

COMPLETION INSTRUCTIONS: MAA FORM 30 APPLICATION

Section	Guidance
APPLICATION FOR MILITARY AIRCRAFT CERTIFICATION PROCESS (MACP) INITIATION	
1.1	The Delivery Team (DT) supporting the Type Airworthiness Authority.
1.2 - 1.5	<p>Enter Type Airworthiness Authority (TAA) and DT Certification Manager Names, full telephone number (full GPTN and Civil codes), e-mail addresses and confirmation of holding a valid Letter of Airworthiness Authority (LoAA).</p> <p>The DT Certification Manager is the project desk officer responsible for the delivery of the certification work stream. This is the person the MAA Certification Team will treat as the primary point of contact for Military Type Certificate (MTC) progression.</p>
2.1	Select the option that best represents the Air System type, Mk, Model applied for.
2.2	State and give a brief description of the Air System type, Mk and model applied for.
2.3	This should contain any supporting Civil Type Certificates.
2.4	Enter the name of the Air System type manufacturer.
3.1 - 3.2	<p>The Key Milestone and Proposed Dates should reflect the dates that the project intends to meet key milestones. The application will be rejected should dates be omitted without appropriate justification.</p> <p>The MAA will allocate resource to project milestones as appropriate subject to MAA resource availability. Should there be insufficient MAA resource for the dates proposed, the MAA will advise the TAA in our response, advising when resource is available to undertake the activity.</p> <p>The MAA will accept dates as quarters (Q3 2019) if the project is at an early stage. However, these dates should be refined and communicated formally via a letter from the TAA to the MAA allocated Platform Certification Manager (PCM) at the earliest opportunity.</p> <p>If the proposed dates are later amended, this should be communicated formally via letter from the TAA at the earliest opportunity, addressed to the MAA allocated PCM, Project Certification Lead or Cert-DepHd.</p> <p>*When the DT sends a formal proposal to amend key milestone dates on behalf of the TAA, the TAA must be included in the correspondence distribution list. MAA resource will not be committed to a milestone if the TAA is not included in the correspondence.</p> <p>The technical familiarisation presentation provides an opportunity for the delivery team to advise the MAA of any specific certification challenges they envisage throughout their MACP journey. Including; achieving timescales, approvals, Contractor Flying Approved Organization Scheme (CFAOS), waivers etc.</p>
4.1	<p>Signature of the applicant.</p> <p>When the change is Major, the TAA will be the applicant and send to the MAA. When the change is Minor, a DO (with appropriate privilege) or authorised LoAA holder will be the applicant and send to the TAA.</p>

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ANNEX A: PROJECT DETAILS FOR MILITARY TYPE CERTIFICATE APPLICATION	
A1	Enter the name for the project. This will be referenced throughout the MACP and on the Type Certificate following completion - ie Type-Mk#-Project designation as appropriate.
A2	<p>A description of the project. The applicant should refer to (and attach where possible) schematics, system drawings, basic data, operational characteristics / limitations as required, high level features, technologies, Airworthiness codes.</p> <p>This should reflect the project description within the Type / Air System Airworthiness Strategy.</p>
A3	List the Certification Specifications for Airworthiness that will be used and referenced in accordance with RA 5810.
A4	<p>DO reference numbers are awarded by the MAA's Design Approved Organization Scheme (DAOS) branch to the DO following successful navigation through the DAOS process.</p> <p>Enter the name and reference number of the Coordinating Design Organisation for the requested change.</p>
A5	<p>DO reference numbers are awarded by the MAA's DAOS branch to the DO following successful navigation through the DAOS process.</p> <p>Enter the name and reference number of the Design Organisation for the Air System type.</p>
A6	For a new Air System, the Applicant should state the intended Design Safety Target (DST) and use the 'Explanation' field to give their rationale with reference to the Acceptable Means of Compliance (AMC) to RA 1230.
ANNEX B: PROJECT DETAILS FOR CHANGE IN TYPE DESIGN APPLICATION	
B1	Enter the name for the project. This will be referenced throughout the MACP and on the Type Certificate following completion - ie Type-Mk#-Project designation as appropriate.
B2	<p>For the TAA or the DO under privilege¹ to specify the classification in accordance with (iaw) RA 5820.</p> <p>As stated in RA 5820(1) paragraph 3;</p> <p>The classification decision and supporting justification of all changes to Type Design should be recorded. These records should be easily accessible for sample checking.</p> <p>The TAA may use a Form 30 to achieve this.</p> <p>Note: Minor Type Design changes are processed under TAA assurance iaw RA 5820. There is no requirement for Minor Type Design changes to be sent to the MAA on a Form 30.</p>
B3	For the TAA to propose the assurance level granted for the project in accordance with RA 5820.
B4	For the TAA to classify the change in accordance with the Change Product Rule.

¹ For the DO scope of privileges refer to RA 5850 – Military Design Approved Organization (MRP 21 Subpart J).

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B5	Identify the system(s) affected by the change in type design.
B6	The justification should summarize the nature of the change to the Type Design and the basis for determining the classification, continue on a separate sheet if required. An explanation of which condition listed in RA 5820 has driven the classification to Major. An explanation by the TAA or an appropriately approved DO under privilege has approved the classification as Minor iaw RA 5820.
B7	<p>A description of the project and identify the systems likely to be affected by the change. The applicant should refer to (and attach where possible) schematics, system drawings, basic data, operational characteristics / limitations as required, high level features, technologies, Airworthiness codes.</p> <p>This should reflect the 'Background' section of the project Certification Strategy which should accompany a Form 31 submission.</p>
B8	List the Certification Specifications for Airworthiness that will be used and referenced in accordance with RA 5820.
B9	<p>DO reference numbers are awarded by the MAA's DAOS branch to the DO following successful navigation through the DAOS process.</p> <p>Enter the name and reference number of the Coordinating Design Organisation for the requested change.</p>
B10	<p>DO reference numbers are awarded by the MAA's DAOS branch to the DO following successful navigation through the DAOS process.</p> <p>Enter the name and reference number of the Design Organisation for the requested change.</p>
B11	<p>For a new Air System, the Applicant should state the intended DST and use the 'Explanation' field to give their rationale with reference to the AMC to RA 1230. For Major Changes, the Applicant should state the current Air System DST. The 'Explanation' field should detail the effect of the change on the anticipated achievement of the DST.</p> <p>Note: Section 3.4 does not need to be populated for Minor changes.</p>
B12	When a change is classified as minor and presented to the TAA on a Form 30, the TAA can use this field to apply their signature, in effect, agreeing with the assessment made on the Form 30 by a DO (with appropriate privilege) or authorised LoAA holder.