|  |  |
| --- | --- |
|  | **Form**  **Form: AC-GEN014**  **November 2022** |

Electronic Flight Bag (EFB) Application Form

**SECTION A – ORGANISATION**

1. Operator Details

|  |  |  |
| --- | --- | --- |
| a. | Company Details | |
| i. | Registered name |  |
| ii | Trading name if different |  |
| iii. | Mailing address |  |
| iv | Telephone |  |
| v. | Fax |  |
| vi. | E-mail |  |

|  |  |  |
| --- | --- | --- |
| b. | Principal Place of Business | |
| i. | Mailing address: |  |
| ii. | Telephone: |  |
| iii. | Fax: |  |
| vi. | E-mail: |  |

|  |  |  |
| --- | --- | --- |
| c. | Proposed Start Date | |
| i. | Start |  |

|  |  |  |  |
| --- | --- | --- | --- |
| d. | AOC Certification /Variation Focal Point | | |
| Name | | Telephone | E-mail |
|  | |  |  |

1. Nominated Post Holder Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Title | Name | Telephone No | Email |
| a. | Accountable Manager |  |  |  |
| b. | Head of Flight Operations |  |  |  |
| c. | Chief Pilot |  |  |  |
| d. | Head of Maintenance |  |  |  |
| e. | Head of Safety |  |  |  |
| f. | Head of Quality |  |  |  |

**SECTION B. OPERATIONS**

1. Proposed / Approved Type of Operations



|  |  |  |  |
| --- | --- | --- | --- |
| Schedule | Non-Schedule | Passenger | Cargo |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Aircraft Type and Model | Registration Marks | Serial No. | Date of Manufacture |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |

1. Identified / Approved Special Authorisation

|  |  |
| --- | --- |
|  | Standard CAT II operations |
|  | Standard CAT III operations |
|  | Low visibility Operation (LVO) |
|  | Dangerous goods transportation by air (DGs) |
|  | Reduced vertical separation minimum (RVSM) |
|  | Extended division time operations (EDTO) |
|  | Performance based navigation (PBN) |
|  | Electronic flight bag (EFB) |
|  | Minimum navigation performance specification (MNPS) |
|  | Others: |

**SECTION C – EFB APPROVAL DETAILS**

1. EFB Application

|  |  |
| --- | --- |
| a. | AOC Initial Certification |
| b. | AOC Variation |

1. EFB HARDWARE AND INSTALLATION DETAILS

Identify EFB Hardware to be Used

*Note: If the details in column 4 are applicable (‘Yes’ selected) specific references or remarks are required.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *No.* | *Item* | *Tick as appropriate* | *Hardware application details* | *Specific references or remarks* |
|  | **EFB Type** | Portable Installed | **Device Specifications: Manufacturer and Model** |  |
|  | **Installed Resources for Portable EFB** | Yes No | **Type of Device/s and Installation STC / Mod reference** |  |
|  | **Viewable Mounting for Portable EFB** | Yes No | **Viewable Mounting Details** |  |
|  | **Data Transfer** | Yes No | **Transfer medium details** (e.g. Wi-Fi, Bluetooth, parallel) |  |
|  | **Pressurised Aircraft** | Yes No | **Rapid depressurisation report reference** |  |
|  | **Aircraft Power Supply** | Yes No | **Details of Power Supply**  (attach STC if applicable) |  |

1. EFB Software Application Details

Identify EFB Software to be used

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Application** | **Type\*** | **Description / Use** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |

\*Software Type A, B, Other

1. **Operator Documentation**

Submit a copy of the following documents:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Document Submitted?** | **Yes** | **No** | ***CAA Remarks*** |
| 1. | EFB Compliance Checklist |  |  |  |
| 2. | EFB hardware and application specifications and related documentation |  |  |  |
| 3. | Operator MEL showing EFB Items |  |  |  |
| 4. | EFB Risk Assessment |  |  |  |
| 5. | Proof of EMI, ELA and depressurization testing |  |  |  |
| 6. | EFB Operational Suitability Report or Letters of Acceptance (as applicable) |  |  |  |
| 7. | Operator EFB procedures (manual) and Operations Manual revisions  Include EFB Management and database management |  |  |  |
| 8. | EFB training syllabus and courseware |  |  |  |
| 9. | EFB operational evaluation plan and checklist/s |  |  |  |
| 10. | Applicable maintenance documents and procedures |  |  |  |

If Type B software will be used in the EFB, attach a copy of the validation results for each Type B application.

