



Flight Operations Standards Directorate
Commercial Air Transport Section - Special Approvals - EFBs Approval
EFB Approval Process Form

• Operator Name			
• Aircraft Type(s)			
• EFBs Requested Approval	<input type="checkbox"/> Class 1 EFB	<input type="checkbox"/> Class 2 EFB	
• AOC Focal Point	Name	Telephone No.	E-Mail

1	PHASE ONE - PRE APPLICATION PHASE	Remarks				
a	AOC Applicant/holder to Submit the AOC Certification/Variation Letter of Intent					
(1)	AOC Applicant/holder making an initial inquiry by submitting the AOC certification/variation letter of intent to CARC chief commissioner					
(a)	<input type="checkbox"/> For AOC initial certification. Submit AOC certification letter of intent, subject AOC initial certification					
(b)	<input type="checkbox"/> For AOC variation. Submit AOC variation letter of intent, subject AOC variation - EFB approval					
(2)	The chief commissioners will forward the letter of intent to the director flight operations standards and copy CARC responsible directorates for AOC certification/variation					
b	Initial Meeting					
(1)	Director flight operations standards will call for an initial meeting and the assignment of CARC directorates focal points					
(a)	<input type="checkbox"/> For AOC initial certification. The meeting will be part of the AOC certification initial meeting					
(b)	<input type="checkbox"/> For AOC variation. The meeting will be specific for EFB certification initial meeting					
(2)	Meeting arrangements	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">• Date</td> <td style="width: 30%;"></td> <td style="width: 30%;">• Time</td> <td style="width: 10%;"></td> </tr> </table>	• Date		• Time	
• Date		• Time				
(3)	AOC/EFB certification team					
(a)	Flight operations standards directorate focal point name					
(b)	Airworthiness standards directorate focal point name					
(4)	AOC applicant/holder focal point name					



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1	PHASE ONE - PRE APPLICATION PHASE	Remarks					
(5)	Objective. To advise the AOC applicant/holder focal point to thoroughly review the appropriate CARC regulations, directives and advisory materials and provide guidance concerning EFB certification requirements. AOC applicant/holder will be briefed by the CARC responsible directorates focal points on:						
(a)	The EFB certification process						
(b)	The requirements of each CARC responsible directorates; and						
(c)	<input type="checkbox"/> For AOC variation. AOC variation application form - prospective operator's pre-assessment statement <input type="checkbox"/> For AOC certification. The prospective operator's pre-assessment statement form and the instructions for completing the pre-assessment statement form						
(6)	The flight operations standards focal point will provide the AOC applicant/holder focal point with the prospective operator's pre-assessment statement form and the instructions for completing the pre-assessment statement form or AOC variation application form - prospective operator's pre-assessment statement						
c	AOC Applicant/Holder Forward the Prospective Operator's Pre-assessment Statement						
(1)	<input type="checkbox"/> For AOC variation. Flight operations standards focal point will call CARC responsible directorates focal points for a meeting to assess the AOC variation application form - prospective operator's pre-assessment statement; and:						
(a)	If accepted, director flight operations standards will inform the AOC holder focal point with the AOC variation initial acceptance subject to conduct a satisfactory quality system inspection; or						
(b)	If rejected; director flight operations standards will recommends in writing to CARC chief commissioner the rejection of the AOC applicant prospective operator's pre-assessment statement including reason(s)						
(2)	<input type="checkbox"/> For AOC certification. It will part of AOC applicant prospective operator's pre-assessment statement assessment						
d	<input type="checkbox"/> Quality System Inspection - AOC Variation only						
(1)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Inspection arrangements</td> <td style="width: 10%; text-align: center;">• Date</td> <td style="width: 15%;"></td> <td style="width: 10%; text-align: center;">• Time</td> <td style="width: 15%;"></td> </tr> </table>	Inspection arrangements	• Date		• Time		
Inspection arrangements	• Date		• Time				
(2)	CARC will conduct quality system inspection on the AOC holder; and						
(a)	If operator meets JCAR OPS 1 requirement; director flight operations standards will recommends in writing to CARC chief commissioner to nominate EFB certification project manager and EFB certification focal points ; or						
(b)	If operator did not meet JCAR OPS 1 requirement; director flight operations standards will inform the AOC holder focal point in writing the rejection of the variation including reasons(s)						
e	Pre Application Meeting						
(1)	The AOC/EFB certification project manager will call for the pre-application meeting						
(2)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Meeting arrangements</td> <td style="width: 10%; text-align: center;">• Date</td> <td style="width: 15%;"></td> <td style="width: 10%; text-align: center;">• Time</td> <td style="width: 15%;"></td> </tr> </table>	Meeting arrangements	• Date		• Time		
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1	PHASE ONE - PRE APPLICATION PHASE	Remarks
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(3)	AOC/EFB certification team	
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|-----|--|--|--|
| (a) | *AOC/EFB certification project manager name | | |
| (b) | Flight operations standards directorate focal point name | | |
| (c) | Airworthiness standards directorate focal point name | | |

