

## Explanatory notes for use / filling-in of the Form CAA/F-TI-047-8/00

The Form shall be used for submitting of different documents / their changes to the CAA CZ for approval (= **Proposal** – to be approved **directly**) / in mind (= **Notification** that the document has been approved **indirectly** in accordance with approved procedures in terms of the Organization's approval).

Use one separate Form for each submitted document. If the filled-in entries do not fit into particular block, the respective block may be enlarged and the Form may be extended to more pages – in such a case it is necessary to correct the total number of pages within the Form's footer.

Send by mail / deliver the completed Form including signatures and respective enclosures to the CAA CZ address: K letišti 1149/23, 160 08 Praha 6. Scanned Form with signatures and its enclosures may also be sent in electronic form to the E-mail address of CAA CZ - usually: [Podatelna@caa.cz](mailto:Podatelna@caa.cz) (and/or directly to the competent inspector of CAA CZ – whatever is applicable).

### Header:

Cross out everything, what is not applicable, let only either Proposal, or Notification and relevant kind of the intended document:

- MOE = Part 145 Maintenance Organization Exposition,
- CAE = Part CAO Combined Airworthiness Organization Exposition,
- CAME = Part M, Subpart G or Part CAMO Continuing Airworthiness Management Exposition,
- MOM = Part M, Subpart F Maintenance Organization Manual,
- MP = Maintenance Programme of individual aircraft or group of aircraft,
- ATL = System of Aircraft Technical Logbook.

If the respective document is joined for more kinds of approval (CAME-MOE, CAME-MOM), let both relevant kinds of document. If you submit completely new issued document, cross out the Change, too.

**Block 1:** Give Name of natural person, or organization, who submits the document. In case of the approved organization give also the concerning Number of Approval. Cross out all not-applicable kinds of subjects, let only that kind concerning the respective document.

**Block 2:** Give all contacts relevant for information / negotiation of the respective document.

**Block 3:** Give Designation (reference number) of the respective document, Number and Date of the respective change – in case of new issued document give Number of Change = 0. Give Number and Kind of Enclosures = number of printed pages, or number and format of data-files, which have been delivered to CAA CZ.

**Block 4:** Give brief description / explanation of the submitted document / its change and list of amended pages / articles / appendices. If the respective document replaces other document registered by CAA CZ, give information, which previous document has to be replaced and cancelled.

**Block 5:** Give Name, function within the Organization (if applicable) and signature of author of the respective document.

**Block 6:** Give Name, function within the Organization and signature of person, who has approved the document and submitted it to CAA CZ (= usually the Accountable Manager of Organization).

**Block 7:** Mark by a cross (X), whether the document Proposal shall be Directly approved by CAA CZ, or the document Indirect approval in terms of the organization's procedures is Notified to CAA CZ.

**Block 8:** The competent inspector of CAA CZ confirms his Approval or Rejection of the Proposal or Notification by crossing off the not-applicable block, by his Name, Signature and official Stamp. Copy of the confirmed Form shall be delivered back to the submitting subject.

In case of rejection of the Proposal or Notification, the inspector communicates his objections / found deficiencies of the document to the submitting subject by official letter / E-mail and he refers to the date and reference number of the letter / E-mail in the lowest row.