**SECTION D – ACCOUNTABLE MANAGER’S DECLARATION**

|  |
| --- |
| The undersigned certify that statements and answers provided in this application form and attachments are complete and true to the best of my knowledge and agree that they are to be considered as part of the basis for issuance of EFB approval in accordance with Civil Aviation Regulations 2022 (UCAR). |

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Date** |
|  |  |  |

**SECTION E – FOR UCAA USE ONLY**

|  |  |  |
| --- | --- | --- |
| Received by FOI/AWI: |  | Date: |
| Cash / Credit Card: |  | |
| Fee payable: |  | |
| Receipt No.: | Signature of CAA’s Inspectors | |

**EFB Compliance Checklist**

1. This compliance checklist ensures that the EFB operations applicant has adequately addressed the regulatory requirements applicable to the operations.
2. The compliance checklist is prepared by the applicant and submitted to the Authority indicating how the relevant applicable regulations to the proposed EFB operations have been addressed. It is required to be submitted together with the formal application package, which also includes a comprehensive worksheet that is completed by the applicant organisation.
3. The applicant should complete the section pertaining to the applicable Part of the Regulations.
4. Note the EFB Worksheet and supporting documentation should also be submitted as a part of the EFB approval application.

| Regulation No. | Regulation Requirement | Applicability  Yes / No / NA | Manual / Document Reference | Remarks  *CAA Use* |
| --- | --- | --- | --- | --- |
| Part II, Reg 15 — International Commercial Air Transport — Aeroplanes, | |  |  |  |
| The Civil Aviation Aircraft Instruments and Equipment Regulation, 2022. | |  |  |  |
| Reg.72 Electronic flight bag | Where portable electronic flight bag is used on board an aeroplane the operator shall ensure that they do not affect the performance of the aeroplane systems, equipment or the ability to operate the aeroplane. |  |  |  |
| Reg.73. Functions of the electronic flight bag | (1) An operator shall not use an electronic flight bag on an aeroplane unless it is approved by the Authority. |  |  |  |
|  | (2) Where an electronic flight bag is used on board of an aeroplane the operator shall: |  |  |  |
|  | (a) assess the safety risk associated with an electronic flight bag function; |  |  |  |
|  | (b) establish and document the procedures for the use of, and training requirements for, the device and each electronic flight bag function; |  |  |  |
|  | (c) ensure that, in the event of an electronic flight bag failure, sufficient information is readily available to the flight crew for the flight to be conducted safely. |  |  |  |
| Reg.73 Functions of the electronic flight bag | (1) An operator shall not use an electronic flight bag on an aeroplane unless it is approved by the Authority. |  |  |  |
|  | (2) Where an electronic flight bag is used on board of an aeroplane the operator shall: |  |  |  |
|  | (a) assess the safety risk associated with an electronic flight bag function; |  |  |  |
|  | (b) establish and document the procedures for the use of, and training requirements for, the device and each electronic flight bag function; |  |  |  |
|  | (c) ensure that, in the event of an electronic flight bag failure, sufficient information is readily available to the flight crew for the flight to be conducted safely. |  |  |  |
| Reg.74 Electronic flight bag operational approval | The operator in approving an electronic flight bag for use on an aeroplane, shall ensure that: |  |  |  |
|  | (a) an electronic flight bag equipment and its associated installation hardware, including interaction with aeroplane systems if applicable, meet the appropriate airworthiness certification requirements; |  |  |  |
|  | (b) the safety risks associated with the operations supported by an electronic flight bag function are assessed; |  |  |  |
|  | (c) the requirements for redundancy of the information contained in and displayed by an electronic flight bag function is established; |  |  |  |
|  | (d) the documented procedures for the management of an electronic flight bag function including any database it may use is established; and |  |  |  |
|  | (e) the documented procedures for the use of, and training requirements for, an electronic flight bag and the electronic flight bag function is established. |  |  |  |
|  |  |  |  |  |
| Part IV — General Aviation - Aeroplanes  (General Aviation Operations) | |  |  |  |
| Reg.116 Electronic flight bags | Where portable electronic flight bag is used on board an aeroplane, the pilot-in-command or the operator or owner shall ensure that they do  not affect the performance of the aeroplane systems, equipment or the ability to operate the aeroplane. |  |  |  |
| Reg.117 Functions of the electronic flight bag | Where an electronic flight bag is used on board of an aeroplane the  pilot-in-command, the owner or operator shall— |  |  |  |
|  | (a) assess the safety risk associated with each electronic flight bag function; |  |  |  |
|  | (b) establish the procedures for the use of, and training requirements for, the device and electronic flight bag function; and | - |  |  |
|  | (c) ensure that, in the event of an electronic flight bag failure, sufficient information is readily available to the flight crew for the flight to be conducted safely. |  |  |  |