*For AOC variation the flight operations standards directorate focal point is the EFB certification project manager

(4)	AOC applicant/holder team	
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|-----|---------------------------------------|--|--|
| (a) | AOC applicant/holder focal point name | | |
| (b) | Flight operations post holder name | | |
| (c) | Crew training post holder name | | |
| (d) | Maintenance system post holder name | | |

(5)	Objective. To determine that, the AOC applicant/holder has sufficient knowledge of the appropriate CARC regulations and implementation procedures for EFB certification. The AOC applicant/holder will be briefed in details by the AOC/EFB certification team members on the 5 phase the EFB approval process, technical requirements and implementation procedures for each directorate and for each phase. The AOC/EFB certification team will provide the AOC applicant/holder with EFB approval guide(s), application(s), form(s), compliance list(s) etc on soft and/or hard as applicable	
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f	Document Preparations/Amendment During Pre application Phase
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(1)	Flight Operations Standards Directorate Documents
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|-----|--|--|
| (a) | EFB approval application form | |
| (b) | EFB approval process form - this form | |
| (c) | EFB policy and procedures manual | |
| (d) | Risk assessment for EFB systems | |
| (e) | Human factors assessment | |
| (f) | Operations manual part A | |
| (g) | Operations manual part D - EFB training program | |
| (h) | Quality manual - Compliance monitoring (Quality assurance program) | |
| (i) | Minimum equipment list(MEL) considerations | |
| (j) | EFB approval applications attachments compliance list | |

(2)	Airworthiness Standards Directorate Documents
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(a)	Refer to CARC form 18-0336	
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1	PHASE ONE - PRE APPLICATION PHASE	Remarks		
g	Pre-application Meeting Summary			
(1)	The AOC/EFB certification project manager will prepare a minutes of meeting signed by the AOC/EFB certification team members and the AOC applicant/holder focal point that declare the following:			
(a)	The AOC/EFB certification team statement that, they had briefed the AOC applicant/holder team about the directorates requirements for each phase of the EFB certification and had provided the AOC applicant/holder team with and/or guided them to CARC website for their directorates guide(s), application(s), form(s), compliance list(s) etc applicable for the EFB certification			
(b)	The AOC applicant/holder focal point statement that, the AOC applicant/holder team had been briefed about directorates requirements for each phase of the EFB certification and had received and/or guided to CARC website for each CARC directorate guide(s), application(s), form(s), compliance list(s) etc applicable for AOC variation/certification			
h	Pre-application Phase Summary	Accomplished Date	Initial	Remarks
(1)	The pre-application phase completion date is the date when AOC applicant/holder completion of formal application preparation			



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2	PHASE TWO - FORMAL APPLICATION PHASE	Remarks		
a	Formal Application Meeting			
(1)	The AOC/EFB certification project manager will call for the formal application meeting coordinated with the AOC applicant/holder focal point. The formal application meeting date will be on the same day of the AOC applicant/holder submitting the formal application			
(2)	Meeting arrangements	• Date	• Time	
(3)	AOC/EFB certification team			
(a)	AOC/EFB certification project manager name			
(b)	Flight operations standards directorate focal point name			
(c)	Airworthiness standards directorate focal point name			
(4)	AOC applicant/holder team			
(a)	AOC applicant/holder focal point name			
(b)	Flight operations post holder name			
(c)	Crew raining post holder name			
(d)	Maintenance system post holder name			
(5)	Objective. To ensure that, the AOC applicant/holder has submitted the EFB formal application, formal application attachments, review the certification process and establish a common understanding on the future procedure for the EFB certification			
b	Formal Application Attachments	Submitted Date	Initial	Remarks
(1)	Copy of the AOC Variation Study Fee Slip - AOC variation only			
(2)	EFB Approval Application Form			
(3)	Cover Letter for the Formal Application			
(4)	EFB Approval Process Form - This Form			
(5)	Flight Operations Standards Directorate Formal Application Attachments			
(a)	EFB policy and procedures manual			
(b)	Risk assessment for EFB system			
(c)	Human factors assessment			
(d)	Operations manual part A			
(e)	Operations manual part D – training program			
(f)	Quality manual - Compliance monitoring (Quality assurance program)			
(g)	Minimum equipment list (MEL)			
(h)	EFB approval applications attachments compliance list			



