQUENTIAL VALIDATION</b> - where the Foreign Authority Certificate has already been issued	<i>(proceed to Section 3a)</i>
<b>OR</b>	
<b>Application for CONCURRENT VALIDATION</b> - where the Foreign Authority Certificate has not yet been issued	<i>(proceed to Section 3b)</i>

<b>3a) For SEQUENTIAL VALIDATION</b>
CA's Design Approval Reference: .....
Product/Article Type: ..... Product/Article Model: .....
Approval/Project Title/Description:
Date of CA approval: .....

<b>3b) For CONCURRENT VALIDATION</b>
CA's Design Project Reference: .....
Product/Article Type: ..... Product/Article Model: .....
Project Title/Description:
Date of application to CA: .....

IF APPLICABLE, complete either 3c) for ANAC or TCCA Major Level 1 design change classification OR 3d) for other CA classifications.

<b>3c) For ANAC or TCCA Major Level 1 design change classifications</b>
Please specify the reason for the classification: .....
.....

<b>3d) For other CA validation classifications, select one of the following</b>
Eligible for Streamlined Validation <input type="checkbox"/>
Subject to Technical Validation <input type="checkbox"/>
Please specify the reason for the classification:

Note: Where an applicant deems more than one additional section to be applicable (refer to Table 0), separate applications are to be submitted

<b>4. Certification Support for Validation (CSV) of a UK Design Approval Certificate by a Foreign Validating Authority</b>	
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) or the Working Arrangement (WA) or Memorandum of Understanding (MoU) between the UK CAA and the Foreign Authority.	
Foreign Validating Authority (VA): .....	
<b>Application Purpose</b>	
<b>Application for SEQUENTIAL VALIDATION</b> - where the UK Design Approval Certificate has already been issued	<i>(proceed to Section 4a)</i>
<b>OR</b>	
<b>Application for CONCURRENT VALIDATION</b> - where the UK Design Approval Certificate has not yet been issued	<i>(proceed to Section 4b)</i>

<b>4a) For SEQUENTIAL VALIDATION</b>
UK Certificate/ Approval No: ..... Date of issue: .....
Product/Article Type: ..... Product/Article Model: .....
Approval/Project Title/Description:
Copy of the UK CAA design approval certificate attached? Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>4b) For CONCURRENT VALIDATION</b>
UK Task/Project No: .....
Product/Article Type: ..... Product/Article Model: .....
Approval/Project Title/Description:
Date of Application to CAA: ..... Responsible UK CAA PCM (if known): .....

**IF APPLICABLE, complete either 4c) for ANAC or TCCA Major Level 1 design change classification OR 4d) for other VA classifications.**

<b>4c) For ANAC or TCCA Major Level 1 design change classification</b>
Please specify the reason for the classification:

<b>4d) For other VA classification, select one of the following:</b>
<b>NOTE: Please tick the only one applicable.</b>
Eligible for Streamlined Validation <input type="checkbox"/> Subject to Technical Validation <input type="checkbox"/>
Please specify the reason for the classification:

**Note: Where an applicant deems more than one additional section to be applicable (refer to Table 0), separate applications are to be submitted**

**5. Transfer of a Design Approval Certificate between Authorities**

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

Existing Design Approval Holder: .....

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

Certificate Holder: .....

Product/Article Type: ..... Product/Article Model: .....

Title/Description:

Reason for Transfer:

Copy of the design approval certificate to be transferred attached? Yes  No

**6. Transfer of a Design Approval Certificate 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: .....

E-mail: .....

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

Copy of the design approval certificate to be transferred attached? Yes  No

**Note: Where an applicant deems more than one additional section to be applicable (refer to Table 0), separate applications are to be submitted**

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

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: .....

Product/Article Type: ..... Product/Article Model: .....

**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](http://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')

Please provide an email contact for payment if different from Authorised Representative of Company:  
.....

**SMS** (you will receive a secure payment link from 'CAA PAYMENTS')

**If paying by BAC – Account Name: Civil Aviation Authority  
Account Number: 36029769 Sort Code: 60-30-06 IBAN:  
GB90 NWBK 6030 0636 0297 69  
\*\*Please provide proof of payment if paying by bank transfer\*\***

**Please note: Your application will not be started until you have completed the following:**

- submitted your application it via the CAA Customer Portal
- made payment of the charge(s) required, and
- provided the supporting documentation (if applicable).

**NOTE: For STCs, Major Changes and TSOAs, a Certification Programme is required prior to allocation of a CAA PCM.**

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 \(caa.co.uk\)](http://www.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.