


<h1>Request For Conformity</h1> <p>Page 1 of</p>	1. RFC Tracking N°:	
	1a. RFC Revision N°:	
2. CAA Work Request:	3. Date:	
4. To:	5. Applicant Contact Details:	

The Applicant requests a conformity inspection pertaining to the following item(s):	
6. Request for Conformity Inspection: Part Conformity: <input type="checkbox"/> Test Setup: <input type="checkbox"/> Installation: <input type="checkbox"/> Other: <input type="checkbox"/>	7. Description:
8. Make / Model:	9. Quantity:
10. Applicable Design Data:	
11. Inspection Location Details:	
12. Contact Details:	13. Requested Date & Time:
14. Special Instructions:	
15. Additional Remarks:	

FOR CAA ONLY USE	
16. CAA Inspector:	17. CAA Confirmation of Request: <input type="checkbox"/>
18. CAA Additional Remarks:	

Form CAA 8120-10 Request For Conformity – Instructions

General: This form is used to initiate the conformity inspection process at any stage of a project. It can be raised by:

- a. An Applicant to formally request that the CAA to undertake conformity inspections in support of their project.
- b. The CAA to request a foreign National Airworthiness Authority to undertake a conformity inspection in a location under their jurisdiction that is in support of a New Zealand based project.

This form should be submitted to CAA in accordance with the period of notice for service or on a date agreed in the Project Specific Certification Plan.

Block 1: The RFC Tracking N^o should be in the format agreed by the CAA and the Applicant and should sequentially follow on from the last RFC Tracking N^o. If “Unsatis” issues are identified requiring subsequent inspections the RFC Revision N^o should be updated.

Block 2: The CAA work request.

Block 3: Date that the RFC is raised.

Block 4: The Applicant should insert the CAA Project Manager’s details. CAA should insert the applicable contact details of the foreign National Airworthiness Authority.

Block 5: The Applicant should insert their applicable contact’s details. CAA should insert the Project Manager’s details.

Block 6: Place an “X” in the appropriate box.

Block 7: Enter a brief description of the part / test setup / installation for which the conformity inspection is being requested (e.g. gearbox casing, gearbox casing static load test, gearbox installation). Part numbers can be inserted for part conformity requests.

Block 8: Enter the make/model of the product that the project design approval is for.

Block 9: Enter the quantity of items to be conformity inspected. This should be the quantity required to complete the test program (enter “*X per test plan*”) or the quantity sufficient for one ship-set.

Block 10: Enter a complete description of the type design data against which the inspection will be conducted (i.e. Drawings, test plans with revision states). Do not include part numbers.

Block 11: Enter the name of the company / institution / site and its physical address where the inspection is to be conducted.

Block 12: Enter the name and contact details of the person at the inspection site.

Block 13: Enter the date and time that the inspection is requested for (time needs to be entered in XX:XX format).

Block 14: Either the Applicant or CAA may enter special instructions in this block that may aid the inspector.

Block 15: The Applicant may enter any additional relevant information. This block can be used to supplement data in any other blocks

Block 16: The CAA will identify the inspector in this block.

Block 17: The CAA will confirm the Applicant’s requested inspection location and time with the Applicant. Details of any changes to locations / times are to be recorded here.

Block 18: The CAA may enter any additional relevant information. This block can be used to supplement data in any other blocks.