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2	PHASE TWO - FORMAL APPLICATION PHASE	Submitted Date	Initial	Remarks
(6)	Airworthiness Standards Directorate Formal Application Attachments			
(a)	Refer to CARC form 18-0336			
c	Formal Application Attachments Initial Assessment	Accomplished Date	Initial	Remarks
(1)	The AOC/EFB certification team members will review the submitted formal application and formal application attachments and define any missing attachment(s)			
(2)	Formal application attachments initial assessment:			
(a)	Flight operations standards directorate			
(b)	Airworthiness standards directorate			
d	Acceptance/ Rejection of the Formal Application. The AOC/EFB certification project manager will inform the AOC applicant/holder verbally and in writing the acceptance/rejection of the formal application including reason(s) if rejected			
e	If the formal application was verbally accepted			
(1)	The AOC/EFB certification team members will review the EFB approval process with the AOC applicant/holder team in details; and			
(2)	The AOC/EFB certification team member(s) will inform the AOC applicant/holder in writing of any missing attachment(s)			
(a)	Flight operations standards directorate letter			
(b)	Airworthiness standards directorate letter			
f	Formal Application Phase Summary			
(1)	The formal application phase completion date is the date of the last AOC/EFB certification team member(s) letter to the AOC applicant/holder of any missing attachment(s)			
(2)	The AOC/EFB project manager will inform in writing the AOC/EFB certification team members and the AOC applicant/holder focal point the start of phase three - document evaluation phase			



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3	PHASE THREE - DOCUMENT EVALUATION PHASE	Accomplished Date	Initial	Remarks
a Flight Operations Standards Directorate Application Attachments				
(1)	EFB policy and procedures manual			
(2)	Risk assessment for EFB systems			
(3)	Human factors assessment			
(4)	Operations manual part A			
(a)	Dispatch considerations			
(b)	Specific considerations for mass and balance and performance			
(c)	Procedures for using EFB systems with other flight crew compartment systems			
(d)	Flight crew awareness of EFB software/database revisions			
(e)	Procedures to mitigate and/or control workload			
(f)	Defining flight crew responsibilities for performance calculations			
(g)	Electronic signatures			
(h)	Role of the EFB Administrator			
(5)	Operations manual part D - EFB training program			
(6)	Quality manual - Compliance monitoring (Quality assurance program)			
(7)	Minimum equipment list(MEL) considerations			
b Airworthiness Standards Directorate Formal Application Attachments				
(1)	Refer to CARC form 18-0336			
c Documents None Compliance. The AOC/EFB certification team members shall provide the AOC applicant/holder with the documents contents none compliance applicable to their directorates in writing and to set a meeting(s) for the none compliance debrief if needed and to copy the AOC/EFB certification project manager:				
(1)	Flight operations standards directorate documents none compliance letter			
(2)	Airworthiness standards directorate documents none compliance letter			
d Completion of Phase Three - Document Evaluation Phase. The AOC/EFB certification team members will inform the AOC/EFB certification project manager in writing the satisfactory completion of phase three - document evaluation phase:				
(1)	Flight operations standards directorate letter			
(2)	Airworthiness standards directorate letter			



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3	PHASE THREE - DOCUMENT EVALUATION PHASE	Accomplished Date	Initial	Remarks
e	Document Evaluation Phase Summary			
(1)	The document evaluation phase completion date is based on the last AOC/EFB certification team member letter to the AOC/EFB certification project manager for the satisfactory completion of phase three - document evaluation phase. Documents or manuals that are satisfactory will be approved or accepted, as required by JCARS. Approval/acceptance shall be indicated by a signed document or manual and a letter of approval or acceptance of the document or manual			
(2)	The AOC/EFB certification project manager will inform the AOC/EFB certification team members and the AOC applicant/holder focal point in writing the start of phase four - demonstration & inspection phase			



