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| --- |
| **Data protection:** Personal data included in this application is processed by EASA pursuant to Regulation (EU) No 2018/2175 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. It will be processed solely for the purposes of the performance, management and follow‑up of the Application by the Agency, without prejudice to possible transmission to internal audit services, to the Court of Auditors, to the European Anti-Fraud Office (OLAF) for the purposes of safeguarding the financial interests of the European Union. The Applicant shall have the right of access to his personal data and the right to rectify any such data that is inaccurate or incomplete. Should the Applicant have any queries concerning the processing of his personal data, he shall address them to the Agency at the following address: dpo [at] easa.europa.eu. The Applicant shall have right of recourse at any time to the European Data Protection Supervisor. |

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| --- | --- |
| **1. Your Reference** | Please provide a brief, unique identifier that we will use to refer to your application |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2. Applicant Address and Contact Data** | | | | | | |
| **2.1 Applicant Data** | | | | | | |
| 2.1.1 Name and Address(registered (business) name and address/legal seat of the company) | | Account Number | **3XXXXX** | | (A)DOA Reference | **if applicable** |
| (Company) Name |  | | | |
| Street / Nr |  | | | |
| Post Code |  | | | |
| City |  | | | |
| Country |  | | | |
| 2.1.2 Contact Person(responsible for this application) | | Title | Mr  Ms | | | |
| Name |  | | | |
| First name |  | | | |
| Job title |  | | | |
| Phone / Fax |  | | | |
| Email |  | | | |
| **Important Note:** First time applicants need to submit a copy of the company’s **Business Registration** or similar legal document stating name and seat of the company together with the application. In case the applicant is not a company but a natural person, a copy of the person’s **ID or passport** needs to be provided in a **separate document** with the first application. | | | | | | |
| **2.2 Billing Data** (may be left blank, if same as 2.1 Applicant Data) | | | | | | |
| **2.2.1 Billing Address**  (EASA Fees and Charges Invoices will state the address entered here.) | | (Company) Name | Same as in section 2.1.1 (other name only in exceptional cases) | | | |
| Street / Nr |  | | | |
| PO Box |  | | | |
| Post Code |  | | | |
| City |  | | | |
| Country |  | | | |
| 2.2.2 Contact Person(Responsible for ensuring the EASA terms of payment are honoured. The electronic invoice(s) will be issued to the email address indicated here.) | | Title | Mr  Ms | | | |
| Name |  | | | |
| First name |  | | | |
| Job title |  | | | |
| Phone / Fax |  | | | |
| Email | generic email address, if available, e.g. accounting@company.com | | | |
| **2.3 Shipping Data** (may be left blank, if same as 2.1 Applicant Data) | | | | | | |
| 2.3.1 Certificate Delivery Address(for the shipping of original EASA documents) | (Company) Name | | |  | | |
| Street / Nr | | |  | | |
| PO Box | | |  | | |
| Post Code | | |  | | |
| City | | |  | | |
| Country | | |  | | |
| 2.3.2 Contact Person(Shipping) | Title | | | Mr  Ms | | |
| Name | | |  | | |
| First name | | |  | | |
| Job title | | |  | | |
| Phone / Fax | | |  | | |
| Email | | |  | | |

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| 3. Identification of Activity | | |
| Minor Change | Minor Repair | Minor Change to STC |

|  |  |  |  |
| --- | --- | --- | --- |
| 4. Product Identification | | | |
| **4.1 Fees & Charges Information** | | | |
| **Onboard-Piloted Horizontal Take-Off and Landing (HTOL) Aircraft** | | **Engines and Propellers** | |
| > 150 000 kg  > 55 000 kg ≤ 150 000 kg  > 22 000 kg ≤ 55 000 kg  > 5 700 kg ≤ 22 000 kg  > 2 730 kg ≤ 5 700 kg High Performance Aircraft  > 2 730 kg ≤ 5 700 kg  > 1 200 kg ≤ 2 730 kg High Performance Aircraft  > 1 200 kg ≤ 2 730 kg  ≤ 1 200 kg High Performance Aircraft  ≤ 1 200 kg | | Turbine engine with take-off thrust > 25 KN  Turbine engine with take-off power output > 2 000 kW  Turbine engine with take-off thrust ≤ 25 KN  Turbine engine take-off power output ≤ 2 000 kW  Non-Turbine Engine  CS-22.H, CS VLR App. B Engine  Propeller for use on aircraft > 5 700 kg MTOW  Propeller for use on aircraft ≤ 5 700 kg MTOW  CS-22J Class Propeller  Auxiliary Power Unit (APU) | |
| **Onboard-Piloted Vertical Take-Off and Landing (VTOL) Aircraft** | | **Other Onboard-Piloted Aircraft** | |
| Large  Medium  Small  Very Light | | Large Airship  Medium Airship  Small Airship  Balloon | |
| **4.2 Applicability** | | | |
| **4.2.1 Single Type design** | Type Certificate Number | |  |
| Type Certificate Holder | |  |
| Type Name | |  |
| Model(s) | |  |
| Serial Number(s) | |  |
| **4.2.2 Multiple Type designs** | Provide an Approved Model List (AML) | | Attached AML |
| **4.3 Airworthiness Code** | Please specify the applicable airworthiness code, e.g. CS-29 | | |

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| --- | --- | --- |
| **5. Original Approval** (in case of Revisions and Validations) | | |
| **5.1 EASA Approval N°**  (or reference to grandfathered certificate/approval issued by a European NAA prior to  28 September 2003) | This application is a request to revise Approval Number |  |
| Issued on |  |
| **5.2 Third Country Approval N°** | Approval Number |  |
|  | Issued on |  |

|  |  |
| --- | --- |
| 6. Description | |
| 6.1 Title | Please limit to 40 characters |
| 6.2 Description |  |
| 6.3 Affected Areas(Optional information) | Please select from the list of technical fields provided in Annex I. |

