**To ensure use of the latest version of this form, please download from the MAA website.**

**Application for Changes to:**

**Design Approved Organization Scheme (DAOS) Approval**

1. **Design Organization**

|  |  |
| --- | --- |
| **Organization** [**DAOS Reference**](#field1_1) **No.** | UK.MAA.DAOS.  |
| **Organization** [**Name**](#field1_2)*[and trading name if applicable]* |   |
| **Address***[registered business and postal address, if different]* |   |
| **Contact Person** |   |
| **Telephone** |   |
| **E-mail** |   |
| **Location(s)** |   |
| **MOD Sponsor[[1]](#footnote-2) Name***[For changes at field 2.4, 2.5 or 2.6 only]* |   |
| **MOD Sponsor Contact Address***[For changes at field 2.4, 2.5 or 2.6 only]* |   |
| **Telephone** |   |
| **E-mail** |   |

1. **Details of Revision(s) to DAOS Approval**

|  |  |
| --- | --- |
| * 1. **Identification of changes to key Signatories.**

Please clearly identify **each** signatory that requires removal, addition and / or update within the Approved Schedule. Please include full name, post title, limitations and which type of signatory addition or change is required for each requested change.A MAA DAOS Form 4 **should** be submitted for any new proposed Approved Signatories and Approved Postholders.  |   |
| * 1. **Identification of changes to the Organization or Facilities.**
 |   |
| * 1. **Identification of changes to the Design Organization Exposition (DOE).**

Please provide a copy of the updated DOE for assessment and where possible, please highlight the changes within the DOE. |   |
| * 1. **Identification of significant changes to the Design Management System.**

A list of significant changes can be found within the Guidance Material of RA 5850(6).MOD sponsor endorsement is required for significant Organization changes found in RA 5850(6) para 47. a |   |
| * 1. **Identification of changes to the Scope of Approval.**

Please provide copies of any associated documentation for assessment.*[Requires MOD sponsor Endorsement]* |   |
| **2.6 Identification of Privilege requested.**Please specify which privileges are being requested in accordance with RA 5850(11) and provide copies of any related processes and procedures for assessment.*[Requires MOD sponsor Endorsement]* |   |

1. **Additional information**

|  |
| --- |
|   |

1. **Applicant’s Declaration**

I confirm, to the best of my knowledge, that the information on this form is correct.

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

1. **MOD Sponsor’s[[2]](#footnote-3) Declaration**

*[Required for changes at field 2.4, 2.5 or 2.6]*

I confirm sponsorship of the changes detailed at fields 2.4, 2.5 and / or 2.6 above.

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

This signed application should be sent by e-mail or regular mail to:

**Military Aviation Authority**

Assurance Co-ordination Cell

Juniper 1, Wing 4, #5104

MOD Abbey Wood (North),

Bristol, BS34 8QW Email: DSA-MAA-OA-ACC@mod.gov.uk

1. The MOD Sponsor may be a Delivery Team. [↑](#footnote-ref-2)
2. “Sponsor” here is NOT as described in RA 1019 – Sponsor of Military Registered Civilian-Owned and Civilian Operated Air Systems – Air Safety Responsibilities. [↑](#footnote-ref-3)