|  |  |  |  |  |
| Reg.118 Electronic flight bag operational criteria | The operator in approving an electronic flight bag for use on an aeroplane, shall ensure that: |  |  |  |
|  | (a) an electronic flight bag equipment and its associated installation hardware, including interaction with aeroplane systems if applicable, meet the appropriate airworthiness certification requirements; |  |  |  |
|  | (b) the safety risks associated with the operations supported by an electronic flight bag function are assessed; |  |  |  |
|  | (c) the requirements for redundancy of the information contained in and displayed by an electronic flight bag function is established; |  |  |  |
|  | (d) the documented procedures for the management of an electronic flight bag function including any database it may use is established; and |  |  |  |
|  | (e) the documented procedures for the use of, and training requirements for, an electronic flight bag and the electronic flight bag function is established. |  |  |  |
|  |  |  |  |  |
| Part VI— Helicopter Operations –  Commercial Air Transport | |  |  |  |
| Reg.196  Electronic flight bags | Where portable electronic flight bag is used on board a helicopter, the operator shall ensure that they do not affect the performance of the helicopter systems, equipment or the ability to operate the helicopter. |  |  |  |
| Reg.197  Functions of the electronic flight bag | (1) Where the electronic flight bag is used on board a helicopter, the operator shall: |  |  |  |
|  | (a) assess the safety risk associated with each electronic flight bag function; |  |  |  |
|  | (b) establish and document the procedures for the use of, and training requirements for, the device and each electronic flight bag function; |  |  |  |
|  | (c) ensure that, in the event of an electronic flight bag failure, sufficient information is readily available to the flight crew for the flight to be conducted safely. |  |  |  |
|  | (2) The State of the Operator shall approve the operational use of electronic flight bag functions to be used for the safe operation of helicopters. |  |  |  |
| Reg.198 Operational approval electronic flight bag | For approval of an electronic flight bag use on a helicopter, the operator shall ensure that: |  |  |  |
|  | (a) an electronic flight bag equipment and its associated installation hardware, including interaction with aeroplane systems if applicable, meet the appropriate airworthiness certification requirements; |  |  |  |
|  | (b) the safety risks associated with the operations supported by an electronic flight bag function are assessed; |  |  |  |
|  | (c) the requirements for redundancy of the information contained in and displayed by an electronic flight bag function is established; |  |  |  |
|  | (d) the documented procedures for the management of an electronic flight bag function including any database it may use is established; and |  |  |  |
|  | (e) the documented procedures for the use of, and training requirements for, an electronic flight bag and the electronic flight bag function is established. |  |  |  |
|  |  |  |  |  |
| Part VII — Helicopter Operations –  General Aviation | |  |  |  |
| Reg.242  Electronic flight bag | Where portable electronic flight bag is used on board a helicopter, the pilot-in-command and the owner shall ensure that they do not affect the performance of the helicopter systems, equipment or the ability to operate the helicopter. |  |  |  |
| Reg.243 Functions of the electronic flight bag | (1) Where an electronic flight bag is used on board a helicopter the pilot-in-command or the owner shall: |  |  |  |
|  | (a) assess the safety risk associated with each electronic flight bag function; |  |  |  |
|  | (b) establish and document the procedures for the use of, and training requirements for, the device and each electronic flight bag function; and |  |  |  |
|  | (c) ensure that, in the event of an electronic flight bag failure, sufficient information is readily available to the flight crew for the flight to be conducted safely. |  |  |  |
|  | (2) The State of Registry shall approve the operational use of electronic flight bag functions to be used for the safe operation of helicopters. |  |  |  |
| Reg.244 Operational approval of the electronic flight bag | In establishing the operational use of an electronic flight bag, the  State of Registry shall ensure that: |  |  |  |
|  | (a) an electronic flight bag equipment and its associated installation hardware, including interaction with aeroplane systems if applicable, meet the appropriate airworthiness certification requirements; |  |  |  |
|  | (b) the safety risks associated with the operations supported by an electronic flight bag function are assessed; |  |  |  |
|  | (c) the requirements for redundancy of the information contained in and displayed by an electronic flight bag function is established; |  |  |  |
|  | (d) the documented procedures for the management of an electronic flight bag function including any database it may use is established; and |  |  |  |
|  | (e) the documented procedures for the use of, and training requirements for, an electronic flight bag and the electronic flight bag function is established. |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Applicant Submitting Compliance Document** | | |
| Title and Name: | Signature: | Date Received: |