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| --- | --- | --- |
| 7. Applicant’s declaration and acceptance of the General Conditions and Terms of Payment | | |
| I declare that I have the legal capacity to submit this application to EASA and that all information provided in this application form is correct and complete.  I have understood that I am submitting an application for which fees or charges will be levied by EASA in accordance with Commission Implementing Regulation (EU) on the fees and charges levied by the European Union Aviation Safety Agency, as last amended and available from <http://easa.europa.eu/> > Regulations > Fees & Charges.  I acknowledge that I have read and understood the Agency’s Terms of Payment (see <http://easa.europa.eu/> > the Agency > FAQs > Fees & Charges > Downloads > Terms of Payment) and agree to abide by them. I declare to be aware that fees or charges, as well as all relevant travel costs must be paid whether or not the application is successful and that they might not be refundable. Moreover, I declare that I am aware of the consequences of non-payment. | | |
|  |  |  |
| Date/Location | Name | Signature |
| **Important Note:** EASA cannot accept applications without signature. Please make sure that you sign the application. | | |
| This Application should be sent by e-mail to:  [MinorChange-MinorRepair@easa.europa.eu](mailto:MinorChange-MinorRepair@easa.europa.eu) | | **Completion Instructions**    Please double-click on the icon to  access the completion instructions. |

**ANNEX I – LIST OF TECHNICAL FIELDS**

Select the technical field(s) affected by the Design Change or Repair

|  |  |  |
| --- | --- | --- |
| **Title** | **Selected** | **Technical Field** |
| **Flight and Human Factors** |  | Flight Test (for all the relevant CS Subparts) |
|  | Handling Qualities |
|  | Performance |
|  | Human Factors |
|  | Human Machine Interface and Cockpit Integration |
|  | Flight Manual |
| **Flight Crew Data** |  | OSD Flight crew disciplines |
| **Structures** |  | Loads, Weight and Balance |
|  | Static Strength |
|  | Fatigue and damage tolerance |
|  | Materials & Manufacturing |
|  | Aero elasticity, Vibration and Buffeting |
|  | Crashworthiness |
|  | Decompression |
|  | Impact conditions |
| **Hydromechanical Systems** |  | Flight Control System [ATA 270 on Aeroplane / 670 on Rotorcraft] |
|  | High Lift System [ATA 275] |
|  | Hydraulics [ATA 290] |
|  | Landing Gear Systems and Wheels, Tyres & Brakes [ATA 320] |
|  | Fuselage Doors [ATA 520] |
|  | Helicopter Hoist installation |
|  | RAT Mechanical systems |
| **Electrical Systems** |  | Electrical Generation / Distribution |
|  | EMC |
|  | HIRF and Lightning Indirect Effects |
|  | Lightning Direct Effects |
|  | EWIS |
|  | Lights |
|  | IFE / Power outlets (for passengers or crew) |
|  | Wireless transmission capabilities (for passengers or crew). |
| **Avionic Systems** |  | Autoflight systems (Includes auto-pilot, auto-throttle, flight guidance, flight envelope, stability, etc.) |
|  | Communications & Navigation & Surveillance (Includes air data systems, datalink, transponder, radio, environment surveillance systems (TCAS, TAWS, Weather Radar …), etc.) |
|  | Flight Management system |
|  | Indicating, Alerting & Recording systems and Diagnostic and Maintenance systems (Includes display systems, instrument and control panel, recorders, vibration/vehicle monitoring system, general computers, central warning systems, maintenance systems, etc.) |
|  | Integrated Modular Avionics |
|  | Includes IMA resources, databuses |
|  | Cybersecurity |
| **Powerplant Installation and Fuel Systems** |  | Engine, propeller and APU installation |
|  | Fuel Systems |
|  | Fuel Tank inerting |
|  | ETOPS / EDTO |
|  | Fire protection (unpressurised areas) |
|  | Volcanic Ash |
| **ECS** |  | Air conditioning and pressuration |
|  | Ice protection |
|  | Oxygen systems |
|  | Bleed air |
|  | Water and waste |
| **Noise, Fuel Venting and Emissions** |  | Noise |
|  | Emissions |
|  | Fuel venting |
| **Software and AEH** |  | DA for SW/AEH |
| **Cabin Safety** |  | Cabin Installation (including Emergency Medical Systems, VIP interiors, Crew Rest Compartments, Courier Compartments, etc.) |
|  | Flight Deck installation |
|  | Cargo compartments (installation & restraint) |
|  | Occupant crashworthiness/restraint |
|  | Fire Protection - pressurised areas (active and passive) |
|  | Occupant evacuation |
|  | Internal and External placards and markings. |
|  | Rotorcraft Human External Cargo Restraint |
|  | Security aspects |
| **DASA** |  | Development  Assurance and Safety Assessment |
| **Transmission** |  | Rotorcraft transmission |
| **ICA** |  | Instructions for Continued Airworthiness |
|  | Maintenance Review Board (MRB) process |
| **MMEL** |  | OSD MMEL disciplines |
| **FSTD** |  | OSD Sim disciplines |
| **Cabin Crew Data** |  | OSD Cabin crew disciplines |
| **Maintenance Certifying Staff Data** |  | OSD Maintenance Certifying Staff Disciplines |
| **Propulsion** |  | Engine certification |
|  | APU qualification |
|  | Propeller qualification |
|  | Electrical propulsion |