



APPLICATION FOR APPROVAL OF A DESIGN CHANGE				
1	NAA / Classification: *FAA *TCCA *EASA *ANAC		*Major	*Minor
2	Aircraft Details:	Aircraft Type:		
		Aircraft Registration No(s):		
		Serial No(s):		
3	Applicants Reference:	Local No:		
		Issue No. / Date:		
4	Description of Proposed Design Change*:			
* Use additional sheets as required, see guidance note 4.				
5	Certification of Data Statement*:			
* For use by a Design Organisation or NAA Delegated Signatory when directly approving the data, see guidance note 5.				
6	Applicant Details			
	Applicant Name:		Signature:	
	Organisation:		Date:	
	Contact Details		Email	
Tel No				



<b>Compliance with Airworthiness Standards Checklist:</b>		
7	Type Certificate Data Sheet Ref (TCDS):	
8	Noise / Environmental Compliance Standards affected:	
9	Flight Manual Supplement (FMS) and Pilot Operating Handbook (POH):	
10	OTAR 91, 121, 135 Subpart F & G Operations Compliance:	
<b>Design Change Data:</b>		
11	a. Supplemental Type Certificate (STC):	
	b. Design Organisation Approval (DOA):	
	c. Organisation Engineering Order No:	
	d. FAA DER* / Advisory Circular AC43-13* References:	
	e. EASA CS-STAN* / DOA EASA Part 21 Subpart J*:	
	f. TCCA DAR* / DOA* / CAR 571 Appendix A:	
<b>Supporting Documentation:</b>		
12	a. Weight and C of G Schedule Change:	
	b. Instructions for Continued Airworthiness / Maintenance Manual supplements:	
	c. Electrical Load Analysis (ELA):	
	d. Minimum Equipment List (MEL) amended:	
	e. Aircraft Maintenance Programme (AMP) amended:	
	f. Software Configuration & control:	
	g. Operations Compliance check list:	
	h. Technical Log requirements:	
	i. Ground Test / Flight Test / Special Flight Permit requirements:	



	<b>OTAR 21 Subpart C Compliance Statement.</b>
13	<p>The Design Change meets OTAR 21.73(a) requirements and is compatible with the aircraft design to the OTAA Type Acceptance Certificate in force for installation on the aircraft concerned:</p> <p>21.73(a)(1) has been certified, approved or accepted by an NAA specified in paragraph 21.25(a) that issued the type certificate identified on the Type Acceptance Certificate, against which the C of A for the aircraft has been issued; or <span style="float: right;"><input type="checkbox"/></span></p> <p>21.73(a)(2) has been certified, approved or accepted by an NAA specified in paragraph 21.25(a) that is not the issuing state of the Type Certificate identified on the Type Acceptance Certificate against which the C of A for the aircraft was issued and has been declared to comply with the applicable Type Certification standards identified on the Type Acceptance Certificate for the aircraft by a suitably approved design organisation or individual; or <span style="float: right;"><input type="checkbox"/></span></p> <p>21.73(a)(3) through bilateral agreement has been certified, approved or accepted by the NAA specified in paragraph 21.25(a) that issued the type certificate identified on the Type Acceptance Certificate against which the C of A for the aircraft has been issued; or <span style="float: right;"><input type="checkbox"/></span></p> <p>21.73(a)(4) for design changes that have been certified, approved or accepted using the processes of and classified as Minor by an NAA specified in paragraph 21.25(a) that is not the issuing state of the Type Certificate identified on the Type Acceptance Certificate against which the C of A for the aircraft was issued. <span style="float: right;"><input type="checkbox"/></span></p>
	For and on behalf of:
	Name & Position:
	Part 39 Approval No:
	Signature / Date:
	<b>ASSI Acceptance (ASSI Use Only)</b>
14	<p>The change in the Type Design to the following product, as specified herein, meets the appropriate requirements and is accepted for installation.</p>
	Design Change Approval No:
	Associated Conditions:
	Name:
	Signature / Date of Issue:



## Guidance Notes for Completion

**Purpose:** The purpose of this document is to provide the records and the declaration of the acceptability of a design change certification in compliance with OTARs for an Overseas Territories registered aircraft.

### **Applicant Responsibilities:**

1. Before completing this application, please read guidance contained in OTAC 21-2.
2. Submit all applicable supporting data along with your completed application form by email. *Note: missing information, data or incorrectly completion will delay the review and approval process.*

Blocks	Completion guidance notes:
-	Please complete all boxes by entering the applicable references as required. Any not applicable items should be stated as such with the reason for non-applicability. Using the term N/A on its own should be avoided.
-	Electronic completion. Where the form is completed electronically for submission by email, signature blocks do not need to be signed and should be completed by printing the name of the person authorising with reference to the covering email message.
1, 2, 3,	Self-explanatory.
4	Enter summary of details of the design, use additional sheets if necessary and attach to the application, including the following: <ul style="list-style-type: none"> <li>• Design change / repair title</li> <li>• Description of the design change or repair</li> <li>• Description of the Equipment (Manufacturer, Make, Model)</li> <li>• Part Number(s) of main equipment removed / install</li> <li>• Interfacing with other systems</li> <li>• System redundancy</li> <li>• Primary or Secondary Systems</li> <li>• Certification Standard</li> </ul>
5	Where the applicant is designing and approving the data directly under a NAA Organisation or Delegated approval, reference should be made to the documents and or statement that approves the data e.g. FAR 43, CAR 571 or EASA 21J compliance statements. Certifying Statements may also be made directly in block 5 if they do not appear elsewhere in the documentation.
6	Applicant must be a representative of a DAO, AMO or CAM Organisation related to the aircraft eligibility being applied for.
7	Enter the reference of the TCDS of the aircraft or product that the design change will be embodied on.
8	If the design change affects the noise or other environmental certification that the aircraft is certified to, enter the details. If there is no effect on existing environmental certification, then a statement to that effect should be made.
9	State the reference of any Flight Manual / Pilot Operating handbook amending documents including issue / revision / date status. If there is no effect on existing Operating manuals / handbooks, then a statement to that effect should be made.
10	State any OTAR 91, 121 / 135 Operational conditions or approvals affected and cross reference to the relevant Operational checklist update. If there is no effect on existing Operational conditions or approvals, then a statement to that effect should be made.
11	Insert the design change approved or accepted data references as appropriate, any not applicable should be stated as such.
12	Insert the supporting documentation references as appropriate, any not applicable should be stated as such.
13	Tick the appropriate box to indicate which part of OTAR 21.73 the design change is compliant with. The compliance statement completes the application and should be signed by an appropriate signatory of the applicants OTAR Part 39 or Part 145 Organisation approval.
14	Field 14 is for ASSI use, if the design change is accepted for installation, the completed form will be returned to the applicant.