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4	PHASE FOUR - DEMONSTRATION AND INSPECTION PHASE	Accomplished Date	Initial	Remarks
a Demonstration and Inspection Schedule				
(1)	The AOC/EFB certification team members will provide the AOC applicant/holder with their directorate's demonstration and inspections required for the EFB certification, and will ask the AOC applicant/holder to provide them with the demonstration and inspection schedule for each directorate and to copy the AOC/EFB certification project manager			
(a)	Flight operations standards directorate required demonstration and inspections letter			
(b)	Airworthiness standards directorate required demonstration and inspections letter			
(2)	The AOC/EFB certification team members will review the demonstration and inspection schedule proposed by the AOC applicant/holder applicable to their directorate and to agree on with the AOC holder			
(a)	Flight operations standards directorate letter			
(b)	Airworthiness standards directorate letter			
b Flight Operations Standards Directorate Inspection				
(1)	Flight crew training records inspection			
(2)	Flight dispatch - release inspection			
c Airworthiness Standards Directorate Inspection				
(1)	Refer to CARC form 18-0336			
d	Demonstration and Inspection None Compliance. The AOC/EFB team members shall provide the AOC applicant/holder with the demonstration and inspection none compliance applicable to their directorates in writing and to set a meeting(s) for the none compliance debrief if needed and to copy the AOC/EFB certification project manager:			
(1)	Flight operations standards directorate demonstration and inspection none compliance letter			
(2)	Airworthiness standards directorate demonstration and inspection none compliance letter			
e	Completion of Phase Four - Demonstration and Inspection Phase The AOC/EFB certification team members will inform the project manager in writing the satisfactory completion of phase four - demonstration and inspection phase			
(1)	Flight operations standards directorate letter			
(2)	Airworthiness standards directorate letter			



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4	PHASE FOUR - DEMONSTRATION AND INSPECTION PHASE	Accomplished Date	Initial	Remarks
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f	Demonstration & Inspection Phase Summary
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(1)	The demonstration and inspection phase completion date is based on the last AOC/EFB certification team member letter to the AOC/EFB certification project manager for the satisfactory completion of phase 4 - demonstration and inspection phase. The satisfactory completion of the demonstration inspection phase means, AOC applicant/holder meets JCARs requirements for EFB approval issuance			
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(2)	The AOC/EFB certification project manager will inform the AOC/EFB certification team members in writing the start of phase five - certification phase, to prepare their directorate's documents required for the operations specification issuance/amendment that is needed to be part of the EFB certification report and setting a date for the final certification meeting			
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Accountable Manager Name	Signature	Date



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FOR CARC USE ONLY

5	PHASE FIVE - CERTIFICATION PHASE	Remarks	
a	Final Certification Meeting		
(1)	The AOC/EFB certification project manager will call for the final certification meeting		
(2)	Meeting arrangements	• Date	• Time
(3)	AOC/EFB certification team		
(a)	AOC/EFB certification project manager name		
(b)	Flight operations standards directorate focal point name		
(c)	Airworthiness standards directorate focal point name		
(4)	Objective. The AOC/EFB certification team members to provide the AOC/EFB certification project manager with their directorates documents required for the EFB approval issuance that is needed to be part of the EFB certification report		
b	Certification Report Contents	Documents Status	
		YES	NO
(1)	Airworthiness Standards Directorate Documents		
(a)	Copy of the airworthiness standards EFB approval letter		
(2)	Flight Operations Standards Directorate Documents		
(a)	Copy of the AOC variation application form - Prospective operator's pre-assessment statement - AOC variation only		
(b)	Copy of the AOC variation study fee slip - AOC variation only		
(c)	Copy of the EFB approval application form		
(d)	Copy of the EFB approval process form		
(e)	Copy of the EFB approval fee slip		
(f)	Copy of the flight operations standards EFB approval letter subject to the operator following process:		
(g)	Operational evaluation test plan (7.14):		
(1)	Applications replacing paper products with an initial retention of paper backup (7.14.1)		
(2)	Applications replacing paper products without paper backup at commencement of operations and other applications (7.14.2)		
(3)	Operational Approval Submission - Final operational report (7.15)		
(3)	Director Flight Operations Standards Issuance of the OPS SPECS for EFB Approval		
(a)	Copy of the Operations Specification (OPS SPECS)		



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c	AOC/EFB Certification Project Manager to Copy Airworthiness Standards Directorate with	Documents Status	
		YES	NO
(1)	The Operations Specification (OPS SPECS)		
AOC/EFB Certification Project Manager Name		Signature	Date